MINOR STATE CAPITAL OUTLAY PROJECTS

LUMP SUM

REQUEST FOR PROPOSAL

This form is used for requesting lump sum proposals from professional service contractors for minor state capital outlay projects. (Authority: 1984 PA 131)

Professional Services for Paving

File No. 751/09406.MNB – Index No. 59120
Department of Natural Resources
White Lake Boating Access Site
Highland, Michigan

PROPOSAL DUE DATE: Friday, September 18, 2009, 2:00 p.m., Local Time

ISSUING OFFICE

U.S. Mail Address

Department of Management and Budget
Facilities Administration
Design and Construction Division
P.O. Box 30026
Lansing, Michigan 48909

Express Mail Address

Department of Management and Budget
Facilities Administration
Design and Construction Division
530 West Allegan Street
First Floor, Stevens T. Mason Building
Lansing, Michigan 48933

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Minor State Capital Outlay Projects
REQUEST FOR LUMP SUM PROPOSAL
Part I - Technical Proposal

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Department of Natural Resources
White Lake Boating Access Site
Highland, Michigan

SECTION I GENERAL INFORMATION

I-1 Purpose

This Request for Proposal provides the prospective prime professional service contractor, hereafter referred to as the professional, with information to enable preparation of a proposal for paving at White Lake Boating Access Site in Highland, Michigan. The service to be completed should encompass as a minimum the following phase(s) from the Department of Management and Budget's attached "Sample Lump Sum/Contract for Professional Services":

Phase

400 Preliminary Design
500 Final Design/Bidding Documents
700 Construction Admin/Inspect Services

I-2 Project/Program Statement

See attached project/program statement for more detailed information. The design professional, by submitting a Technical (Part I) and Cost (Part II) Proposal to the department for evaluation during the selection process, ascertains that they can and will provide a complete design based on the approved project/program statement. No increase in lump sum compensation fee to the design professional will be allowed unless there is a material change made to the scope of work of the project/program statement and the change to the project/program statement is approved, in writing, by Facilities Administration, Design and Construction Division.

I-3 Issuing Office

This Request for Proposal is issued by the Department of Management and Budget, hereafter referred to as the Issuing Office. PROPOSALS SHALL BE RETURNED TO THE ISSUING OFFICE. The point of contact for this Request for Proposal is:

Chris Bahjet, Project Director
Department of Management and Budget
Facilities Administration, Design and Construction Division
P.O. Box 30026
Lansing, Michigan 48909
Telephone Number: (517) 749-7519

I-4 Contract Award

Professionals responding to a questionnaire, which have been evaluated by the Advisory Committee and determined by the committee and the Department of Management and Budget to be most suited, are being requested to submit a proposal in two parts. These professionals will be evaluated based on their Technical Proposal - Part I, and Cost Proposal - Part II. Proposals will be evaluated based on the Technical Portion - Part I eighty percent (80%) and the Cost Proposal - Part II twenty percent (20%).

The Department of Management and Budget will offer a contract to the professional firm that has been recommended by the Advisory Committee after their evaluation of the combined Parts I - Technical and Part II - Cost Proposals.

Contract award will be undertaken by the state through the Department of Management and Budget within fifteen (15) days following the due date of the proposal being submitted to the issuing office with the professional firm whose proposal (Parts I and II) the Advisory Committee determines to be in the state's best interest.

Professional firms awarded contracts by Facilities Administration, must be certified by the Michigan Department of Civil Rights for compliance with State of Michigan nondiscrimination requirements. If submittal is made by a Joint Venture, BOTH FIRMS must be certified. **Attach a copy of the Certificate of Awardability each returned proposal, along with one completed, signed Professional Contractor Demographics, Statistics and Certification form; one completed, signed Certification Regarding Debarment, Suspension, and other Responsibility Matters form.**

Due to recent processing improvements by the Department of Management & Budget (DMB) and the Department of Civil Rights (DCR) concerning Certificates of Awardability, consideration may be given to proposals received while final certification is still pending. In order to qualify for such consideration a professional who does not possess a Certificate of Awardability valid through the proposal due date must do each of the following:

- Notify MDCR in writing, by sending a facsimile (fax) to 313-456-3826 at least 3 business days prior to the proposal due date, that the professional has submitted a proposal contingent upon a pending Certificate of Awardability. Notice shall indicate for the proposal being submitted upon, the scheduled proposal due date, the name and phone number(s) of a contact person able to speak for the professional on the subject of awardability, and the date on which the professional's application for Certificate of Awardability was initially filed.

