



## GENESEE COUNTY PURCHASING

A Division of the Genesee County Controller's Office

COUNTY ADMINISTRATION BLDG

1101 BEACH STREET, ROOM 343,

FLINT, MICHIGAN 48502

Phone: (810) 257-3030 Fax (810)257-3380

[www.gc4me.com](http://www.gc4me.com)

September 21, 2017

### **GENESEE COUNTY REQUEST FOR PROPOSALS #17-116**

Sealed proposals will be received until **3:00 p.m. (EDT), Wednesday, October 25, 2017**, at the Genesee County Purchasing Department, 1101 Beach Street, Room 343, Flint, MI, 48502 for **ARCHITECTURAL SERVICES FOR OFFICE REMODEL, MCCREE**.

This procurement is conducted in accordance with the Genesee County Purchasing Regulations, a copy of which is on file and available for inspection at the Genesee County Purchasing Department or at the website [www.gc4me.com](http://www.gc4me.com).

A **mandatory pre-proposal meeting** and site visit will be held at the McCree Building, 630 South Saginaw Rd., Flint, MI 48502 on **Tuesday, October 3, 2017 at 10:00 a.m. (EDT)** on the second floor escalator lobby. This will be the time for prospective proposers to ask questions directly related to this RFP. Following the meeting will be a walkthrough of the empty space. Failure to arrive at the mandatory pre-proposal meeting and site visit within a reasonable time following the start of the meeting, shall be grounds for being deemed non-responsive.

Each offeror is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm's name. The proposal request number and due date for this RFP are:

**DUE DATE:** 3:00 p.m. (EDT), Wednesday, October 25, 2017

**PROPOSAL REQUEST NUMBER: #17-116**

*Cindy Carnes*

CINDY CARNES, PURCHASING MANAGER

bid2\2016\17-116

Attachments

**GENESEE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

[www.gc4me.com](http://www.gc4me.com)

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# RFP #17-116 ARCHITECTURAL SERVICES FOR OFFICE REMODEL, MCCREE

## SECTION 1 - INSTRUCTIONS TO PROPOSERS

1. Attend the **mandatory pre-proposal meeting** and site visit at the McCree Building, 630 South Saginaw Rd., Flint, MI 48502 on **Tuesday, October 3, 2017 at 10:00 a.m.** (EDT) on the second floor escalator lobby. This will be the time for prospective proposers to ask questions directly related to this RFP. Following the meeting will be a walkthrough of the empty space. Failure to arrive at the mandatory pre-proposal meeting and site visit within a reasonable time following the start of the meeting, shall be grounds for being deemed non-responsive.
2. Sealed proposals will be received until **3:00 p.m. (EDT)**, for **Architectural Services for Office Remodel, McCree, Wednesday, October 25, 2017**, at the Genesee County Purchasing Department, 1101 Beach Street, Room 343, Flint, MI, 48502. The Genesee County Purchasing Department hours of operation are 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., closed noon to 1:00 p.m. for lunch, closed holidays and furlough days, check website for closed days. Label the envelope containing the proposal response as described on page 1. **LATE PROPOSALS AND PROPOSALS SENT BY FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED.**
3. **Submit one original, one paper copy and one electronic copy of your proposal.** All proposals become the property of Genesee County. The original must include a signature on the Signature Page of a person authorized to make a binding offer. Additionally the proposal response must consist of one copy in electronic format on a CD, DVD or USB flash drive formatted in Adobe (.pdf), Microsoft Word, and/or Microsoft Excel. Failure to provide the required number of duplicate copies may result in rejection of your proposal. Proposals may not be submitted at the Buy4Michigan or MITN site for this offering.
4. **Buy4Michigan** – an alternate review of proposal request can be done at **Buy4Michigan.com**. Open Market Bid 303718B0012367. Requests for proposal and opportunities to bid on products and services required by Genesee County can be found on the website **www.Buy4Michigan.com**. This website is the official posting site for most State of Michigan solicitation and allows municipalities across Michigan to more effectively notify vendors of RFP and bid opportunities. By making use of this site it increases internal efficiency and lowers costs for member agencies and taxpayers through shared resources.
  - a. You must register at the site to participate in other solicitations. Once registered you will have access to all solicitations throughout the State of Michigan posted at the website.

