

**QUOTATION FOR DESIGN / BUILD SERVICES
WASH BAY BUILDING**

ALCONA COUNTY ROAD COMMISSION

301 North Lake Street
P.O. Box 40
Lincoln, MI 48742
Phone: 989.736.8168
Fax: 989.736.6687
e-mail:alconacrc.com

The undersigned hereby proposes to provide the design and build services as outlined in the attached scope of services for the following amounts.

	Amount
Design Phase	\$ _____
Construction Phase	\$ _____
Total Cost	\$ _____

Submitted by: _____

Representing (Firm): _____

Address: _____

Telephone: _____ Email: _____

Signed by: _____

Printed name: _____

Date: _____

Written proposals, including qualifications, must be submitted to the Alcona County Road Commission no later than 4:00 p.m. June 26, 2018.

**RFP FOR DESIGN / BUILD SERVICES
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The Alcona County Road Commission is seeking the submittal of written proposals from consulting firms to provide design/ build services for a new wash bay building adjacent to the existing garage.

The new facility will include, but not limited to:

A pre-engineered metal structure, approximately 2700 square feet with concrete floor with drainage system, two overhead 16'x14' insulated doors, exit doors as required, all necessary electrical work, radiant floor heating, lighting, plumbing, venting and any other utility and construction related items.

Site Improvements: Storm water system, material storage areas, lighting, connecting to existing utilities, and any other related items.

To assist with the written proposal development, firms are encouraged to visit (by appointment) the existing Alcona County Road Commission site to review the existing layout and operation of the facilities. For an appointment call Jesse Campbell 989.736.8168.

SUBMITTAL INSTRUCTIONS:

Sealed submittals are required and must be on forms provided by The Alcona County Road Commission. All submittals must be labeled: **RFP FOR ALCONA WASH BAY BUILDING** and shall be at the office of the Alcona County Road Commission at or before **4:00 p.m., June 26, 2018.**

TIME SCHEDULE:

The following is the anticipated project completion time schedule: TBD.

SCOPE OF SERVICES:

The scope of the services include the following:

- 1) Review with the Alcona 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 as needed.
- 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 if deemed needed.
- 5) Prepare a site plan that includes the garage with elevations, parking areas, driveways, storm water system, grading, soil erosion, utilities, etc.
- 6) Obtain all required permits from local authorities and any other required agencies.
- 7) 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
- 8) Submit three (3) paper sets and one (1) electronic set of final plans and specifications to the Alcona County Road Commission.
- 9) Design/Build team to provide project administration services through the construction period, including:
 - a. Schedule progress meetings with the Alcona County Road Commission staff periodically or when deemed necessary by the Road Commission representative.
 - b. Maintain project files on behalf of the Alcona County Road Commission.
- 10) Provide project construction engineering services through the construction period, including:
 - a. All construction staking and surveying.
 - b. Record keeping of construction activities; report defective work immediately to the Alcona County Road Commission.
 - c. Provide and coordinate all on-site and off-site construction materials testing in accordance with MDOT standards and specifications

- 11) Conduct final review of the work with the Alcona 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.
- 12) Prepare record drawings showing dimensions and details as constructed.
- 13) Submit record drawings and entire project files and records to the Alcona County Road Commission.

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) Design/Build team with 10+ years of experience working together. Team to have all engineering services in house.

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

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

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

RESERVATIONS:

The Alcona County Road Commission reserves the right to award the contract, not award the contract, accept or reject any or all proposals received in response to this Request for Proposal, and may re-issue the Request for Proposals, if deemed in the best interests of the Road Commission.

The Alcona County Road Commission reserves the right to reject low proposal, to accept a higher proposal, or to allow corrections of errors or omissions, if deemed in the best interests of the Road Commission.

The Alcona County Road Commission reserves the right to request additional information or clarification from responders during the evaluation process and also reserves the right to award the contract to the responder deemed best to serve the overall interests of the Road Commission.

AWARD AND PAYMENT:

Award will be made in the best interest of the Road Commission. Payment will be made by monthly invoicing.