COUNTY OF SAGINAW

Request for Proposal

Structural and Space Needs Assessment for the Saginaw County Department of Public Health

Sealed Bids Due:
Thursday, January 19, 2017 at 11:00 A.M.

Sealed Proposals shall be delivered to the:

Saginaw County Controller's Office
Attn: Kelly Suppes, Purchasing/Risk Manager
111 S. Michigan Ave.
Saginaw, Michigan 48602
Phone: (989) 790-5505

The County of Saginaw (the County) is seeking proposals from qualified architectural/engineering firms to perform a Structural and Space Needs Assessment of the Saginaw County Department of Public Health Facility located at 1600 N. Michigan Ave., Saginaw, MI 48602. The facility was constructed in 1963 and is a total of 44,180 square feet and sits on a 1.74 acre site. The SCDPH website is www.saginawpublichealth.org. Please visit the website for information on types of programs and clinics provided at the facility. Attached is a worksheet that breaks down the space by square footage.

Scope of Work

The Assessment will consist of a formal report to the County of Saginaw that addresses and makes recommendations on the following items for the Saginaw County Department of Public Health facility:

1. Structural Assessment of Current Facility Conditions and Deficiencies;
2. Cost estimates to address any identified deficiencies;
3. Space Utilization Analysis to determine the appropriate amount of space necessary;
4. Recommendations and cost estimates to reconfigure existing building for more efficient space utilization;
5. Review the possibility of a new space (former Michigan Unemployment Office) at 614 Johnson Street, Saginaw, MI to determine if the space could be utilized more effectively for the Saginaw County Department of Public Health.
6. Recommendations and cost estimates to renovate 614 Johnson Street site to accommodate Health Department services.

Specifications

The firm selected will be required to make site visits and conduct interviews with appropriate personnel to derive a final set of recommendations. Please provide the following information as part of your submission:

1. A Narrative relating to your general approach to this project.
2. Company history.
3. Examples of work in the past five years in governmental planning or analysis.
4. Resumes, including responsibilities, background, and relevant experience of key personnel that will be working directly on this project.
5. Names of three to five individuals that can be contacted as references concerning the professional capabilities of your firm to perform on the project.
6. Additional information or materials that you believe communicate the capabilities of your firm to perform this project.

Rights of Review

The County of Saginaw reserves the right to reject any or all quotes or to request additional information from any or all applicants as determined to be in the best interest of the County.

Contract Execution
The firm chosen will be required to enter into a contract with the County of Saginaw for the proposed work prior to commencement of any work. The firm chosen will be required to provide certificate of insurance demonstrating compliance with the minimum insurance requirements. The County reserves the right to negotiate the final terms and conditions of the contract to be executed. Should the County and contractor be unable to agree upon the entire contract, the County reserves the right to discontinue negotiations, select another contractor, or reject all of the proposals. Upon completion of negotiations agreeable to the County and the contractor, a contract shall be executed.

Fee for Services
Please submit the fee for your services on this project including a Not-To-Exceed Project Cost. Your proposal should include a breakdown of all anticipated costs and a timeline for these services.

Proposal Submittal
Please send (4) original copies and one electronic coy of your responses to the Request for Proposal. These copies are to be received at the Saginaw County Controller's Office no later than 11:00 am on Thursday, January 19, 2017. Proposals should be directed and delivered to:

County of Saginaw Controller's Office
Attn: Kelly M. Suppes, Purchasing/Risk Manager
111 S. Michigan Ave.
Saginaw, MI 48602

Please send all questions by email to Kelly Suppes at ksuppes@saginawcounty.com

Following the review of the received proposals, firms may be contacted for additional information or to participate in an interview process.

General Evaluation Criteria

- A demonstrated understanding of the requirements of this project.
- Project approach and schedule.
- Qualifications and expertise of key personnel assigned to the project and their proven ability to efficiently complete similar projects.
- Experience of the firm and project team, directly relating to this project.
- Comments and opinions of references.
- Firm possesses resources required to complete the project.
- Clarity and organization of the Proposal.
- Fee Structure

This Request for Proposal is only a solicitation for information. The county is not obligated to enter into a contract nor is it responsible for any costs associated with the preparation of your proposal and interview. Proposals received after the deadline will be disqualified from consideration. The County reserves the right to reject any and all proposals and to interview firms, which in the County's judgement will best meet the County's needs.