



**REQUEST FOR PROPOSAL**

**For**

**MECHANICAL,  
ELECTRICAL, PLUMBING  
ENGINEERING SERVICES**

**For**

**BUILDING  
RENOVATION AND  
NEW CONSTRUCTION**

River House, Inc.

July 2017

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## GENERAL INFORMATION DATA SHEET

### PROJECT TITLE

Mechanical, Electrical, Plumbing Engineering Services for Thrift Store Facility

### LOCATION

2252 S. I-75 Business Loop, Grayling, MI 49738

### OWNER

John Cherven, Grayling Mini Mall, P.O. Box 825, Grayling, MI 49738

### LESSEE

River House, Inc., P.O. Box 661, Grayling, MI 49738

### PROPOSAL DUE DATE

**Friday, August 25, 2017 at 4:30 PM**

### AGREEMENT TIMETABLE

Agreement Executed: September 2017

Agreement expires: September 2018 unless extended for an additional year.

## SERVICES DESCRIPTION

### HISTORY

River House, Inc. is a non-profit agency serving victims of domestic and sexual violence and their families. River House has operated an emergency shelter and counseling services since 1986. Part of River House's strategic plan is to open a thrift store to support the agency operations. To that end, River House is responsible for maintenance, repair, alterations, and remodeling of the interior of the building located at 2252 S. I-75 Business Loop, Grayling. The facility was previously used as a combination dry cleaning business and self-serve laundromat. The 4,000 square foot building will be converted to a thrift store with separate donation sorting area and office space.

### OVERVIEW

River House, Inc. has a fiduciary responsibility to ensure the safety, integrity and intrinsic value of the leased building. Design development requires the incorporation of River House staff and department feedback in relation to accessibility, maintenance and operating efficiency.

Mechanical, electrical and plumbing engineering services are sought by a Consulting Engineer or Engineering team. Such services will include:

- A. Conducting assessments of existing systems, including evaluations of energy efficiency opportunities.
- B. Preparing design and contract documents for remodeling and construction work, and providing inspection of that work during construction.

River House anticipates that the consultant selected will provide services on a continuing basis. An agreement will be negotiated for one-year service with conditions for a one- year extension of services outlined.

## SCOPE OF SERVICES

### **General**

The Consultant being selected through this Request for Proposal process will enter into an agreement with River House to provide engineering services related to projects at various stages from pre-design to post-construction. The consultant shall provide engineering services meeting all standards and codes used in design for basic services.

The Consultant shall:

1. Review existing floor plans, and actual conditions, and advise River House on issues of concern in regard to design, material selection, cost estimation as well as cost (life-cycle) analysis.
2. Provide schematic and design development for mechanical, electrical, and plumbing (MEP) bid documents, and a detailed cost estimate at each phase, which may include:
  - a. Attend coordination meetings
  - b. Provide progress prints/cost estimates (labor and materials) at appropriate intervals
  - c. Include elevations of exposed mechanical or electrical units, and/or three-dimensional renderings (as requested)
  - d. Provide architectural design drawings which shall include all components and accessories
3. Assist in the bidding phases:
  - a. Attend pre-bid and pre-construction meetings
  - b. Answer questions/clarifications during bidding
4. Review and evaluate submittals and claims for extra costs.
5. Inspect the construction site and actively participate in on-site construction meetings as needed. Advise River House regarding interpretations of contract documents and payments to contractors when requested.
6. Conduct and assist River House for substantial completion by preparing a punch list and conducting a final inspection.

## Detail/Phases

### Pre-Design Evaluation

Consult with River House and other necessary and appropriate government units, utilities, organizations, and persons in order to ascertain project requirements and review the proposal prepared by River House, recommending any necessary revisions.

### Cost Estimating / Condition Survey and Report

Investigate, analyze and measure the existing facilities to the extent necessary to determine the information necessary for project work. Measure and verify floor plans and equipment locations in the existing building. Review existing system replacement studies (if applicable), analyze building components, heating/cooling load requirements, River House floor plans and drawings (as available) and make system recommendations. Prepare drawings and a report summarizing existing facilities, their condition, and their effect on the Project or the Project's effect on them.

Prepare probable construction cost estimates to assist River House in the preparation of Capital Improvement Funding requests. As part of the investigation, identify and document issues pertaining to a future project (accessibility, operations impact, etc.) to inform the project schedule.