- Ensure that all information required on the application for Certificate of Awardability was provided to MDCR.

- The professional is responsible for securing all pertinent information from the Department of Civil Rights prior to submitting a proposal. Communications should be directed to:

  Michigan Department of Civil Rights
  Cadillac Place
  3054 W. Grand Boulevard
  Suite 3-600
  Detroit, MI 48202
  Telephone Number: (313) 456-3822 or 456-3700

I-5 Rejection of Proposals

The state reserves the right to reject any or all proposals, in whole or in part, received as a result of this Request for Proposal.

I-6 Incurring Costs

The state is not liable for any cost incurred by the professional prior to acceptance of a proposal and the award and execution of a contract and issuance of the state's contract order.

I-7 Mandatory Preproposal Meeting

A MANDATORY PREPROPOSAL MEETING will be conducted by the Issuing Office for this Request for Proposal at the White Lake Boating Access Site, 2601 North Duck Road, Highland, Michigan, on Wednesday, September 9, 2009 at 10:00 AM.

I-8 Economy of Preparation

Proposal should be prepared simply and economically, providing a straightforward, concise description of the professional's ability to meet the requirements of the Request for Proposal. ***Fancy bindings, colored displays, promotional materials, and so forth, are not desired. Emphasis should be on completeness and clarity of content.***

I-9 Responsibilities of Prime Professional Service Contractor

The prime professional service contractor will be required to assume responsibility for all professional services offered in their proposal whether or not they possess them within their organization. Further, the state will consider the professional to be the sole point of contact with regard to contractual matters, including payment of

any and all charges resulting from the contract. The prime professional shall possess a license to practice in the State of Michigan pursuant to Public Act 299 of 1980, Article 20.

I-10 Proposals

The professional must submit a complete response to this Request for Proposal. Each proposal must be submitted in **five copies** to the issuing office. No other distribution of proposals will be made by the professional. Part I and Part II of the proposal should be submitted at the same time. To be considered, proposals must arrive at the issuing office **on or before 2:00 p.m., local time, on Friday, September 18, 2009**. Professionals mailing proposals should allow normal delivery time to ensure timely receipt of their proposals. Proposals received after this time will be returned unopened. The **outside envelope** should be clearly marked **"White Lake Boating Access Site Paving "**. Proposal must be signed by an official authorized to bind the professional firm to its provisions. **NO FACSIMILES OF THE REQUEST FOR PROPOSAL WILL BE ACCEPTED.** **NOTE**: Parking is at a premium in the area of the Stevens T. Mason Building. Security measures may affect the delivery time of mail and packages sent via UPS, Fed Ex, and Airborne Express. Those hand-delivering their proposal should be prepared to present a pictured identification to the security guard on duty in the lobby of the Stevens T. Mason Building and allow extra time for their proposal to reach the Facilities Administration. It remains the responsibility of the professional firm to submit request for proposals as specified. Please allow ample time to arrive at the office prior to the 2:00 p.m. deadline.

SECTION II PROPOSAL FORMAT - PART I - TECHNICAL

(Proposal must be submitted in the format outlined below):

II-I Business Organization

State the full name and address of the organization and, if applicable, the branch office, consultants or other subordinate elements that will provide or assist in providing the service. Indicate whether you operate as an individual, partnership or corporation; if as a corporation, include the state in which you are incorporated. State whether you are licensed to operate and practice in the State of Michigan.

II-2 Statement of the Problem and Budget

State in concise terms your understanding of the problem and, in summary, your plan for accomplishing the project within the initial construction allocation.

II-3 Management Summary and Work Plan/Schedule

Describe in narrative form your plan for accomplishing the project. Describe clearly and concisely each phase required to complete the project. Include a detailed PERT-type display, or similar time sequenced-related but undated schedule, showing each task and phase in your work plan.

