



**REQUEST FOR PROPOSAL
AS-NEEDED ARCHITECTURAL AND ENGINEERING SERVICES FOR
DETROIT PUBLIC LIBRARY**

Prepared by:

***DPL-LD-2123
Issue Date: March 14, 2022
Proposal Due Date: April 04, 2022 by 2:00 p.m. EST***



RFP-LD-2123

The Detroit Public Library is requesting proposals from qualified companies to furnish **As-needed Architectural and Engineering Services** for the Detroit Public Library.

Proposals are to be addressed and submitted electronically via www.Bidnet.com, in accordance with the bid instructions and all other requirements as referenced in this document. Bids will be received until **April 04, 2022 @ 2:00 pm**, local time, after which no other bids will be accepted. The Procurement Department will publicly record all bids at that time. No other public disclosure will be made until after award of contract.



INSTRUCTIONS TO BIDDERS

1. Firms responding to this REQUEST FOR PROPOSAL ("RFP") shall submit their bids in the overall format as outlined in this solicitation.
2. Bidders shall submit **one original copy**, electronically, identifying the response as follows:
 - **Bid Title:** As-needed Architectural and Engineering Services
 - Bid Number: RFP-LD-2123
 - Bid Due Date: **April 04, 2022 @ 2:00 pm EST**
 - Company's name and address

Bid must be signed to be acceptable

No telephone, electronic, or facsimile bids will be considered unless otherwise stated within this document.

3. **Late Bids will not be accepted or considered.** It is the responsibility of the Proposer to ensure that the bid is uploaded electronically prior to the date and time indicated. Telephone quotes will not be accepted. Time and date validation will occur in the Bidnet system and bids cannot be uploaded after the deadline.
4. **VENDOR CHANGES OR ALTERATIONS TO BID DOCUMENTS INCLUDING SPECIFICATIONS MAY RESULT IN A BID BEING CONSIDERED NON-RESPONSIVE.** The only authorized vendor changes to a bid document will be in the areas provided for a bidder's response, including the "Exceptions" section of the bid proposal. If a change or alteration to the documents is undetected and the bidder is awarded a contract, the original terms, conditions, and specifications in the Authorized Version of the bid document will be applicable during the term of the contract. The Detroit Public Library shall accept NO CHANGES to the bid document made by the Vendor unless those changes are set out in the "Exceptions" provision of the Authorized Version of the bid document. It is the Vendor's responsibility to acquire knowledge of any changes, modifications or additions to the Authorized Version of the bid document. Any Vendor who submits a bid and later claims it had no knowledge of any changes, modifications or additions made by the Detroit Public Library to the Authorized Version of the bid document, shall be bound by the bid, including any changes,

modifications or additions to the Authorized Version. If a bid is awarded to a Vendor who claims that it had no knowledge of the changes, modifications or additions made by the Detroit Public Library to the Authorized Version of the bid, and that Vendor fails to accept the bid award, the Detroit Public Library may pursue costs and expenses to re-bid the item from that Vendor.

5. The Authorized Version of the bid document shall be that bid document appearing on the MITN website with any amendments and updates. The Detroit Public Library officially distributes bid documents from the Procurement Department or through the Michigan Intergovernmental Trade Network (MITN) website. Copies of bid documents obtained from any other source are not considered official copies. Only those vendors who obtain bid documents from either the Procurement Department or the MITN website are guaranteed access to receive addendum information, if such information is issued. If you obtained this document from a source other than the sources indicated, it is recommended that you register on the MITN website, www.bidnetdirect.com and obtain an official copy.
6. Bids must be dated and signed by a duly authorized partner or corporate officer, with that person's name and title clearly identified. No bid shall be withdrawn for ninety (90) days from submission deadline unless otherwise stated in the bid document.
7. The Detroit Public Library reserves the right to:
 - a. Reject any and all bids received as a result of this RFP.
 - b. Waive or decline to waive any informalities and any irregularities in any bid received.
8. The selected vendor will be required to assume responsibility for all goods and services offered in the bid, whether or not the bidder produces them. Further, the selected vendor shall be the sole point of contact and responsibility with regard to all contractual matters, including payment of any and all charges resulting from the contract. All bids and other materials submitted shall become the property of the Detroit Public Library.
9. All changes in the RFP documents shall be through written addendum and furnished to all bidders. Verbal information obtained otherwise will not be considered in awarding of the bid.
10. Public Recording

A virtual meeting has been established for any prospective proposers that may be interested in the public recording of bids for the Detroit Public Library. Please see the following link for the public recording of the bids:

Leiann Day is inviting you to a scheduled Zoom meeting.

