



## **REQUEST FOR PROPOSAL**

**Issue Date:** January 15, 2025  
**Due Date:** 5 pm EST, February 5, 2025  
**Project:** Prime Professional Services for Lake Township Park Development

### **Purpose**

Lake Township is requesting submission of proposals from a licensed architect, landscape architect, or engineer for professional services for the Lake Township Park project to be retained as the Township's Prime Professional. Prime Professional will provide design services including development of plans, specifications, and bidding documents and construction administration for the project. The Prime Professional is responsible for overseeing the project through completion, including final inspection to certify that all aspects of the project were conducted satisfactorily. The project is funded in part by the Michigan Department of Natural Resources Trust Fund and by Lake Township. The role and responsibilities of a Prime Professional are defined in the Development Grant Project Procedures handbook. <https://www.michigan.gov/dnr/buy-and-apply/grants/rec/mnrtrf>

### **Background**

Lake Township was awarded a Michigan Department of Natural Resources Trust Fund Grant to develop a park in Houghton Lake Michigan. Lake Township owns forty plus acres at the intersection of M-55 and US-27. This phase will develop five acres and include a solar powered restroom building, parking lot, four fenced pickleball courts, amenities such as benches, bike rack, trash and recyclable containers and an asphalt walking loop all of which will incorporate universal design. The Conceptual Plan, and additional details of the project are available on the Lake Township webpage under the Request for Proposal link.

## INSTRUCTIONS TO RESPONDENTS, TERMS, & CONDITIONS

### **PROPOSALS**

All proposals must be submitted following the format stated in this document. Proposals received after the deadline may not be considered or accepted. It is up to the respondent to ensure that their response is received. Respondents may be disqualified from consideration for non-compliance with the requirements of this RFP.

### **DEADLINES**

Questions or requests for interpretation of the terms and conditions of this RFP and scope of work must be made by e-mail to lakewppark@gmail.com by 5:00 p.m. EST January 27, 2025. A list of questions received with responses will be posted on the Lake Township webpage, www.lake-township.com by 5:00 p.m. EST, January 30, 2025. Proposals must be received by email at lakewppark@gmail.com no later than 5:00 p.m. EST, February 5, 2025. Proposals received after this time may not be considered or accepted by Lake Township.

### **PROJECT DESCRIPTION**

**Project Period.** Start: Upon award of contract, tentatively March 2025. Key dates per the requirements of the grant include:

- Plans, specifications, and bidding documents must be completed no later than September 30, 2025.
- Project funding, through a competitive bidding process, must be obligated into third-party contracts no later than December 31, 2025.
- Project construction begins Spring 2026
- Grant completion is September 30, 2027.

**Scope of Work.** The Prime Professional will work closely with the Project Coordinator, designated Township staff, and project partners, as appropriate, to ensure goals and terms of the grant agreement are met. All procedures and requirements in the Michigan DNR Development Grant Project Procedures handbook shall be followed. The Prime Professional's responsibilities include, but are not limited to, the following:

- Development of plans, specifications, site surveys and analysis and bid (PSB) documents. The form these documents take depends on the scope items included in the project, their cost, whether they are constructed or purchased, and, if constructed, whether through contract, by force account labor or by volunteers.
- Responsible for overseeing construction through completion of the project.

- Conduct a final inspection to certify that all aspects of the project were constructed according to approved plans and specifications.
- Ensure permits required for the project are secured and the project remains in compliance.
- Ensure construction is completed to all applicable local, state, and federal codes, as amended.
- Reimbursement review submissions.
- Prepare detailed, itemized cost estimates.
- Prepare project implementation schedule.
- Certify that work was completed satisfactorily according to approved plans and specifications.
- Certify purchased/constructed items are acceptable, assembled, and installed correctly.

## **QUALIFICATION REQUIREMENTS**

At a minimum, the Prime Professional must:

- Be a licensed architect, licensed engineer, or licensed landscape architect with an active license in the state of Michigan.
- Have an active profile in MiLogin under their firm's organization.
- Have experience, knowledge and expertise in design and construction administration of municipal recreation facilities projects.

Proposals will be evaluated based on the following factors:

- Overall proposal quality.
- Cost.
- Applicable experience.
- Familiarity with MDNR grants procurement, processes, and rules.