### Schematic Design and Development

Upon receipt of written notification to proceed, prepare schematic designs for review and approval by River House. The schematic drawings shall show project design features. A detailed cost estimate separating labor and materials shall accompany the schematic drawings for each design option developed. Life-cycle cost estimates to be provided upon request. Advancement to next design phase pending River House review of report, comments and approval to proceed.

Provide architectural design drawings which shall include all components and accessories, including system elevations (when applicable) in relation to project. Prepare a list of all permits, licenses, review, and approvals as required.

### Contract Documents

Perform the final design and the preparation of detailed contract documents in accordance with applicable City, County, State, and Federal regulations ("codes") for all elements of work including architectural plans, custom details, phasing plans and structural and/or engineering modifications, as needed. Provide design progress reviews with River House and other authorities as required (typically at 50% and 95% completion). Provide progress prints, specifications and revised cost estimates at specified intervals for River House's review and approval.

### Construction Administration

Attend a preconstruction conference. Such preconstruction conference shall include at least the Consultant, or its authorized representative, the contractor(s), authorized representatives of River House, as well as representatives of any other public or private agencies which River House determines should be in attendance. At the preconstruction conference, the Consultant shall:

- Observe that all necessary permits and licenses have been obtained prior to work commencement.
- Raise for discussion and decision, the manner in which the construction will be administered, the scheduling of construction, and any and all other issues or questions which in the opinion of the Consultant or River House must be settled before the start of construction.

Make visits to the job site for the purpose of clarifying or interpreting any phase of the work and monitoring job progress, where necessary and/or requested. Attend on-the-job field meetings (at a frequency dictated by specific project) to review procedures, progress, scheduling, contractor compliance and other issues.

Furnish to River House, based on marked up prints, drawings and other data furnished by the contractor, a set of reproducible drawings showing all construction (elements/systems) as actually built.

## PROPOSAL REQUIREMENTS

A proposal must be submitted no later than **4:30 PM on Friday, August 25, 2017, to:**

Aimee Sandula, Executive Director  
River House, Inc.  
P.O. Box 661  
Grayling, MI 49738  
[Director@riverhouseinc.org](mailto:Director@riverhouseinc.org)

Each proposal must include, at a minimum, the following:

### COSTS:

Include an hourly not-to-exceed fee for the basic services itemized by each phase of services broken down by work element. Identify staffing levels during the project presented as a staff- hour and fee estimate per phase, in accordance with the terms and conditions of our professional services agreement. Include the costs for all review meetings with River House outlined in your approach.

### QUALIFICATIONS:

- a. Name, address, telephone number of each participating firm.
- b. Names and addresses of each firm's principal officers.
- c. A description of each firm's technical capabilities and areas of expertise.
- d. A description of similar projects completed by the firm as they relate to this project. Include the name and telephone number of a reference person from the contracting organization who can be contacted for reference.
- e. A description of how the project will be organized and managed; who will do the work and the role various members of a multi-disciplinary consortium will play in the design process.
- f. Include a list of key personnel to be assigned to the project by task and identify the project manager. In particular, indicate the qualifications of the person who will do on-site observation.
- g. Include a rate or hourly schedule for all staff levels that would be involved in potential projects.

### REJECTION OF PROPOSALS:

River House reserves the right to reject any or all proposals, in whole or in part, received as a result of this Request for Proposals.

### INCURRING COSTS:

River House is not liable for any cost incurred by the professional prior to acceptance of a proposal and the award and execution of a contract.

### PHYSICAL INSPECTION:

A pre-proposal meeting for physical inspection of the building will be held at 2252 S. I-75 Business Loop, Grayling, MI on Thursday, August 3<sup>rd</sup> at 10:30 am. Other times may be made available upon request.

**QUESTIONS:**

Questions that arise as a result of the RFP must be submitted in writing to River House no later than 4:30 PM on Friday, August 18, 2017. In the event that it becomes necessary to amend any part of this RFP, addenda will be posted on [www.riverhouseinc.org](http://www.riverhouseinc.org) website.

**ECONOMY:**

River House is a non-profit agency seeking to complete this project as cost effectively as possible. Therefore, proposals 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, three-ring binders, colored displays, and so forth are not desired. Emphasis should be on completeness and clarity of content.