

MUSKEGON



West Michigan's Shoreline City
www.shorelinecity.com
CITY OF MUSKEGON

REQUEST FOR QUALIFICATIONS / PROPOSALS

PROJECT NAME: Splash Pad Reconstruction Design

DATE OF ISSUANCE: August 31st 2023

DATE PROPOSAL DUE: September 26th 2023

ISSUING OFFICE: City of Muskegon
c/o – Kyle Karczewski
1350 East Keating Avenue
Muskegon, MI 49442
Tel. (231) 724-6776

TABLE OF CONTENTS

PROPOSAL & AWARD 3

INSTRUCTIONS TO BIDDERS..... 4

SPECIFIC PROJECT INFORMATION..... 6

CONTENTS OF PROPOSAL 8

EVALUATION 8

TENTATIVE SCHEDULE FOR AWARD 9

INSRUANCE REQUIREMENTS 10

ATTACHMENT A – PROJECT VICINITY MAP

Note: Should any of the pages or documents listed above be missing from your packet, or if you have any questions regarding this RFP, please contact Kyle Karczewski at the City of Muskegon via (231) 724-6776 or via E-mail at kyle.karczewski@shorelinecity.com

PROPOSAL & AWARD

The undersigned having become thoroughly familiar with and understanding of all the proposal documents attached hereto, agrees to provide the services as specified herein, for the total fees as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by the City of Muskegon.

I hereby state that I have read, understand and agree to be bound by all of the terms of this proposal document.

Signature _____ Title _____

Print Name _____ Date _____

Firm Name _____

Address _____

Telephone No. _____

E-Mail _____

Fax No. _____

INSTRUCTIONS TO BIDDERS

QUALIFITCATIONS / PROPOSALS

All proposals must be submitted following the proposal format supplied by the City of Muskegon in this document and shall be subject to all requirements of this document.

The City may consider as irregular any proposal in which there is an alteration of or departure from the format stated in the documents, and at its option may reject the same.

Each bidder will include in their qualifications/proposal submittal a listing of comparable projects and the names of any proposed sub-consultant/contractor and the name and address of each office which may be involved in the project.

Before executing any subcontract, the successful firm shall submit the name and principals of any proposed subcontractor for prior approval.

SUBMITTAL OF QUALIFICATIONS / PROPOSALS

Three (3) copies of the proposal documents shall be submitted in a sealed envelope:

City of Muskegon
Attn: Clerk's Office
RE: Splash Pad
933 Terrace Street
Muskegon, MI. 49440

The envelope shall be clearly marked on the exterior denoting the name of the firm submitting the proposal and the name of the particular RFP for which the proposal is offered.

The proposals shall be submitted by no later than 2:00 PM on, September 26th, 2023.

AWARD / REJECTION OF QUALIFICATIONS / PROPOSALS

The City reserves the right to reject any and all qualifications/proposals and to waive any irregularity in proposals received whenever such rejection or waiver is in the best interest of the City. The bidder to whom the award is made will be notified at the earliest possible date. All bidders submitting proposals will be notified when the award is made.

Award will not be completed until confirmed and recommended by the City Commission.

CITY RESPONSIBILITIES

The City of Muskegon will provide information as to the City's requirements for the project and make available pertinent information which may be useful in the project work.

The City will designate a person to act as the City's Project Manager (Kyle Karczewski) with respect to the work to be performed. Such person will have the authority to transmit instructions, receive information, interpret and define the City's policies and decisions with respect to elements pertinent to the project.

The City will examine all studies, reports, estimates, proposal, and other documents prepared by the bidder and render in writing, if necessary, decisions pertinent thereto within a reasonable time.

The City will direct the consultant in writing to begin the work on each phase of the project upon receipt of written evidence from the firm of the appropriateness of such action.

The City will direct the bidder in writing to furnish any special services, sub-consultants and/or extra work that may be required on the project upon receipt of written evidence from the firm detailing as to cost, time schedule, and reason for such special service or extra work.

SPECIFIC PROJECT INFORMATION

INTRODUCTION TO PROJECT

The City of Muskegon is seeking qualifications/proposals from qualified companies to design a new splash pad to replace the existing splash pad located in the 200 Block of West Western Avenue adjacent to the City Farmers Market, the Post Office and Alcoa Square.

Approximate Location - <https://goo.gl/maps/SDBbbc9SyiQWZjy59>

The existing splash pad is in need of replacement and the City is requesting that companies provide the following documents as a part of this RFQ/RFP related to the replacement of the existing facility:

- Site specific design including renderings and site amenities as necessary to properly convey the proposed design for the site.
- Full cost estimate for the demolition of the existing site and design of the new facility. Inclusive of any administration, permitting, and other soft costs.
- Contract documents complete and suitable for bidding, including a full set of technical specifications.
- A conceptual project schedule based on receiving a notice to proceed in October 2023.

Plans for the existing splash pad and site are included as an attachment to this document for reference along with an aerial view of the site showing the approximate existing public utility features of the site. Pictures can be provided upon request for interested firms that are unable to visit the site in person.