Topic: Public Recording DPL-LD-2123 As Needed A/E Services

Time: Apr 4, 2022 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/4365805014>

Meeting ID: 436 580 5014

One tap mobile

+13017158592,,4365805014# US (Washington DC)

+13126266799,,4365805014# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 436 580 5014

Find your local number: <https://us06web.zoom.us/j/4365805014>

11. Procurement Timeline

A/E Services Procurement Timeline

Activity	Due Date
RFP issued via MITN	March 14, 2022
Pre-Proposal Conference	March 21, 2022 @ 10:00 am
Supplier Clarification Questions Due	March 22, 2022 @ 3:00 pm
DPL response to Questions by COB	March 25, 2022
Proposals Due	April 4, 2022 @ 2:00 pm
Vendor Presentations	April 18, 2022 (tentative)
Commission Approval of Award Recommendation	TBD
Contracting and Project Implementation	TBD

ARCHITECTURAL AND ENGINEERING SERVICES

This Request for Proposal (RFP) is issued on behalf of Detroit Public Library (DPL). The Library is seeking to procure a professional A/E firm to provide design, engineering and permitting services for various upcoming projects at Detroit Public Library. The successful firm shall provide A/E services to DPL under a professional architect and engineer licensed by the State of Michigan. The firm shall further comply with all laws and regulations as they pertain to the architecture and engineering profession and design to ensure quality construction.

SCOPE OF WORK

Detroit Public Library is soliciting proposals from A/E firms to provide as-needed A/E services.

Qualified firms shall be fully capable and responsible to provide services including, but not limited to those commonly expected of licensed firms in the architecture and engineering fields, as follows:

- Meet with DPL staff to consult on anticipated projects and provide a project estimate for the services necessary for each anticipated project;
- A/E design services for DPL;
- Completing and submitting permit applications to meet any required local or state requirements;
- Bidding assistance including preparation of bid specifications in accordance with requirements of Detroit Public Library, assistance in conducting pre-bid meetings, answering questions from bidders, providing addenda, reviewing bids, and recommendation of award and issuance of notice of award;
- Construction oversight services, including construction contract preparation and management, assistance in conducting the pre-construction and progress meetings, on-site inspection/observation of construction work, preparation of inspection reports, review & approve of submittals, review and approve request to DPL, providing reproducible "As Built" plan drawings upon project completion, and completion of final inspection, testing and certifications.

The A/E firm shall:

- Demonstrate they have a sufficient number of on-staff professional architects and engineers
- Have available workload capacity to complete work by the mutually agreed upon time frame
- Have Experience with local building codes and ordinances

MINIMUM QUALIFICATIONS

Proposers must meet all of the following minimum qualifications to be eligible to respond to this RFQ and enter into a contract with DPL:

1. Lead Project Manager shall have a minimum of ten years' experience and shall be a registered professional architect or engineer in the State of Michigan.
2. Firm shall have provided architecture / engineering services to Michigan municipal clients for at least 5 years.
3. The Lead Project Manager must possess a license to practice in the State of Michigan pursuant to the Occupational Code (PA 299 of 1980).
4. The firm shall be able to staff a project team that has the qualifications and expertise necessary
5. The firm shall understand the potential projects and the professional services needed to achieve the Library's goals.
6. Contractor shall have at a minimum the capabilities to design and engineer projects.

Capabilities include, but are not limited to:

- *Landscape and Building Architecture*
- *Civil Engineering*
- *Structural Engineering*
- *Mechanical Engineering*
- *Electrical Engineering*
- *Construction Management*
- *Preparation of Estimates and Costs for Construction Projects*
- *Land Surveying*
- *Providing management assistance for facilities, equipment installation, maintenance, and repair*

TECHNICAL PROPOSAL (No costs shall be included in the Technical Proposal)

Submission Criteria

The Technical Proposal shall be submitted as PDF documents and shall include the following:

- A. Letter of Transmittal

The Letter of Transmittal shall be addressed to Purchasing and must include the RFP number and title of the procurement.

1. Identification of the offering firm(s), including name, address, and telephone number.
2. Acknowledgment of RFP addenda, if any.
3. Name, title, address, telephone number, and email address of the proposer's contact person during the period of proposal evaluation.
4. A statement to the effect that the proposal shall remain valid for a period of not less than ninety (90) days from the date of submittal.
5. Signature of person authorized to bind the proposer to the terms of the RFP.

