

REQUEST FOR PROPOSAL (RFP)
NEW FIRE STATION – KASSON TOWNSHIP
THREE-PHASE RENDERING, ENGAGEMENT, and DESIGN PROCESS

1. INVITATION

The Township of Kasson (Township) is soliciting proposals from qualified firms to provide professional conceptual rendering, cost estimate, community engagement, funding option/selection, and final construction design services for a new fire station. Firms with relevant experience in designing fire stations or combined public safety buildings that house fire services, and the qualifications to perform the services outlined herein, are encouraged to submit a proposal. Firms may partner with other firms to ensure that the design team provides the appropriate level of expertise in the required disciplines. However, design teams must designate one lead firm. The lead firm shall be responsible for meeting all of the requirements of the proposal.

The purpose of the RFP process is to identify the firm and proposal the Township determines are best suited to support the Township in this important project. Following an analysis of the responses to this RFP, firm(s) may be invited for interviews, with one firm being selected for further negotiation. The firm ultimately awarded a contract by the Township will provide services as directed by the Township of Kasson.

All questions concerning this RFP shall be directed, in writing, to Greg Julian, Township Supervisor, at gregoryjulian@gmail.com at least five (5) business days before the deadline for the RFP. Questions received after this time may not be addressed. Responses from the Township that substantially alter this RFP will be issued in the form of a written addendum to all those that have received an RFP. All proposals submitted shall remain open to acceptance for ninety (90) days from their initial consideration by the Fire Station Design Committee/Township Board.

2. NATURE OF SERVICES REQUESTED

The Township is seeking a firm to provide professional conceptual rendering, cost estimate, community engagement, funding option/selection, and final construction design services for a new fire station. Initial discussions of fire station design and location have been held, and a location is in the process of being finalized. The chosen firm will work with the Fire Station Design Committee/Township Board to develop conceptual renderings for the building and final location, develop cost estimates for the completed project, participate in community engagement events, assist with funding options and selection, and complete final construction design plans for the structure.

The overall Project will involve conceptual renderings, community engagement, and design of a new fire station on vacant land, which meets the needs of the Township of Kasson and Cedar Area Fire & Rescue.

It can be assumed that the final design will likely be that of a three-bay fire station with the following requirements:

- Sleeping quarters, on-duty living space, and office space for up to 4 firefighters.
- Administrative space for 2 full-time day employees, in addition to the on-duty fire fighters.
- Training and meeting space for firefighters, board members and community members.

3. PROJECT/SCOPE OF WORK

The project/scope of work will be broken into three distinct phases. The Township requests project bids to be broken into three phases – bids for the project as a whole will not be considered.

- A. Conceptual Renderings and Cost Estimate – The selected firm will develop conceptual renderings of potential building designs based on discussion with the Fire Station Design Committee/Township Board, Fire Chief, and other interested parties. The selected firm will provide general cost estimates for the conceptual building designs.
- B. Community Engagement / Funding Options and Selection – The selected firm will assist with presenting selected conceptual renderings at community engagement events and gauging public interest in the presented conceptual renderings. The selected firm will also assist with identifying and reviewing funding options.
- C. Final Design - The selected firm will develop final construction design plans for review, comment, and approval by the Township. The selected firm will prepare material specifications and drawings for site, architectural, interior, mechanical, fire protection, and electrical bidding documents. The set of documents will be sufficient for the Township to solicit public bids and to apply for applicable permitting. The selected firm will develop bidding materials including invitation to bid, instructions to bidders, and other forms and supplements required by the Township as necessary to ensure that prospective bidders are fully informed as to construction and materials requirements. Upon receipt of bid proposals, the selected firm will work with the Township to evaluate and make a recommendation for award.

Scope of services shall include progress meetings with Fire Station Design Committee/Township Board, Community Engagement meetings, and remote project management calls. Community outreach to be coordinated by the Township; contracted design firm to supply sketches, exhibits, and renderings as needed.

4. DELIVERABLES

The completion of the above tasks will lead to the following deliverables:

- Conceptual Renderings
- Cost Estimates of Conceptual Renderings
- Review of Funding Options
- Construction Plans and Specifications
- Schematic Site Plans
- Project Budget
- Building Elevations
- Bid Documents

5. SELECTION CRITERIA

Each proposal will be evaluated based upon the documentation submitted and any interviews. The

selection will be based on a combination of the firm's qualifications and experience, project/proposal approach, anticipated schedule, and fee statement.

The Township reserves the right to reject any or all proposals; to waive informalities and technicalities, and to accept any proposal which the Township deems to be in the best interest of the Township.

The Township will require a contract that allows termination or suspension of the contract without penalty after the completion of any of the phases listed in the Project/Scope of Work section of this RFP if it determine that proceeding with the project is not feasible due to community engagement, funding options, or any other reason. The contract shall require full payment for completed phases with no further payment for terminated phases. The selected firm will be required to maintain general and professional liability insurance coverage for the duration of the project.

6. SUBMISSION REQUIREMENTS

- A. Submittal Documents:
 - a. Six (6) hard copies of the proposal, including attachments
 - b. One (1) electronic copy of the proposal, including attachments
- B. Submittal Content: Each Submittal shall have the following elements in the following order:
 - a. Cover – shall be titled “Services for the New Fire Station for the Township of Kasson” and include the name of the firm, project team manager, and submittal date
 - b. Table of Contents – shall include a table of contents with page numbers
 - c. Transmittal Letter – to include:
 - i. Introduction of the firm
 - ii. Summary of why the Respondent believes itself to be the most qualified
 - iii. Statement that to the best of the Respondent's abilities, all information contained in the RFP submittal is complete and accurate
 - iv. Statement granting the Township of Kasson and its representatives authorization to contact previous clients of the Respondent and their project team manager for purposes of ascertaining an independent evaluation of their performance
 - v. At least one copy of the transmittal letter must have the original signature of an officer of the principal responding firm.
- C. Proposal
 - a. Provide a detailed description of the firm's proposed approach to the project and how it intends to ensure that the Township's needs will be met.
 - b. Include a projected timeline based on the three phases outlined in the Project/Scope of Work section of this RFP.
 - c. Detail the amount of effort dedicated to each phase of the project by the project/design team.
 - d. List key personnel and relevant project experience, technical expertise, licensure, education, and other relevant experience. Identify a single point of contact for the project.
- D. Summary of Relevant Projects – List up to six (6) projects the Respondent believes demonstrates an ability to successfully meet the requirements of this RFP. A relevant project is one which best exemplifies your qualifications for this project. Each project listed should include the name of the

project, name of the client, project description, the services provided by the Respondent and any partners, contact information for a reference related to the project, and a summary of how the project demonstrates the Respondent's qualifications for the services requested in this RFP.

E. Consulting Service Rate Structure – Please provide:

- a. A detailed estimate of the project cost to be billed under a contract with the selected firm, in three phases as outlined in the Project/Scope of Work section of this RFP.
- b. Description and estimate of any costs that will be the Township's responsibility and paid for outside of the contract with the selected firm.

7. SUBMISSION

Proposals will be received until _____DATE_____ (30 days or 45 days).

Submit proposals via email to:

Dana Boomer, Township Clerk

kassontwpclerk@gmail.com

Email subject must contain "Kasson Fire Station Services Proposal"

Submit hardcopy proposals via mail to:

Dana Boomer, Township Clerk

PO Box 62; Maple City, MI, 49664

Or contact Dana Boomer, Township Clerk, at kassontwpclerk@gmail.com to set an appointment to delivery hardcopy proposals to the Township Hall.