II-4 Personnel Staff

The professional must be able to staff a project team that possesses qualifications and all the expertise necessary to undertake the project scope of work. Include the full payroll signature names of all personnel by classification that will be employed in the scope of the work. Indicate which of these individuals you consider to be "Key Personnel" to the successful completion of the project. Identify "Key Personnel" by name and position/classification title. Resumes of qualifications for "Key Personnel" must be provided. No substitution of any "Key Personnel/Employee" will be made by the professional without the prior written consent of the department. Before any such substitution, the professional shall submit to the department a detailed written justification for such substitution, supported by the professional qualifications of any proposed replacement.

II-5 Organization Chart

Provide an organization chart outlining authority and communication lines for each "Key Personnel" and personnel staff.

SECTION III PROPOSAL FORMAT - PART II - COST

III-1 Instructions

Part II - Cost Proposal shall carefully interface with all phases of the work plan identified in the Part I - Technical Proposal. Total lump sum compensation fee cost shall be estimated using direct payroll rates for personnel performing a direct service.

No mark-up of the consultants billing or direct payroll rates will be allowed for consultants providing services.

The department will reimburse the professional for the actual cost of printing and reproduction of Phase 100 Survey and/or Study Final Reports, bidding documents/drawings and specifications and U.S. Mail regular shipping postage and handling, soil borings, site surveys and any required laboratory testing. No mark-up of these costs will be allowed.

All other costs, such as travel, indirect labor, phones, miscellaneous reproduction, etc., shall be included in the professional's lump sum compensation fee.

The design phase services shall cumulatively include any contingent services required for subsequent issuing and processing of bulletins arising from, but not limited to, design errors and/or omissions, code compliance (precipitating either from plan review or on-site/field observations), modification of existing structures or systems necessary to achieve the intent of the project statement.

The design phase services shall include either by cumulative allowance or by specific task, the furnishing of all project data and services necessary to legally implement the project. This includes but may not be limited to, code reviews and/or interpretations, project meetings, presentations, hearings, utility allocations requests, and/or connections, easements, or permits.

Any contract issued by the state pursuant to this proposal anticipates that the professional will provide, but shall not seek compensation for services necessary to respond to and resolve contractor claims arising wholly or in part from the professional's design errors or omissions or other aspects of the design or for any aspect of the professional's performance which is inconsistent with the professional or construction contracts. No task or part thereof may include costs for such efforts.

III-2 Identification of Primary Professional/Consultant Personnel and Estimated Lump Sum Compensation Fee

III-2-A. Utilizing the format shown in III-2-A, carry forward the previously determined subtotal amounts for each phase. Repeat the above for each phase and summarize all phases using the format shown in III-2-C. The combination of all phases shall become the professional's total maximum lump sum compensation fee cost for all professional design services. Compensation for each phase will be in accordance with the attached "Sample Lump Sum/Contract for Professional Services," Article 2, Compensation text.

III-2-B. Utilizing a format similar to that shown in III-2-B, identify the phase number, professional firm or consultant, firm name, address, description of the professional services to be provided and the total amount of all authorized direct expenses of a reimbursable nature.

III-2-C. Use for each phase of the project the following sample formats to establish your total lump sum compensation fee. Please note that the phase/tasks must be based and referenced to your Part I - Technical Proposal.

III-2-A. Phase Summary Format

Phase 500 - Final Design/Bidding Documents

ITEM	SUBTOTAL AMOUNTS	MULTIPLIER	TOTAL $ AMOUNT
Lump Sum Fee	$12,717.00	1.00	$12,717.00
Reimbursables	$ 5,000.00	1.00	$ 5,000.00
Subtotal			$17,717.00

II-2-B. **Authorized Reimbursable Services/Testing and $ Expenses** *

Multiplier: 1.0

Phase 500 - Final Design/Bidding Documents

NAME OF FIRM	DESCRIPTION OF SERVICES PROVIDED	TOTAL $ AMOUNT
XYZ Productions, Inc. Lansing, Michigan	Printing and reproduction of Final Design Bidding Documents Drawings and Specifications	$ 5,000.00
Subtotal		$ 5,000.00

THE STATE WILL PAY UNDER REIMBURSABLE $ EXPENSES FOR:

. Printing and reproduction of Phase 100 Survey and/or Study Final Reports.
:. Printing and reproduction of Phase 500 Final Design/Bidding Documents Drawings, and Specifications.