If you have questions or need assistance registering, please call the Vendor Support Department at 888-734-9749, Wednesday through Friday, 8:00 a.m. through 8:00 p.m. ET. To register for access to Genesee County bids, please go

to <https://www.buy4michigan.com/bs/login.sdo> and click on Register  
<https://www.buy4michigan.com/bs/external/fidCheck.jsp>.

5. Michigan Inter-governmental Trade Network– an alternate review of the RFP number RFP-CC-17-116 can be done at <http://www.mitn.info/Genesee-County.asp?AgencyID=2340&PageType=open>.
  - a. Genesee County has partnered with BidNet as part of the [Michigan Inter-governmental Trade Network](#) and will post their bid opportunities to this site. As a vendor, you can register with [Michigan Inter-governmental Trade Network](#) (use hyperlink or <https://www.mitn.info/Registration.asp?ID=2340>) and be sure that you see all available bids and opportunities. By selecting automatic bid notification, your company will receive emails once Genesee County has a bid opportunity that matches your company's business. In addition, the site handles bid opportunities, RFPs, and RFQs for other member governmental agencies. If you need help registering, please call [Michigan Inter-governmental Trade Network](#) support department toll free 1-800-835-4603.
6. All communications, any modifications, clarifications, amendments, questions, responses or any other matters related to this RFP, shall be made by and through the purchasing contact reference in this solicitation. No contact regarding this solicitation made with other County employees is permitted. Any violation of this condition may result in immediate rejection of proposal.
7. All prospective proposers shall be responsible for routinely checking the Genesee County Purchasing Department website at <http://www.gc4me.com/departments/purchasing> for issued addenda and other relevant information. Genesee County shall not be responsible for the failure of a prospective proposer to obtain addenda and other information issued at any time related to this RFP.
8. The County's Standard Proposed Contract is attached to this RFP. After the award is made to the successful proposer, the County and the successful proposer will negotiate a final contract that substantially conforms to the Standard Proposed Contract. Any exceptions to the terms and conditions of the Standard Proposed Contract and this RFP must be clearly set forth in your proposal and referenced on company letterhead. The County will not entertain negotiations to change any terms and conditions of the Standard Proposed Contract or RFP unless those changes are requested in your proposal.
9. The County of Genesee requires a signed Genesee County Insurance Checklist with each proposal submitted. Insurance required per the specifications governing this work must be provided prior to the contract starting date and kept in full effect and compliance during entire contract period. Failure to comply with these provisions will cause termination of the contract.

The contractor agrees to be responsible for any loss or damage to property or persons due to the performance of services herein contracted and further agrees to protect and defend the County of Genesee against all claims or demands whatsoever, and to hold the County of Genesee harmless from any loss or damage resulting therefrom.

10. Local Preference for Genesee County Businesses: In the case of requests for proposals where a quantitative based evaluation criteria is used for evaluating responsive proposals, Genesee County Businesses shall be afforded five (5) percent of the total evaluation points up to a maximum of five (5) points.
11. Proposal Format: Proposals must be submitted in the format outlined in **Section 7. FORMAT OF PROPOSALS/PROPOSAL CONTENT** to be deemed responsive.

