



MERIDIAN TOWNSHIP FIRE DEPARTMENT

2024

REQUEST FOR PROPOSALS TO PROVIDE DESIGN SERVICES

Dormitory Addition to Central Fire Station

Owner: Meridian Charter Township
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: Central Fire Station Dormitory Addition Design
Project Location: 5000 Okemos Road, Okemos, Michigan 48864

1. REQUEST

The Charter Township of Meridian is seeking qualified design firms to develop a design and layout for the construction of an addition to the Central Fire Station. The Meridian Township Fire Department has a need to increase dormitory rooms for its employees to accommodate its rapidly diversifying workforce and is looking to add space to the existing building. It has been determined that bringing on a design professional to develop a layout, design, and plans for this expansion is the next logical step in the process.

The Township seeks assistance in determining the viability of the addition with the current building layout, focusing on the east side of the existing building to minimize the impact on operations. The original building's plans are available upon request. Please email Director of Project Management & Operations, Melissa Massie at massie@meridian.mi.us if you wish to receive this information.

The Township is seeking firms with experience that includes, but is not limited to: engineering and architectural design, cost estimating for construction in the current environment, environmental/sustainable design strategies, fire station design, and work on publicly funded projects.

The current list of needs for the dormitory addition includes:

- Seven (7) bedrooms + One (1) storage room OR a bathroom, as required by the Building Code
 - Each room needs to be a minimum of 7' by 10'
- HVAC connected to current building system
- Electrical connected to current building system
- Communications lines (fiberoptic) to each room, connected to current system
- Station alerting system in all rooms, connected to current system
 - Includes lights coming on when an emergency call is dispatched
 - Speaker system to hear alarm
- Fire suppression system as required by code
- Light fixtures
- Smoke detectors in each room
- Locker/small desk unit in each room

2. FEDERAL, STATE AND LOCAL REQUIREMENTS

All project plans must meet all applicable engineering and building standards and federal, state, and local requirements, including compliance with state and federal barrier-free accessibility requirements of 1976 PA 220 (Persons with Disabilities Civil Rights Act) and the nondiscrimination requirements of 1976 PA 453 (Elliot –Larsen 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 and 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, sexual orientation, gender expression, 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 design and create full construction and bidding documents, including work outside of the building shell, for the proposed addition, allowing the Township Board to make a final decision on proceeding with construction.

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 Township on where this can be done in a cost-effective way.

4. DELIVERABLES

We are 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 addition.
- Full construction documents, both architectural and engineering, for the construction of the addition.
- Full bid documents to allow the Township to put the project out to bid for construction.
- Cost estimates for the overall project.
- Any necessary code analysis for the technical requirements for proposed addition.

5. CONSTRUCTION OVERSIGHT NOT INCLUDED

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

6. 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.
- Timeline for design and development of the plans.
- **Cost Part A:** 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 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.
- **Cost Part B:** A lump sum amount to maintain architectural services during the construction phase. Please outline the estimated number of hours that you expect your firm will spend during construction, including meetings with the owner, possible related costs, and the hourly rate for each staff member that may be working on the project.

7. REVIEW OF PROPOSALS

An internal committee of Township staff will determine the viability of the project. The committee 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 committee 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/or accept the bid that it determines to be in the best interest of its residents.

8. OTHER INFORMATION

- Prior to submission of any response, firms are encouraged to contact Director of Project Management Melissa Massie with any questions.
- Director Massie can coordinate tours of the existing building for any firms that request one.
- 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

**A copy 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, February 9, 2024.

Bidders can elect to submit digitally. If you wish to submit electronically, please email your bids directly to bids@meridian.mi.us.



Design Services Proposal Form

2024 CENTRAL FIRE DORMITORY ADDITION

Meridian Township Fire Department

Business Name: _____

Contact: _____ Email: _____

Address: _____

Telephone Number: _____

Total Lump Sum for Cost Part A: \$ _____

Total Lump Sum for Cost Part B: \$ _____

Proposal Deadline: 3:00pm on Friday, February 9, 2024

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Charter Township of Meridian
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"CENTRAL FIRE DORMITORY ADDITION DESIGN PROPOSAL"**

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