



615 Weaver Court
P.O. Box 498
Gladwin, Michigan 48624
Phone: (989) 426-6751
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GLADWIN CITY – COUNTY TRANSIT
REQUEST FOR QUALIFICATIONS (RFQ) FOR
ARCHITECTURAL AND ENGINEERING SERVICES
2022-0054

RELEASE DATE:

AUGUST 31ST 2022

DEADLINE FOR QUALIFICATIONS:

SEPTEMBER 21ST 2022

Kimberly Bruner, Transportation Director

Contact Information:

Kimberly Bruner – kim@gladwintransit.org

Becky Fejedelem – becky@gladwintransit.org

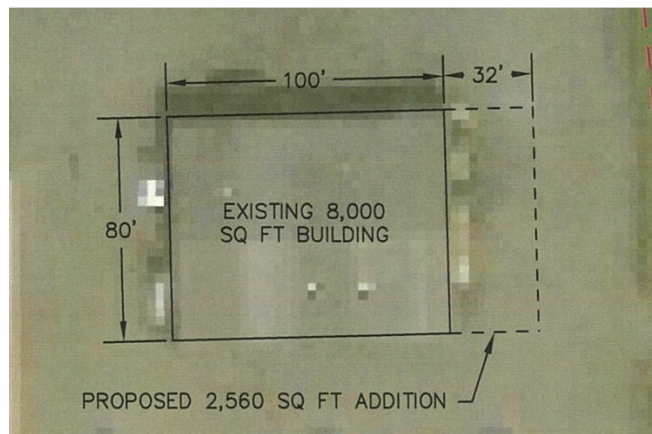
No phone calls will be accepted. Vendors may submit their questions or clarifications about this RFQ to the email addresses above by the date specified in the RFQ.

Gladwin City – County Transit (GCCT), 615 Weaver Court, Gladwin, Michigan, is seeking architectural and engineering services to complete a building expansion for our maintenance garage.

This project is funded with federal and state grants so the A&E services must be procured according to the Brooks Act on a qualification's basis

Timely completion of this project is important. Subcontracting is allowed.

Proposed project activities on the subject property include adding on to a steel structure building that was built in 1987, a 2,560 square foot wash bay expansion on the east side of the existing maintenance garage, relocation of existing utilities, and modification to the existing drive and parking area to accommodate the addition. The addition is intended to match the width and height of the existing structure. Various repairs to existing windows, metal siding and electrical system/components, etc. in current 8,000 square foot building.



Proposal Content:

Submissions must include a cover letter signed in ink by an authorized official of the submitting firm binding the firm to the conditions of the RFQ. No copies will be accepted.

Submission must include a description of the business organization, the firm's experience with architectural and engineering projects, the qualifications of individuals performing the work, and three references with the references' contact information. The description of experience must describe the firm's experience with design, project management and construction management, although not all of these services may be procured.

DO NOT send price information with the qualifications. The agency will negotiate price with the top scoring firm and the firm must provide a derivation of cost at that time. If the agency is unable to successfully negotiate price with the top scoring firm, the agency will end negotiations and negotiate price with the next highest scoring firm.

Qualifications Submission:

Firms must email one copy of their qualifications to Kimberly Bruner at kim@gladwintransit.org and submit the original plus two copies of their qualifications to the Gladwin City – County Transit, 615 Weaver Court, Gladwin, Michigan 48624. Printed proposals may be submitted by mail or hand delivery in an envelope marked “A&E Services”. All qualifications must be received by 4:00 p.m. on **September 21st, 2022**. Hand delivered qualifications must be delivered between 8:00 a.m. and 4:00 p.m. Late submissions will **not be accepted**. Qualifications may be withdrawn by written request prior to the due date.

Conditions for Qualifications:

Submitted qualifications become GCCT’s property. The contents of qualifications are considered GCCT’s property. The contents of qualifications are considered valid for one hundred and twenty (120) days after the submission deadline. GCCT reserves the right to waive any informalities or minor defects and to accept or reject any or all submitted qualifications or postpone the qualifications due to date for sound, documentable, business reasons. Conditional qualifications will be considered non-responsive and may be rejected unless GCCT gives specific approval to a written request received at least ten (10) working days prior to the due date. This RFQ does not commit GCCT to award a contract, to pay any cost incurred in the preparation of qualifications, or to preclude GCCT from canceling, in part or in its entirety, this RFQ for sound, documentable, business reasons.

This solicitation will result in a firm fixed price contract.

Questions about this RFQ must be submitted in writing by email to Kimberly Bruner at kim@gladwintransit.org or to becky@gladwintransit.org. Phone calls involving the RFQ or related questions will not be accepted. All questions and answers related to this RFQ, and any addendums, will be sent to vendors who were sent an RFQ or who have submitted questions or proposals, and will be posted on GCCT website at www.gladwintransit.com. All questions and/or comments must be received at least ten (10) working days prior to the proposal due date. Verbal comments are not part of this solicitation.

Any contact or attempt to contact any other employees not specified in this RFQ will result in the immediate disqualification of the vendor.

Terms and Conditions:

This project is funded by the Federal Transit Administration (FTA) and the Michigan Department of Transportation (MDOT). It is subject to federal and state guidelines. The federal requirements for this project are the Federal Contract Clauses Professional A&E Less Than \$150,000, as attached as Attachment A and available on the internet. Page 1 of the clauses must be signed and included with the submitted qualifications. The selected firm may need to have a 3rd party subcontract approved by MDOT.

The selected vendor will receive a written Notice to Proceed from GCCT. GCCT reserves the right to cancel the contract with thirty (30) days by written notice. All applicable laws,

ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract.

The firm agrees to indemnify and hold GCCT, its officers, agents, employees, and/or trustees, harmless from and against any and all claims or causes of action brought against GCCT and from any and all damages, losses, expenses, attorney fees, costs, and liabilities sustained by GCCT arising out of any claimed defect in the good and services provided by the firm. The firm's obligation under this paragraph shall include the obligation to indemnify and hold GCCT harmless for negligence, whether active, passive or concurrent, in the performance of GCCT's duties and obligations pursuant to this project and agreement.

Evaluation Criteria:

The evaluation criteria for this solicitation are listed below:

They are ranked in order of importance although the first two criteria are equally weighted.

- Documented ability to provide A&E services, including design, project management and construction management. (Up to 40 Points)
- Staff qualifications (Up to 40 points)
- Three (3) Past References (Up to 20 Points)

The selection panel member are the agency's Executive Director, Transportation Director, and Office Manager.

Any submitter falling within a competitive range as determined by the selection panel may be asked to give a presentation to the selection panel about the submitter's abilities and qualifications and to answer and GCCT questions about the submitted qualifications. The original scoring of evaluation criteria may be modified, based on the results of the interview. The agency reserves the right to award A&E services to the qualifications providing the "best value" to the agency. The award will only be made to a responsive and responsible firm.

Protests of the solicitation documents must be received ten (10) business days before the proposal due date. Protests of the award decision must be received within five (5) days of the award.

Attachments:

Attachment A – Professional A&E Less Than \$150,000