## **SECTION 2 - STANDARD TERMS & CONDITIONS**

1. See Genesee County website, Purchasing Department for Standard Terms and Conditions

## **SECTION 3 - ADDITIONAL TERMS & CONDITIONS**

1. **Purpose**: Through this RFP, Genesee County (“the County”) is soliciting proposals from qualified firms who can provide architectural services relative to the planning, designing, and construction administration of specific building improvements at the McCree Courts, Health and Human Services building located at 630 S. Saginaw, Flint, MI 48502. The plan will accommodate departments currently in the building on the first and second floors and consolidate Friend of the Court operations on the second floor.
2. **Issuing Office**: This RFP is issued by the Genesee County Purchasing Department on behalf of the FRIEND OF THE COURT (FOC). The contact person is Ms. Cindy Carnes, Purchasing Manager, Genesee County, 1101 Beach Street, Room 343, Flint, Michigan 48502, phone: (810)-257-3030, fax: (810) 257-3380 and [ccarnes@co.genesee.mi.us](mailto:ccarnes@co.genesee.mi.us). Email is the preferred method of contact.
3. **Questions & Inquiries**: All questions regarding this RFP shall be submitted in writing and received no later than **Architectural Services for Office Remodel, McCree, October 9, 2017 by 12:00 p.m. (ET)**, to the Genesee County Purchasing Department as listed above. E-mail is the preferred method of contact for all inquiries concerning this RFP. No verbal interpretation to any respondent as to the meaning of any requirement stated in this RFP shall be binding on Genesee County. All responses to questions regarding this RFP shall be issued in writing and distributed as an addendum by Genesee County.
4. **Addenda**: Genesee County reserves the right to amend and provide clarification of this RFP prior to the date for proposal submission. In such an event, an

addendum will be posted on the Purchasing Department website (<http://www.gc4me.com/Purchasing/currentbids.htm>). Further, all proposers shall acknowledge having seen any and all addendums issued (1, 2, 3, etc.) on the Signature Page.

5. **Responsive Proposals:** To ensure proper consideration, all proposers are encouraged to submit a complete response to this RFP using the format outlined in Section 8, **INFORMATION REQUIRED FROM PROPOSERS**. In addition, at least one of the paper proposals must be signed with an **original signature** of the official authorized to bind the proposer to its provisions.
6. **Validity Period:** Any proposal submitted as a result of this Request for Proposal shall be binding on the proposer for 120 calendar days following the due date.
7. **Disclosure:** All information in an offeror's proposal is subject to disclosure under the provisions of Public Act N. 442 of 1976 known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments thereto. In the event that a proposer wishes to designate any portion of their submission as "confidential" or "proprietary," the proposer must contact the Purchasing Manager prior to submission of the proposal. All requests regarding disclosure and requests for confidentiality of a proposal response to this RFP shall be submitted in writing and received no later than Architectural Services for Office Remodel, McCree, October 9, 2017 by 12:00 p.m. (ET), to the Genesee County Purchasing Department as listed above.
8. **Statement of Exceptions:** The proposer shall furnish a statement on company letterhead giving a complete description of all exceptions to the terms, conditions, and specifications set forth in the proposal. Failure to furnish this statement shall mean that the proposer agrees to meet all requirements set forth in this solicitation.
9. **Best and Final Offers:** Negotiations may be undertaken with those proposers whose proposal based on the evaluation criteria stated herein, has been determined to be reasonably susceptible of being selected for award. Genesee County will determine if it is in its best interest to seek a 'Best and Final Offer' from prospective offerors that submitted proposals. Soliciting Best and Final Offers may provide short listed firms the opportunity to amend or change their proposal to make it more advantageous to Genesee County. Genesee County reserves the right to choose whether or not to exercise this option. The contract that may be entered into will be awarded based on the proposal response and possible Best and Final Offer that is the most advantageous to Genesee County.

During the aforementioned procedures, neither the names of any of the offerors nor the contents of any proposal will be disclosed until the completion of negotiations and revisions of proposals.

10. **Acceptance of Proposal Content:** It is proposed that, if a contract is entered into as a result of this RFP, the RFP will serve as the basis for the contract. The

contents of the proposal of the successful offeror may become contractual obligations if a contract is issued. Failure of the successful offeror to accept these obligations will result in cancellation of contract award.

## **SECTION 4 - QUALIFICATIONS OF PROPOSERS**

In order to qualify for award, a proposer shall have the capability in all respects to perform the work and the integrity and reliability, which will assure good faith performance. This requirement shall include, but is not limited to, the availability of the appropriate financial, material, equipment, facility, personnel, ability, expertise and experience necessary to meet all procurement requirements.

No proposal will be considered from any proposer unless known to be skilled and regularly engaged in work of a character similar to that covered by the solicitation documents.