SUMMARY OF QUALIFICATIONS

The company's experience shall be for the office(s) potentially performing the work, not overall company experience in offices that will not be involved with the work.

At a minimum the qualification shall address the following:

1. A statement of the firm's experience and qualifications to perform the requested work. Provide a brief history of the firm, including the types of services offered; the year founded; form of organization (corporation, partnership, sole proprietorship). Include subsidiaries or partnerships with other firms. Experience should also include work with governmental or public clients, if any, and address the ability of the Contractor to effectively work with multiple stakeholders.
2. Qualifications of key personnel for outside firms which the A/E would need to hire services from, if any, including education, experience, training, certifications, licenses, etc.
 - a. Outline your experience with similar projects, sites, and clients as examples
 - b. Explain how your firm is the best suited to provide the services required for the projects and would provide the best value to Detroit Public Library
 - c. Please identify any projects that was completed, which solved a problem, gained significant efficiencies, or demonstrated a creative approach to the work
3. Organization chart showing the staff and responsible persons.
4. A brief summary of the qualifications and resume of the Contractor's proposed Project Manager, who will be responsible for the satisfactory operation of all aspects of service provided. This person would be the primary contact for the contract.
5. Location of the firm's primary office that would be providing professional A/E services to DPL.
6. Describe work and services completed on three (3) projects similar to the Scope of Services outlined in this RFP successfully completed in the past five (5) years. Include references with current contact information for each project.

7. Please provide a general description of the firm's financial condition and identify any conditions (e.g., bankruptcy, pending and/or current litigation and/or judgements, office closures, impending merger, work stoppages) that may impede the Proposer's ability to complete the Scope of Work.

METHODOLOGY AND APPROACH

Provide a narrative of how the Proposer intends to communicate and work with DPL on the various projects that may arise.

- Describe proposed responsibilities of the Proposer's assigned staff and coordination of activities with DPL
- Provide details on capacity, availability, scheduling, turnaround times, and response times of the Project Manager and staff
- Address any additional tasks not outlined in this RFP that should be considered

EXCEPTIONS AND DEVIATIONS

Include any approved exceptions and/or deviations to the RFP or addenda. Include any and all of the firm's own contracts or forms that it considers mandatory to use in connection with performing the Scope of Work. Note that to the extent that a firm's own contracts or forms contradict or purport to exclude any provisions of the RFP or addenda in whole or in part, the same will be treated as exceptions and/or deviations. Please note that any exceptions and/or deviations not approved in advance by DPL through addenda may result in the rejection of the proposal.

OWNERSHIP OF WORK PRODUCTS

The work products produced by the selected A/E firm will become the sole property of DPL. This includes all work products produced in the media types, and includes, but is not limited to, program specific files such as database files and CADD files.

PRICE PROPOSAL

The Price Proposal shall be submitted separately from the Technical Proposal. At this time, we are only evaluating responses based upon an organization's knowledge and experience. DPL is not bidding a specific project at this point and understand that a firm price proposal per project is not possible to compute. However, please provide the fee schedule for the proposed disciplines identified in your response. The final cost per project, as well as payment terms will be negotiated prior to the issuance of Start to Work for each project.

REQUIRED FORMAT

To be considered responsive, each proposal must, at a minimum, respond to the following RFP sections in their entirety:

- ☐ Overall Scope of Work and Operational Responsibilities;
- ☐ Respondents Performance History;
- ☐ Proposal Submission Procedure

EVALUATION AND SELECTION OF A/E FIRM

The instructions for submitting qualifications set forth certain criteria which will be used in the receipt of qualifications and selection of the successful firm. In addition, the criteria set forth below will be considered.

The evaluation of qualifications will be made on the basis of the criteria below, listed in order of importance to DPL. The respondents must first be deemed responsive to be considered for evaluation. To be responsive a respondent shall:

- A. Fully respond to all criteria of the RFP
- B. Provide evidence showing that the respondent meets each of the requirements listed in the Scope of Work

The evaluation of proposals will be made on the basis of the criteria below. The firms submitting proposals shall include information and statements of the following:

1. Cost (20%)
2. Qualifications of the proposed professional A/E firm and project staff (20%)
3. Relevant experience with other urban libraries or public entities (20%)
4. Capacity to provide all services in the scope of work (20%)
5. Professional References (20%)

EVALUATION PROCEDURE

After evaluating the proposal, oral presentations may be scheduled with the respondents. A final determination will be made after the oral presentations are complete.