Following staff evaluation of all responsive proposals, a recommendation will be provided to the Lake Township Board for final selection and award.

## **PROPOSAL CONTENTS**

Each proposal should include the following:

### **Section 1. Background**

Provide information on the firm's background including:

- Name.
- Years in business.
- Organization size.

- Years providing professional services related to municipal recreation facilities projects and recreation grant administration.
- Federal ID number, Michigan tax ID number, if applicable, the firm's legal formation (e.g., corporation, sole proprietor, etc.) and state of incorporation, if applicable.
- Office location where work associated with this project would be performed including identification of the staff in that office that will be responsible for providing services to Lake Township, the year that this office was opened or acquired.
- Name of the person who will be responsible for regular communications with Lake Township, including meeting attendance.
- A description of the range of services provided by the firm, specifying any areas of expertise; and whether a firm is a disadvantaged business enterprise.

## **Section 2. Experience**

Provide information on the professional qualifications of the firm, knowledge of the staff, and project experience of the proposed team members including:

- Design and construction administration of municipal recreation facilities projects.
- Michigan DNR grants.
- List related projects, with URL links if available, worked on within the last five (5) years, or specifically related to design and construction administration of recreation facilities and Michigan DNR grants.
- List the types of services staff members are qualified to perform, demonstrate the familiarity of staff with recreation and recreation-based planning, and give recent experience of personnel and their roles in similar projects.
- Names of any subcontractors who will perform work under this contract. Each proposal should include a statement as to the actual percentage of work that is proposed to be completed by subcontractors.
- A statement or disclosure of all material litigation, administrative proceedings and bankruptcy proceedings currently pending or having occurred within the past ten years directly or indirectly involving the company, regardless of cause or merit including the nature and status of each instance.
- Certification that the organization has no listed exclusions with the General Services Administration System for Award Management (SAM).

## **Section 3. Fixed Price**

Provide a fixed price for performance of all services identified in this RFP. This fixed price must remain good for 120 days.

## **Section 4. References**

Provide the names of at least three (3) and not more than five (5) references. Include contact information and a phone number for each reference. List the project(s), with

URL links if available, you worked on associated with and state the date your firm completed work on the project, or that the project is still ongoing.

### **Section 5. Insurance**

Proof of insurance including General Liability, Professional Liability, Auto and Workers Compensation.

### **Appendices**

*Appendix 1.* Resumes of key personnel. Identify the individual and their role in this project, education, title, related qualifications, and the date on which they joined the firm.

*Appendix 2.* Any other information which is relevant to this project (optional).

### **SIGNATURES**

The Proposal must be signed by an official of the proposing organization authorized to bind the respondent to the provision of this RFP.

### **AWARD OF CONTRACTS/REJECTION OF PROPOSALS**

The contract will be awarded to the responsible offeror whose proposal is most advantageous to Lake Township, with price and other factors considered.

### **MISCELLANEOUS**

All material submitted with or as part of the qualifications shall become the property of Lake Township and will not be returned.

No Agreement will be implied from the submission of any proposal and no obligation arising out of the proposals submitted hereunder shall be binding on the Township, its officers, employees, consultants, or agents unless and until duly executed by all parties and in accordance with the laws of the State of Michigan.

Lake Township will not release information submitted in response to this RFP prior to the deadline for submission of proposals. After this deadline has passed, submissions will be available in accordance with the Michigan Freedom of Information Act (FOIA), MCL 15.231 et seq.

This project will be funded in part through a Michigan Natural Resources Trust Fund Grant and township funds and therefore the firm selected must agree to comply with all grant terms as well as applicable federal and state statutes, regulations, and executive orders as a condition of any award.

**CERTIFICATION**

By submitting a Proposal, the respondent certifies that it is not currently disbarred from submitting Proposals for contracts issued by any political subdivision or agency of the State of Michigan or the federal government or any subdivision/agency thereof, and that it is not an agent of a person or entity that is currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Michigan or the federal government or any subdivision/agency thereof. Any contract between the Township and a selected respondent will require an updated debarment certification.

Respondent further certifies that it has not communicated with, nor accepted anything of value from, any official or employee of Lake Township that would tend to destroy or hinder free competition.