The following requirements are necessary for consideration of contract award:

1. Licensed by, and in good standing with the Michigan State Board of Architects
2. For the purpose of this RFP, all firms that submit a proposal must meet State of Michigan requirements involving principals that are registered architects in the State of Michigan
3. A minimum of 5 years experience working as an architect with significant experience involving government or commercial office buildings
4. Financially stable and have the financial wherewithal to carry out the requirements of this solicitation.
5. Employ an adequate number of staff to perform the required work/services.
6. Possess Professional Liability insurances as stated in the Bidder's Insurance Checklist.

If a proposer does not convince Genesee County that it possesses the above minimum qualifications with the proposal submission, Genesee County shall not consider its proposal for award.

## **SECTION 5 - BACKGROUND INFORMATION**

Genesee County ("the County") is soliciting proposals from qualified firms who can provide architectural services relative to the planning, designing, and construction administration of specific building improvements at the McCree Courts, Health and Human Services building located at 630 S. Saginaw, Flint, MI 48502. The plan will accommodate departments currently in the building on the first and second floors and consolidate the Friend of the Court operations on the second floor. The FOC is currently located in the County Administration Building at 1101 Beach Street.

The McCree building currently has the following functions and staff:

<u>Department</u>	<u>Staff</u>
Health Department	90
67 <sup>th</sup> District Court	50
Prosecutor	40
Sheriff	12
Community Corrections	3
Drug Court	5
Juvenile Probation	15

Friend of Court                      90 currently in 1101 Beach and moving to McCree Site

The Building is 92,369 square feet on the first floor and 90,161 square feet on the second floor. Currently 40,695 square feet on the second floor is vacant and will primarily be used to re-locate FOC.

Friend of the Court has completed a space analysis to incorporate long term goals and to improve services to the families the office serves. The space analysis includes the addition of space for referees and referee hearing rooms, which could be incorporated into the Friend of the Court space for improved services. Further, the analysis includes the addition of staff from the Family Support Unit of the Prosecuting Attorney's Office (14 employees), who are already in the McCree building and who have a function that is directly connected to the work of the Friend of the Court. Finally, the space analysis includes room for future expansion of staffing. The State Court Administrative Office evaluated the Friend of the Court operations and recommended that the office should be staffed with 110 employees to reach the statewide average staffing hours per case.

The County intends to select a firm, based upon review of the proposals submitted in response to this RFP, with which to negotiate and enter into a contract for provision of architectural including space design, furniture requirements and possible engineering services. Contractor shall visit the site and become familiar with the project before submitting a proposal.

## **SECTION 6 - SCOPE OF SERVICES**

### **1. DESCRIPTION**

Provide architectural and possible engineering services to remodel the select locations on the 1<sup>st</sup> and 2<sup>nd</sup> floor of the McCree Courts, and Health and Human Services building. Include in the design appropriate work space for Friend of the Court staff along with the existing departments and services in the building.

The goal is to:

- A. Consolidate FOC operations on the 2<sup>ND</sup> floor (see attachment 1),
- B. Determine shared services in the building that can be consolidated to a single location (as an example receiving payments) and use of common space
- C. Provide Attorney-Client meeting space for the Defender Program (see attachment 2) and



- D. Provide recommendations for the best use of the space including standardize work space.

## **2. PROFESSIONAL ARCHITECTURAL SERVICES**

The services to be provided would include, but not necessarily limited to:

1. Work with the County to develop/review the best possible programmatic use of this space as appropriate work space for:
  - a. FOC staff moving into the available space on the second floor,
  - b. Defender Program for the courts, first floor and proximity to the courtrooms will be necessary
  - c. Prosecutor's staff
  - d. Health Department staff
  - e. Court staff
  - f. Security of the building
  - g. Beach Street entrance as employee entrance and access to parking
  - h. Entrance and common areas to be functional and welcoming facility for the community
2. Develop/review schematic design alternatives for the County's review and cost estimates.
3. Create and present design development documents that fully explain the architects design intentions for the designated areas of the McCree Courts, and Health and Human Services building, plans, elevations and sections and material descriptions.
4. Provide a construction set of drawings and specifications, documents necessary for all elements of the design and other services needed. Documents to include, but not limited to, location map, all specifications for floor plans, lighting and electrical service. Submit the plans for review and acceptance by the County and any other review agencies. Provide budget documentation for the proposed space as designed and timeline for project completion.
5. Represent the project at meetings that require presentations and discussion of all aspects of the design, including meetings pertaining to design review and permitting. Provide meeting minutes and design review comments. All cost arising from the site reviews, investigations, presentations and meetings/conferences with the county, and documentation of same, shall be included in the Cost Proposal.
6. As required by the county, the contractor will provide bidding documents and clarification during the bidding period, review working drawings, and attend a preconstruction meeting
7. Construction services, if requested, provide project management service through all aspects of construction, including monitor budgets, schedules and

