

**REQUEST FOR PROPOSAL**  
**ARCHITECTURAL & ENGINEERING SERVICES**  
**OTTAWA COUNTY ROAD COMMISSION**  
**COOPERSVILLE AREA MAINTENANCE COMPLEX**

The Ottawa County Road Commission is seeking the submittal of written proposals from consulting firms to provide architectural and engineering services for the Preliminary Design, Final Design, Bidding, and Construction phases for the new Coopersville Area Maintenance Complex, located at 475 68<sup>th</sup> Avenue, Coopersville, Michigan.

The new Coopersville Area Maintenance Complex will include, but not limited to:

Maintenance Garage: A commercial/industrial type structure with 3 mechanics bays, fabrication and repair area, 2 blade changing bays, wash bay, supervisor offices, break area, employee locker room, parts and storage rooms, restrooms, and an area with 34 parking spots for trucks and equipment. The building will include all necessary electrical, heating, cooling, lighting, plumbing, venting, and any other utility and construction related items. The building should be designed to accommodate any future expansion of the indoor parking area.

Salt Storage Building: A 150' x 80' reinforced concrete wall structure with timber framing, and asphalt roofing and all necessary electrical, lighting, plumbing, venting, and other utility and construction related items.

Cold Storage Building: A commercial/industrial type structure with 5 bays that will include all necessary electrical, lighting, venting, and any other utility and construction related items. The building should be designed to accommodate any future expansion.

Site Improvements: Driveways, employee and visitor parking areas, site paving, storm water systems, landscaping, site fencing, material storage areas, lighting, utility, and any other related items.

To assist with the written proposal development, firms are encouraged to visit (with an appointment) the existing Ottawa County Road Commission Grand Haven and/or North Holland Maintenance Complexes to review the existing layout and operation of the facilities.

Written proposals, including qualifications, must be submitted to the Ottawa County Road Commission no later than **10:00am** on **March 19, 2015**.

Submit proposals to:

Ottawa County Road Commission  
Rosy Mound Drive at US-31  
P.O. Box 739  
Grand Haven, Michigan 49417

### **TIME SCHEDULE:**

The following is the anticipated project completion time schedule:

Site Plan Approval (from all necessary agencies):	November 2015
Salt Storage Building (with necessary site Improvements)	
Final Construction Plan & Specifications:	February 2016
Construction Completion Date:	October 2016
Maintenance Buildings & Site Improvements:	
Final Construction Plan & Specifications:	November 2018
Construction Completion Date:	October 2019

### **SCOPE OF SERVICES:**

The scope of the services include the following:

#### **A) Preliminary Design Phase:**

- 1) Review with the Ottawa County Road Commission staff the project requirements, scope of services, and overall schedule.
- 2) Review existing topographical and boundary survey. Identify and perform additional survey needs.
- 3) Obtain utility information for electric, gas, telephone, cable, water, sanitary sewer, and storm water systems.
- 4) Perform soil borings and other needed geotechnical investigations for foundation and pavement designs.
- 5) Prepare a complete site plan that includes a main maintenance (garage) facility, separated storage and salt buildings, parking areas, driveways, storm water facilities, grading, soil erosion, utilities, landscaping, etc.
- 6) Prepare a detailed cost estimate for construction of the maintenance complex.
- 7) Meet with the Ottawa County Road Commission staff to review site plan and construction cost estimate.
- 8) Obtain site plan approval from the City of Coopersville, the Ottawa County Water Resources Commissioner, and any other required agencies.  
***Completion Date: November 2015***

**B) Final Design Phases:**

**Salt Storage Building & Necessary Site (and Off-Site) Improvements**

- 1) Prepare preliminary construction plans and specifications.
- 2) Meet with the Ottawa County Road Commission staff to review preliminary construction plans and specifications.
- 3) Obtain construction plan approval from the City of Coopersville, the Ottawa County Water Resources Commissioner, and any other required agencies.
- 4) Final plans, specifications, and contract bidding documents must meet the requirements of the current editions of the following codes and standards:
  - a. Michigan Building Code
  - b. Michigan Mechanical Code
  - c. National Electric Code
  - d. MDOT Standard Specifications for Construction
- 5) Complete final design and prepare final construction plans, specifications, and contract bidding documents in accordance with the Ottawa County Road Commission review and comments.
- 6) Obtain all necessary permits from the City of Coopersville, the Ottawa County Water Resources Commissioner, and any other required agencies.
- 7) Submit three (3) sets of final plans and specifications to the Ottawa County Road Commission.

