

**REQUEST FOR PROPOSAL
PROFESSIONAL ENGINEERING DESIGN SERVICES
COMMUNITY-WIDE OFF LEASH DOG PARK**

As a Stakeholder group, The City of Mt. Pleasant and Union Township, Michigan, in cooperation with the community nonprofit Friends of the Dog Park Committee, is seeking proposals from engineering firms capable of designing a Community Wide Off-Leash Dog Park Facility.

Interested Professional Engineering Consultants are requested to submit statements of experience and qualifications to the stakeholders group in regard to providing professional engineering design services for the Community Wide Off - Leash Dog Park Project. Breakdown of costs to deliver a conceptual design with engineers estimate are to be included in the proposal. Project award is contingent upon funding approval from the partner agencies.

Scope of Services

Working with all stakeholders; services will include the following:

- Create conceptual Dog Park Design for Mission Creek Park.
- Provide Site amenity and phasing recommendations.
- Utilizing the conceptual design chosen by stakeholders:
 - Complete an *engineer's estimate* for the project.
 - Provide annual maintenance cost estimate for the facility.
- Meetings as required with staff and stakeholders.

Firms will be ranked on experience, cost, and qualifications, including but not limited to: previous, similar designs, key personnel qualifications, availability.

IMPORTANT INFORMATION regarding questions about this RFP

Any questions relative to the scope of services must be submitted by e-mail to bsmith@uniontownshipmi.com. Questions must be received by April 11, 2013. Answers will be posted as questions are received.

Please visit www.uniontownshipmi.com to receive up-to-date information regarding this RFP including answers to all questions submitted. It is the responsibility of the bidders to check the website for new questions and answers prior to submitting bids. The names of vendors submitting questions will not be disclosed. Personal visits and phone calls will not be allowed.

SUBMITTAL INSTRUCTIONS

Qualifications Based Selection –Project stakeholders will review all Qualification Packages submitted for this project. To be considered as a qualified respondent, five copies of the Proposal Package must be submitted in a sealed envelope and clearly marked **RFP: PROFESSIONAL ENGINEERING DESIGN SERVICES – Community-Wide off Leash Dog Park Project**, and received by the Township of Union Managers

Office address listed below by 1:30 p.m., April 16, 2013. Proposal packages must be mailed or delivered to the following address:

Union Township Managers Office
2010 S. Lincoln Rd.
Mt. Pleasant, MI 48858-2447
(989) 772-4600

Any packages received after this date and time will be deemed unresponsive. The project stakeholders group reserves the right to accept or reject any and all proposals, to re-solicit proposals, to waive any irregularities, to negotiate pricing and to select the proposal deemed to be in the best interests of the community. Issuance of this RFP does not obligate the project stakeholders to award a contract nor are any of the project stakeholders liable for any costs incurred by the proponent in the preparation and submittal of the proposal. All proposals must include the following information in the order stated below:

1. **Corporate Profile:** Describe on one page the background of your company and why it is qualified to provide the requested services.
2. **Understanding of the Project:** Describe in two pages or less your understanding of the project including a brief overview of your plan on accomplishing the services being requested.
3. **Project Team:** Describe the qualifications of the key person(s) who will be responsible for providing the requested services. Resumes for key person(s) are required. (Limit resumes to two pages for each key person listed.)
4. **Experience:** Provide evidence of similar, past experience that demonstrates your ability to successfully provide the services being requested in this RFP. Include names and contact information from past projects for reference purposes.
5. **Cost:** Break down of costs for each major project task area and a list of standard billing rates along with an estimate of the time involved in creating the design and other documents as requested.

FEE NEGOTIATIONS

At the time of awarding the contract to the successful firm, a not-to-exceed fee for required services will be established. If the stakeholders group and the successful firm cannot agree on a firm cost, the stakeholders will solicit a fee from the next highest-scored firm. Billing will be on a monthly basis for any services provided.

INSURANCE REQUIREMENTS

The engineering firm shall not begin any work under any contract until it has obtained the required insurance, and the stakeholder group has approved such insurance. The successful firm shall not allow any sub consultant to commence work on its contract until all similar insurance required of the consultant has been so obtained and approved. Insurance requirements include:

- Workers Compensation Insurance including Employers Liability Coverage in accordance with all applicable statutes of the State of Michigan.
- Commercial General Liability Insurance on an “occurrence basis” with limits of liability not less than \$3,000,000 per occurrence and/or aggregate combined single limit, personal injury, bodily injury and property damage.
- Professional Liability Insurance for the life of the contract with limits of liability not less than \$5,000,000 per occurrence and/or aggregate combined single limits, and errors and omissions.