personnel assigned to complete the project on time and in budget and make occasional visits to the project site

8. Provide As-built plans or record drawings consistent with the County's required format of the final project.

Phases of Work:

- Professional Architectural Services
  - Schematic Design
  - Design Review/Development (Review/Develop design to include possible alternatives with updated estimates of cost)
  - Final Design (Develop County approved design into final form including possible furniture plan, interior finishes, and an updated estimate of cost)
  - Construction Documents
- Bid Assistance
- Construction Administration

Preliminary Schedule:

- |                                    |                    |
|------------------------------------|--------------------|
| • Issue Public Notice for RFP      | September 19, 2017 |
| • Pre-proposal Meeting             | October 3, 2017    |
| • Due date of Proposals            | October 25, 2017   |
| • Complete Evaluation of Proposals | October 31, 2017   |
| • Award Contract                   | November 20, 2017  |

Architect shall work jointly with designated Genesee County staff through all phases of the project.

Supplemental Conditions:

1. Security:

The Contractor will be required:

- To have criminal records check for each individual who will be on site during the project. This would be done by the Genesee County Sheriff. The court has LEIN terminal access in the courthouse.
- All owners, supervisors and employees who are on site should display a photo ID issued from their company/employer at all times.
- Use a security access card to access reserved parking lot and facility entrance. Access cards will be issued during the project to permit facility entrance and building navigation. The access cards will be restricted to those areas necessary for the project, to the extent possible.
- To obtain keys, if necessary, will be limited to the least number of contractors, supervisors or other lead personnel on site with a "sign upon receipt and return" basis.
- To access the building based upon an agreed upon construction schedule.

- To provide for the appropriate supervision level at all times. This may be delegated to a supervisor or lead person on site. Genesee County Building and Grounds will be the contact for county issues. Building and Grounds will have the 1st shift weekend building and grounds staff cell phone number made available as a contact. The Building and Grounds director will also provide his cell phone for questions.

Payment:

Progress of work and invoices shall be furnished to the County. Payment after completion of final plans, shall be limited to 90% of the agreed cost. The remaining 10% shall be paid after substantial completion of all construction work if the contractor is providing construction administration services.

## **SECTION 7 - INFORMATION REQUIRED FROM PROPOSERS (PROPOSAL FORMAT)**

In order to be deemed responsive, proposals must be submitted in the format outlined below:

### **Administrative Proposals**

1. Business Organization: State the full name and address of your organization's corporate headquarters and, if applicable, the branch office or other subordinate element/subcontractors that will perform or assist in performing the work. In addition, provide the company's history as a firm identifying core competencies and experience in providing architectural services associated with commercial building improvements and renovations focused on improved security and operational efficiencies in an office environment, also include experience with governmental agencies. Include the names and phone numbers of personnel at your organization authorized to negotiate the proposed contract.
2. Work Plan: Describe in narrative form your approach to a design project. Include in the work plan the time frame or schedule to which you would adhere based on staffing and current workload from all clients. Include a description of the project and work items involved in the bid to indicate your understanding of the project.
3. Labor Requirements, Staff Qualifications & Experience: The contractor must be able to provide an appropriate, experienced and knowledgeable team. A resume or summary of qualifications, work experience, education, licenses, skills, etc., which emphasizes previous experience in this area should be provided for all key personnel who shall be involved with any aspects of the contract.
4. Project Management: The Project Manager must be readily accessible to County personnel. Response to this bid should include a proposal to address and clarify all aspects of project administration, quality assurance, variation and change

control, contract deliverables, budget and cost control, schedule control, and internal/external coordination.