Following the receipt of proposals, a Library designated Evaluation Committee will evaluate each response. All PROPOSALS, which meet the required format of this RFP, will be evaluated. Any Proposals determined to be non-responsive to the specifications or other requirements of the RFP, including instructions governing submission and format, will be disqualified unless the Library determines, in its sole discretion, that non-compliance is not substantial or that an alternative proposed by the Respondent is acceptable. The Library may also at its discretion, request oral presentations or make site visits at Respondent's facility. If scheduled, a final determination will be made after the oral presentations and/or demonstrations are complete. The Library may also at its sole

discretion, elect to rank order the qualified proposals, and negotiate with some limited number of the highest scored qualified respondents. A final determination would include the cumulative inputs of this evaluation procedure. All decisions reached by the Evaluation Committee will be by consensus.

AWARD CLAUSE INCLUDING RENEWAL OPTIONS

If a contract is awarded as a result of this RFP it will be a Detroit Public Library Professional Services Contract. Any renewal option exercised under this contract is effective only after the approval of the Detroit Library Commission and the Chief Financial Officer. The Library anticipates one (1) award as a result of the RFP. The term of the contract will be for three (3) years, with two (2) one-year renewal options subject to approval by the Detroit Library Commission.

CONTRACT APPROVAL

Upon contract award, the Library and the respondent shall execute a Professional Services Contract, which shall contain all contractual terms and conditions in a form provided by the Library. No contract shall become effective until the contract has been approved by the required Library Departments and Detroit Library Commission and signed by the Library's Chief Financial Officer. Prior to the completion of this approval process, the respondent shall have no authority to begin work under the contract. The Chief Financial Officer shall not authorize any payments to the respondent prior to such approvals; nor shall the Library incur any liability to reimburse the respondent regarding any expenditure for the purchase of materials or the payment of services.

ADHERENCE TO TERMS OF PROPOSALS

A proposal once accepted by the Library, may become a binding contractual obligation of the respondent. The failure of a successful respondent to accept this obligation and to adhere to the terms of the respondent's proposal may result in rejection of the proposal and the cancellation of any provisional award to the respondent.

REJECTION OF PROPOSALS

The Library expressly reserves the right to reject any and all proposals, waive any non-conformity, re-advertise for proposals, to withhold the award for any reason the Library determines and/or to take any other appropriate action that is in the best interest of the Library.

QUESTIONS

All questions regarding the RFP shall be submitted through www.bidnetdirect.com. Respondents shall provide notice to take exception to any requirements of the Request for Proposals. Such exceptions may reflect negatively on the evaluation of the Proposal. The Library does not guarantee a response to questions not submitted after the question deadline of August 31, 2021.

ECONOMY OF PREPARATION

Proposals should be prepared simply and economically providing a straight forward, concise description of the contractor's ability to meet the requirements of the RFP. Emphasis should be on the completeness and clarity of content.

PAYMENT

All properly executed invoices submitted by the successful respondent will be paid in accordance with the Library's payment terms (Net 45).

ORAL PRESENTATION/DEMONSTRATION

The Library reserves the right, at its own discretion, to request Oral Presentations regarding proposals submitted in response to the RFP. Failure to make an oral presentation will be grounds for rejection of your proposal. Proponents will be notified by the Procurement Department of the date, time and location for Oral Presentations if needed.

ASSIGNMENT

The services to be performed by the respondent shall not be assigned, sublet, or transferred, nor shall the respondent assign any monies due or to become due to him under any contract entered into with the Library pursuant to these specifications, without prior written approval of the Library.

MISCELLANEOUS

It shall be the responsibility of the respondent to thoroughly familiarize themselves with the provisions of these requirements. After executing the contract, no consideration will be given to any claim of misunderstanding.

The respondent agrees to abide by the rules and regulations as prescribed herein by the Library as the same now exists or may hereafter from time-to-time be changed in writing.

MODIFICATION OF SERVICES AFTER CONTRACT APPROVAL

The Library reserves the right to modify the services provided by the respondent awarded a contract. Any modification and resulting changes in pricing shall be made by amendment to the contract by the respondent and the Library.

CHANGES IN FACTS

Proposers shall advise the Library during the time the Proposal is open for consideration of any changes in the principal officers, organization, financial ability of, or any other facts presented in the proposal with respect to the proposer or the proposal immediately upon occurrence.

