



MERIDIAN TOWNSHIP ADMINISTRATION DEPARTMENT

**2023
REQUEST FOR PROPOSALS TO PROVIDE CONCEPTUAL DESIGN
SERVICES**

New Community/Senior Center

Owner: Meridian Charter Township
5151 Marsh Road
Okemos, MI 48864

Contact Person: Melissa Massie, Director of Project Management and Operations

Contact Address: 5151 Marsh Road, Okemos, MI 48864

Contact Phone: 517.853.4456

Contact Email: massie@meridian.mi.us

Project Name: Community/Senior Center Conceptual Design

Project Location: Central Park Drive, Okemos, Michigan 48864

1. REQUEST

The Charter Township of Meridian is seeking qualified design firms to develop a conceptual design and layout for the construction of a new Community/Senior Center. The Township Board previously established a Community/Senior Center Task Force (the Task Force) to evaluate the potential for this building to be constructed. The Task Force has estimated that a proposed building would be between 20,000 and 30,000 square feet and would house both a dedicated Senior Center and an overall Community Center. The Task Force has determined that bringing on a design professional to assist with conceptual layout and design is the next logical step in the process.

The Township currently does not have a community center and our senior center is housed in a public school that is scheduled to be demolished in the next five years. Our population of seniors is growing and there is a growing call in the community for a new facility to be built for the community and for seniors.

Firms should have experience that includes, but is not limited to: architectural design, cost estimating for construction in the current environment,

environmental/sustainable design strategies, placemaking strategies for public places, community/senior center design, and work on publicly funded projects.

The current list of “needs” for the Community/Senior Center, as determined by the Task Force, includes:

- Dedicated greeting/reception/security area
- Dedicated space for seniors, including offices, flex space for up to 100, integrated health space, and a smaller fitness equipment area
- A large meeting (size TBD) and several small meeting rooms
- A wood floor gym
- An interior walking trail/track
- Locker Rooms
- A warming kitchen
- Offices for the Parks and Recreation Department (est. eight employees)
- Storage space for immediate building programmatic needs

The current list of “wants” for the Community/Senior Center, as determined by the Task Force, includes:

- Commercial kitchen
- A performing arts stage
- Dedicated teen space
- Travel office integrated with the Senior space
- Long-term Parks and Recreation Storage
- Banquet Facility for up to 300
- Art and/or Craft room

2. FEDERAL, STATE AND LOCAL REQUIREMENTS

All project plans must meet all applicable engineering standards and federal, state, and local requirements, including compliance with state and federal barrier-free accessibility requirements of 1976 PA 453 (Elliot –Larsen Civil Rights Act) and 1976 PA 220 (Persons with Disabilities Civil Rights Act), as amended. In accordance with these laws, all contracts must contain a covenant by the consultant and any sub-consultants not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual’s ability to perform the duties of a particular job or position. In addition, Federal guidelines mandate that the project must be in accordance with 43 CFR Subtitle A, Subpart C. All contractors and sub-contractors must take all necessary affirmative steps to assure that minority firms, women’s business enterprises and labor surplus area firms are used when possible.

3. SCOPE OF WORK

Design Services

The overall goal of the project is to develop a conceptual design for the proposed community/senior center, allowing the Township Board to make a final decision on proceeding with construction.

The Task Force has been discussing the proposed community/senior center for several months and meets on a biweekly basis. The successful bidder will join these meetings with the Community/Senior Center Task Force to discuss progress, preliminary designs, cost estimates, and other matters to keep the project moving forward.

Consistent with the Township's sustainability ethos, we hope to utilize environmental/sustainable design features and materials for this project where applicable. The successful bidder will be asked to help guide the Task Force on where this can be done in a cost-effective way.

Deliverables

The Task Force is seeking the following deliverables at the end of the project to aid the Township Board in making a decision on how to proceed with the project:

- A rendering of proposed building and site.
- A detailed floor plan showing the use of the space proposed within the building, including optional areas for 'wants' that the Task Force has identified, but are not committed to including yet.
- Cost estimates for the overall project, specific individual modules in the building, and the items on the Task Force's list of 'wants.'

4. CONSTRUCTION DOCUMENTATION AND OVERSIGHT NOT INCLUDED

This proposal does not include any work beyond the conceptual design phase. The Township intends to prepare a future RFP for the construction documentation and oversight of the project to comply with procurement regulations.

5. CONTENT OF PROPOSAL

- Proposed staffing for the project including qualifications of each staff member assigned to the project and their roles.
- Related project experience of the firm and the proposed staff describing the project owner, services provided, date of completion and project design and/or construction costs.
- A lump sum amount for providing the scope of services and deliverables for the project. Please outline the estimated number of hours that you expect that your firm will spend on the project, including meetings with the owner, possible related costs, and the hourly rate for each staff member that may be working on the project.
- Two copies of the proposal should be provided, along with one digital copy to facilitate distribution to the Task Force.

6. ESTIMATED TIMELINE:

The proposed timeline is offered as a guideline for this project:

October 2, 2023	Advertise for Bids for Professional Services Provider
October 20, 2023	Bids Due at 3:00 pm
October 31, 2023	Consultant Interviews, if needed
November 9, 2023	Award Contract
March 12, 2024 (TENTATIVE)	Presentation to Task Force on Final Draft Conceptual Design
April 2, 2024 (TENTATIVE)	Presentation to Township Board on Conceptual Design
May 3, 2024	End of the Conceptual Design Phase for Project

7. JUDGING OF PROPOSALS

The Township Board has established a Community Center Task Force to determine the viability of the project. The Task Force will perform the initial review of the proposals, based on professional qualifications, previous experience on similar projects, ability to meet project work schedule, and total bid cost. The Task Force will make a recommendation to the full Township Board, who will approve the contract with the design firm. The Township reserves the right to reject all bids, waive informalities or irregularities, and accept the bid that it determines to be in the best interest of its residents.

8. OTHER INFORMATION

- In the event it is necessary to revise any part of the RFP, addenda will be provided to all firms who received the RFP.
- Responses to the RFP and contents therein may be eligible for review under the FOIA.
- The contents of the proposal of the successful firm may become an obligation if a contract results. The proposal will be incorporated by reference into any resulting contract to the extent accepted by the Township.
- The selected firm shall comply with all relevant requirements of the Charter Township of Meridian.

9. SUBMISSION OF PROPOSALS

**Two (2) copies of the proposal shall be submitted to:
Meridian Township Clerk's Office
Charter Township of Meridian
5151 Marsh Road, Okemos, MI 48864**

**Bids will be accepted up until 3:00pm on Friday, October 20, 2023.
Bidders can elect to submit digitally. Please contact Melissa Massie,
Director of Project Management & Operations, for details on digital
submission.**



Design Services Proposal Form

2023 COMMUNITY/SENIOR CENTER

Meridian Township Administration Department

Business Name: _____

Contact: _____ Email: _____

Address: _____

Telephone Number: _____

Total Lump Sum Cost: \$ _____

Total Estimated Hours: Design: _____

Proposal Deadline: 3:00pm on Friday, October 20, 2023

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"COMMUNITY/SENIOR CENTER PROJECT DESIGN PROPOSAL"

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