Site Design Considerations

- Proposed site design cannot permanently impact the surrounding amenities including seat walls, art work, landscaping, trees, etc...
- Design should be at least as large as the existing splash pad which is approximately a 40 FT diameter circle (1,250 SFT). Designs can be larger to utilize more of the surrounding space provided there are no impacts to the adjacent features.
- The City of Muskegon anticipates prioritizing a larger splash pad over a high number of above-ground features, to the extent this can be accomplished within the context of a complete and holistic design concept.
- Design should be geared towards all ages of youth use.

- The design must be universally accessible.
- The design should be based on a non-recirculating system. The existing system was designed for recirculation and later converted to non-recirculating. The design should include an estimated annual water usage for purposes of estimating the operating costs.
- City is requesting total project cost proposals for this project in the range of \$300,000.
- The proposal should include a conceptual schedule for the project based on a notice to proceed in October 2023 and identifying a target date that the site could be operational.

Questions on the above phasing can be submitted to Kyle Karczewski via email (kyle.karczewski@shorelinecity.com). Questions received prior to Tuesday, September 26th, 2023 will receive a response prior to the acceptance of the RFP. Requests received after that date will receive a response pending staff availability.

CONTENTS OF QUALIFICATIONS/PROPOSAL SUBMITTAL

At a minimum, each submittal shall include the following items:

- Identification of key staff at the proposing firm and at least one key staff with each sub-consultants/sub-contractors, including designating a Project Manager that will be the City's main point of contact.
- Experience of the company and key staff with projects of similar size and scope.
- The proposing firm's understanding of the project including the approach to design, identification of review milestones, a discussion of permitting requirements, and other relevant information.
- A detailed cost proposal for the design including subtotals by work task, staff member and phase.
- Identification of any costs that are *not* included in the proposal.

EVALUATION

Staff and Stakeholders will review the submitted qualifications/proposals and make a recommendation to the City Commission based on a qualifications-based selection according to the following rating system:

- Qualifications & Experience of Firm and Personnel – 45 Points
- Understanding of the Project and Design Components – 30 Points
- Cost Proposal – 20 Points
- Location – 5 Points (Based or with offices in or near Muskegon will be rated higher)

TENTATIVE SCHEDULE

Issue RFPAugust 31st, 2023

Proposal Due DateSeptember 26th, 2023

City Commission Consideration of BidsOctober 2023

Notice to Proceed.....October 2023

Construction Completion (Including Start Up).....May 22, 2024

INSURANCE REQUIREMENTS

The Bidder will be required to comply with the following insurance and indemnity requirements BEFORE ANY AGREEMENTS CAN BE EXECUTED:

- a. **Hold Harmless Agreements:** To the fullest extent permitted by law, Vendor agrees to defend, pay on behalf of, indemnify, and hold harmless the City, its elected and appointed officials, employees, volunteers and others working on behalf of the City against any and all claims, demands, suits, or loss, including any costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City, its elected and appointed officials, employees, volunteers, or others working on behalf of the City, by reason of personal injury, including bodily injury and death, property damage, including loss of use thereof, and/or the effects of or release of toxic and/or hazardous material which arises out of or is in any way connected or associated with this contract. The obligation to defend and hold harmless extends to Consultant's employees, agents, subcontractors, assigns and successors.
- b. **Vendor Insurance Requirements:** Vendor shall not commence work under this contract until obtaining the insurance required under this paragraph. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and Best Rated A VIII. All coverage shall be with insurance carriers acceptable to the City.
- c. **Workers' Compensation Insurance:** The Vendor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employer's Liability coverage, in accordance with all applicable Statutes of the State of Michigan.
- d. **General Liability Insurance:** The Vendor shall procure and maintain during the life of this contract, commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (a) Contractual Liability; (b) Products and Completed Operations; (c) Independent Contractor's Coverage; (d) Broad Form General Liability Extensions or equivalent.
- e. **Motor Vehicle Liability:** The Vendor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan no-fault coverage, with limits of liability of not less than \$1,000,000 per occurrence or combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.

- f. Professional Liability Insurance: The Vendor shall procure and maintain during the life of this contract and during the performance of all services Professional Liability Insurance covering all performances from the beginning of the consultant's services on a "claims made basis" and shall maintain coverage from commencement of this contract until six (6) months following completion of the consultant's work with limits of liability not less than \$500,000 per claim. This section is only applicable for RFP's requesting professional services (Architect, Engineer, etc...)
- g. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be "Additional Insured": The CITY OF MUSKEGON, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.
- h. Cancellation Notice: Workers' Compensation Insurance, General Liability Insurance, Motor Vehicle Liability Insurance, and Professional Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) Days Advance Written Notice of Cancellation, Non-Renewal, Reduction and/or Material Change shall be sent to: CITY OF MUSKEGON ENGINEERING DEPARTMENT.
- i. Proof of Insurance Coverage: The Consultant shall provide the City at the time the contracts are returned by him for execution, certificates and policies as listed below:
 - 1. Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance
 - 2. Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance
 - 3. Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance
 - 4. Two (2) copies of Certificate of Insurance for Professional Liability Insurance
 - 5. If so requested, certified copies of all policies mentioned above will be furnished.

If any of the above coverage expires during the term of this contract, the Consultant shall deliver renewal certificates and/or policies to the City at least ten (10) days prior to the expiration date.