CONFIDENTIALITY OF PROPOSALS

Proposals shall be opened with reasonable precautions to avoid disclosure of contents to competing offers during the process of evaluation. Once proposals have been publicly recorded they are subject disclosure as per the requirements of the Michigan Freedom of Information Act.

NEWS RELEASE

News releases pertaining to these proposal specifications or the provisions to which they relate shall not be made without prior approval of the Library.

CHANGES IN PROPOSAL REQUIREMENTS

The Library may make changes to the requirements of this RFP, as it deems necessary. Respondents will be notified by email if any changes are made to the RFP. If changes are made, the Library may, at its discretion, extend the time allowed for submission of proposals.

References

Proposers shall provide three (3) references for services outlined in this RFP. References shall be from projects of similar size and scope as the Library. These services should have been provided within the past three (3) years.

REFERENCE #1	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL	
YEARS OF EXPERIENCE	

REFERENCE #2	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL ADDRESS	
YEARS OF SERVICE	

REFERENCE #3	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	
EMAIL ADDRESS	
YEARS OF SERVICE	

Certificate of Insurance

- I. The Detroit Public Library has specific certificate of insurance requirements. The Contractor shall maintain at its expense during the term of this contract, the following insurance:
 - A. Worker's Compensation insurance with Michigan statutory limits and Employer's Liability insurance with minimum limits of \$500,000.00 each accident, \$500,000.00 each disease, \$500,000.00 each disease/each employee.
 - B. Commercial General Liability insurance with a combined single limits of \$1,000,000.00 per occurrence subject to a minimum aggregate limit of \$2,000,000.00
 - C. Automobile Liability insurance covering all owned, hired and non-owned vehicles with personal protection insurance and property protection insurance to comply with the provisions of the Michigan No-Fault Insurance Act, including residual liability insurance with a minimum combined single limit of \$1,000,000.00. Include MCS90 endorsement (if hazardous waste will be transported by supplier's auto) with minimum property damage limits of \$1,000,000.00 each occurrence.
- II. If during the term of this contract, changed conditions or other pertinent factors, should in the reasonable judgment of the Detroit Public Library, render inadequate the insurance limits, the Contractor will furnish on demand such additional coverage as may reasonably be required under the circumstances. All such insurance shall be affected at the contractor's expense, under valid and enforceable policies.
- III. All policies shall name the Contractor as the insured and shall be accompanied by a commitment from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice to the Detroit Public Library.

The Commercial General Liability insurance policy shall name the Detroit Public Library as an additional insured. Certificates of insurance evidencing such coverage shall be submitted to the Business Office, Purchasing Department, prior to the commencement of performance under this contract and at least fifteen (15) days prior to the expiration dates.



NON-COLLUSION AFFIDAVIT

RFP Number: _____ RFP Description: _____

I state that I am _____ of _____
(Title) (Name of Firm)

and that I am authorized to make this affidavit on behalf of my Firm, its Owner, Directors, and Officers. I am the person responsible in my firm for the price(s) and the amount of the bid.

I state that:

1. The price(s) and the amounts of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of the bid, and either the approximate price(s) or the approximate amount of the bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before the bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or noncompetitive bid.
5. _____, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

SIGNATURE OF PERSON SUBMITTING BID

BID NOTARY'S SIGNATURE

Subscribed and sworn to before me this _____ day of _____,
20__ in and for _____ County.

My commission expires: _____



SIGNATURE PAGE

Prices quoted shall remain firm for 90 days or bid award whichever comes first, except the successful bidder(s), whose prices shall remain firm for the entire contract period. The contract shall commence on date of award.

NOTE: The undersigned has checked the bid figures carefully and understands that he/she shall be responsible for any error or omission in this bid offer and is in receipt of all addenda as issued.

COMPANY NAME: _____

ADDRESS:

City State Zip

TAX ID: _____

TELEPHONE NUMBER: (____) _____ FAX NUMBER: (____) _____

E-MAIL ADDRESS: _____

PAYMENT TERMS: _____

ACKNOWLEDGEMENT:

I, _____, certify that I have read the INSTRUCTION TO BIDDERS and that the bid proposal documents contained herein were obtained directly from the Detroit Public Library or MITN website, www.bidnetdirect.com, and is an official copy of the Authorized Version.

COMPANY REPRESENTATIVE'S NAME:

(Print)

SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:

(Signature)

(Date)