***Completion Date: February 2016***

**Maintenance Buildings & Site (and Off-Site) Improvements**

- 1) Prepare preliminary construction plans and specifications.
- 2) Meet with the Ottawa County Road Commission staff to review preliminary construction plans and specifications.
- 3) Obtain construction plan approval from the City of Coopersville, the Ottawa County Water Resources Commissioner, and any other required agencies.
- 4) Complete final design and prepare final construction drawings specifications and contract bidding documents in accordance with the Ottawa County Road Commission review and comments.
- 5) Obtain all necessary permits from the City of Coopersville, the Ottawa

County Water Resources Commissioner, and any other required agencies.

- 6) Submit three (3) sets of final plans and specifications to the Ottawa County Road Commission.

***Completion Date: November 2018***

**C) Bidding Phases:**

**Salt Storage Building & Necessary Site (and Off-Site) Improvements**

- 1) Submit advertisement on behalf of the Ottawa County Road Commission to various publishers with instructions to publish for two (2) weeks and provide affidavits of publication. The cost of advertising will be paid directly by the Ottawa County Road Commission and does not need to be included in the bidding phase budget. A copy of the bid advertisement will be provided to the Ottawa County Road Commission for submittal to the County Road Association of Michigan.
- 2) Distribute plans, specifications, and bid documents to plan rooms and prospective bidders.
- 3) Answer contractor questions and prepare addenda during bid period. No pre-bid meeting will be conducted.
- 4) Review and tabulate bids after the Ottawa County Road Commission opens the bids.
- 5) Review qualifications and experience of low bidder and make recommendation of award to the Ottawa County Road Commission.

***Suggested Completion Date: April 2016***

**Maintenance Buildings & Site (and Off-Site) Improvements**

- 1) Submit advertisement on behalf of the Ottawa County Road Commission to various publishers with instructions to publish for two (2) weeks and provide affidavits of publication. The cost of advertising will be paid directly by the Ottawa County Road Commission and does not need to be included in the bidding phase budget. A copy of the bid advertisement will be provided to the Ottawa County Road Commission for submittal to the County Road Association of Michigan.
- 2) Distribute plans, specifications, and bid documents to plan rooms and prospective bidders.
- 3) Answer contractor questions and prepare addenda during bid period. No

pre-bid meeting will be conducted.

- 4) Review and tabulate bids after the Ottawa County Road Commission opens the bids.
- 5) Review qualifications and experience of low bidder and make recommendation of award to the Ottawa County Road Commission.  
*Suggested Completion Date: January 2019*

**D) Construction Phases:**

**Salt Storage Building & Necessary Site (and Off-Site) Improvements**

- 1) Assemble construction documents, request and review contractor supplied bonds and insurances, distribute documents for signature.
- 2) Schedule and attend the preconstruction with the contractor and Ottawa County Road Commission.
- 3) Review contractor submitted shop drawings on behalf of the Ottawa County Road Commission and insure compliance with specifications and local standards.
- 4) Provide project administration services through the construction period, including:
  - a. Schedule and preside at bi-weekly progress meetings with the contractor and Ottawa County Road Commission staff. Prepare and distribute meeting minutes.
  - b. Review contractor pay requests and submit to the Ottawa County Road Commission for payment.
  - c. Prepare contract change orders, if necessary, and submit recommendation to the Ottawa County Road Commission for authorization.
  - d. Maintain project files on behalf of the Ottawa County Road Commission.
  - e. Prepare and sign all required documents as “Project Engineer”.
- 5) Provide project construction engineering services through the construction period, including:

- a. All construction staking and surveying.
  - b. Provide a resident project representative to perform on-site inspection during all construction activities of the project.
  - c. Provide record keeping of construction activities; report defective work immediately to the Ottawa County Road Commission.
  - d. Provide and coordinate all on-site and off-site construction materials testing in accordance with MDOT standards and specifications
- 6) Conduct final review of the contractor's work with the Ottawa County Road Commission present and prepare a final punch list of remaining work items. Provide follow-up inspection to ensure that punch list items have been completed.
  - 7) Prepare record drawings showing dimensions and details as constructed.
  - 8) Submit record drawings and entire project files and records to the Ottawa County Road Commission.  
***Completion Date: October 2016***

#### **Maintenance Buildings & Site (and Off-Site) Improvements**

- 1) Assemble construction documents, request and review contractor supplied bonds and insurances, distribute documents for signature.
- 2) Schedule and attend the preconstruction with the contractor and Ottawa County Road Commission.
- 3) Review contractor submitted shop drawings on behalf of the Ottawa County Road Commission and insure compliance with specifications and local standards.
- 4) Provide project administration services through the construction period, including:
  - a. Schedule and preside at bi-weekly progress meetings with the contractor and Ottawa County Road Commission staff. Prepare and distribute meeting minutes.
  - b. Review contractor pay requests and submit to the Ottawa County Road Commission for payment.
  - c. Prepare contract change orders, if necessary, and submit

recommendation to the Ottawa County Road Commission for authorization.

- d. Maintain project files on behalf of the Ottawa County Road Commission.
  - e. Prepare and sign all required documents as “Project Engineer”.
- 5) Provide project construction engineering services through the construction period, including:
- a. All construction staking and surveying.
  - b. Provide a resident project representative to perform on-site inspection during all construction activities of the project.
  - c. Provide record keeping of construction activities; report defective work immediately to the Ottawa County Road Commission.
  - d. Provide and coordinate all on-site and off-site construction materials testing in accordance with MDOT standards and specifications
- 6) Conduct final review of the contractor’s work with the Ottawa County Road Commission present and prepare a final punch list of remaining work items. Provide follow-up inspection to ensure that punch list items have been completed.
- 7) Prepare record drawings showing dimensions and details as constructed.
- 8) Submit record drawings and entire project files and records to the Ottawa County Road Commission.

***Completion Date: October 2019***

### **PRIOR EXPERIENCE WITH SIMILAR PROJECTS:**

Firms submitting proposals are requested to provide information on all construction contracts of comparable scope including the following:

- 1) The location, scope of services, and contract value of similar project.
- 2) The name of the governmental agency having jurisdiction over the project and the name of the individual at that agency with whom you worked most directly on the project.
- 3) The name of the contractor who constructed the facility, and the name of the individual at that company with whom you worked most directly on the project.

Firms submitting proposals are also encouraged to submit names and biographical data on the architects, engineers, and project managers that would oversee each phase of the project in the event they were selected for this project.

All sub-consultants should be listed with detailed information about the firm and personnel who will assist with the project.

The Ottawa County Road Commission will evaluate the detailed proposals and select the top rated consultant at the next available Road Commission Board meeting.

The selected consultant must submit an approved Equal Employment Opportunity plan to the Ottawa County Road Commission before a contract can be executed.



**QUOTATION FOR ARCHITECTURAL & ENGINEERING SERVICES  
OTTAWA COUNTY ROAD COMMISSION  
COOPERSVILLE AREA MAINTENANCE COMPLEX**

The undersigned hereby proposes to provide the architectural and engineering services as outlined in the attached scope of services for the following amounts. **A breakdown for the hourly rates and services for the Construction Phase shall be submitted.**

	<b>Amount</b>
Preliminary Design Phase	\$ _____
Final Design Phase	
Salt Storage Building	\$ _____
Maintenance Building & Site Improvements	\$ _____
Bidding Phase	
Salt Storage Building	\$ _____
Maintenance Building & Site Improvements	\$ _____
<b>Subtotal (Not to exceed)</b>	<b>\$ _____</b>
Construction Phase *(Attach hourly breakdown of services)	
Salt Storage Building	\$ _____
Maintenance Building & Site Improvements	\$ _____
<b>Subtotal (Estimated)</b>	<b>\$ _____</b>
<b>Total Cost</b>	<b>\$ _____</b>

Submitted by: \_\_\_\_\_

Representing (Firm): \_\_\_\_\_

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_