II-2-C. **Phase Summary Format - (IF A MULTIPHASE PROJECT)**

Compensation to the Professional for services described in Article 1 shall not exceed the following amounts per Project Phase unless authorized by a Contract Change Order.

PROJECT PHASE	SUBTOTAL AMOUNTS	MULTIPLIER	TOTAL COMPENSATION
100 Study			
Lump Sum Fee	$ 5,951.66	1.00	$ 5,951.66
Authorized Reimbursements*	350.00	1.00	350.00
			$ 6,301.66
400 Preliminary Design			
Lump Sum Fee	$ 8,348.48	1.00	$ 8,348.48
Authorized Reimbursements	0.00	1.00	0.00
			$ 8,348.48
500 Final Design/Bidding Documents			
Lump Sum Fee	$12,717.00	1.00	$12,717.00
Authorized Reimbursements*	5,000.00	1.00	5,000.00
			$17,717.00
700 Construction Administration/Inspection Services			
Lump Sum Fee	$12,632.50	1.00	$12,632.50
Authorized Reimbursements	0.00	1.00	0.00
			$12,632.50
TOTAL LUMP SUM CONTRACT AMOUNT			$44,999.64

See attached Appendix 3 for an itemized list of authorized reimbursable tests/$ expenses.

DMB-427 (R 3/06)

PROJECT STATEMENT

STATE OF MICHIGAN
DEPARTMENT OF MANAGEMENT AND BUDGET
Facilities Administration
First Floor, Stevens T. Mason Building
P.O. Box 30026
Lansing, Michigan 48909

FILE NUMBER	INDEX NUMBER(S)	COMPTROLLER OBJECT	APPROVAL DATE
751/09406.MNB	59120		8/26/09

DEPARTMENT
Dept of Natural Resources

AGENCY
Highland Recreation Area - White Lake Boat Access Site

ADDRESS of the BAS
White Lake BAS
2601 North Duck Lake Road. Highland Michigan 48356

North of M 59 , west of Bogie lake Road

AGENCY CONTACT	TELEPHONE NUMBER
Bill Althoff (Supervisor Highland lake Recreation Area)	248 889-3750
DEPARTMENT OF MANAGEMENT AND BUDGET PROJECT MANAGER	**TELEPHONE NUMBER**
Chris M. Bahjet	517 749 7519

PROJECT DESCRIPTION

- **The State of Michigan, Department of Management and Budget is seeking proposals to provide design and construction administration services including phase 100, 400, 500 , 600 and 700 as a lump sum contract to revise the layout and repave the current boat access site. The site lays on both sides of North Duck Lake Road.**
- **The site is approx 22,000 sf. DNR current standards including ADA are to be implemented in the design.**
- **The site is to be evaluated for safety, security, lighting and efficiency for boaters and neighborhood residents.**
- **It is desired to close the two western drives and add another entrance on Duck lake Road if feasible.**
- **Site storm water management should be designed to give consideration to plant and wild life in the Lake.**
- **Topographic surveys and DNR standards will be provided to the selected professional.**
- **Soil borings will be expected to be part of the professional contract (this proposal).**
- **Construction completion to by early summer of 2010.**

SPECIAL WORKING CONDITIONS
Site open to the public

DESIRED SCHEDULE OF WORK

- **Construction completion to by early summer of 2010.**

LOCATION OF WORK AREAS
White Lake BAS

REFERENCE STANDARDS: This project will comply with all codes, standards, regulations, and workers' safety rules that are administered by federal agencies (EPA, OSHA, and DOT), state agencies (MIOSHA, DNR, and DCH), and any other local regulations and standards that may apply.
This form is required to be a part of the professional service contract. (Authority: 1984 PA 431)

Attachment(s)