5. Subcontractors: the contract with the county specifically states: No Assignment. The Contractor may not assign or subcontract this Agreement without the express written consent of the County. This requires that all anticipated sub-contractors be listed in the proposal and meet the same requirements stated for the Contractor.
6. Additional Information:
  - Please indicate the level of support and information needed from County staff and departments.
  - Discuss any other factors or data the County should consider for the successful completion of this project.
  - Identify challenges associated with the project and describe the processes and analysis you will utilize to address them.
  - Include any other information that is believed to be pertinent but not specifically asked for elsewhere.

Submit the required submittals contained in the RFP that are required to substantiate a responsive proposal as indicated below.

1. Statement of Exceptions: See Section 1.7 for clarification.
2. Signed Signature Page: See page 15 of this solicitation.
3. Executed Insurance Checklist: See page 16 of this solicitation.
4. References: See page 17 of this solicitation. Prior experience with similar projects is essential for any firm to provide the services required in this solicitation. This section shall consist of a minimum of three (3) references with project descriptions. In addition, contact information for each reference shall be provided with the name, address, phone number and email address. The contacts for each reference must be knowledgeable of the offeror's performance on the referenced project and the scope of services performed by the proposer.

## Cost Proposals

**Cost and Price Analysis: This portion of the proposal must be bound and sealed separately from the remainder of the proposal, electronic file must be a separate file from the proposal.** The information requested in this section is required to support the reasonableness of each proposal. Use the format below.

- a. Labor Costs: Price should be quoted per hour of work provided. Itemize so as to show the following for each member of the project team:
  - i. Name and title, classification
  - ii. Estimated hours
  - iii. Rate per hour
  - iv. Total cost for each member and for all labor needs
- b. Cost of Supplies and Materials:
- c. Other direct costs:

- d. Overhead
- e. Profit

**Demonstration of Financial Stability:** Submit with the proposal your organization’s most recent financial audit, annual compiled financial statements, annual consolidated financial statements, or a copy of the proposer’s most recent federal income tax return. The County is seeking this information to ensure that proposers have the financial stability and wherewithal to assure good faith performance.

## **COST PROPOSAL SUMMARY**

<b>Phase</b>	<b>Total Cost</b>
Professional Architectural Services Cost	\$ _____
Bid Assistance Cost	\$ _____
Construction Administration Services	\$ _____
<hr/>	
Total Cost	\$ _____

## **SECTION 8 - EVALUATION CRITERIA & SELECTION PROCEDURE**

It is the intent of Genesee County to conduct a fair and comprehensive evaluation of proposals received. The Contract will be awarded to the proposer who submitted a proposal that is most advantageous to Genesee County. All proposals will be evaluated based on the evaluation criteria as seen below. **Each criterion will be scored based upon the points indicated.**

<b>Evaluation Criteria</b>	
<b>Phase 1</b>	<b>Possible Points</b>
A. Prior Experience of the firm/proposer: This refers to the nature and extent of prior experience with similar projects, including the years that the firm or organization has been in business, and experience with governmental entities.	10
B. Capability of the firm: This criterion includes the ability of the proposer to meet the terms of the RFP. Emphasis will also be placed on the soundness of the proposer's approach to performing the services as presented in the Work plan. The capability, reliability and capacity of the proposer to provide the desired services, this includes but not limited to possessing the appropriate equipment and licensed staff necessary to complete the work.	30
C. Qualifications and Experience of Professional Personnel: This refers to the competence of the professional personnel who would be assigned to the job by the successful firm, measured by education and experience, with reference to experience on projects similar to the described in this solicitation, including	20

Project Manager.	
D. The firm's references and examples of similar projects	10
E. Financial Stability of Proposer	5
F. Responsiveness of Proposal	Pass/fail
<b>Phase 2</b>	
Cost Proposal & Considerations: <ul style="list-style-type: none"> <li>• Proposed Fee for the provision of services</li> </ul>	25
<b>Total Possible Points</b>	<b>100</b>

Total Cost for the re-model of the site referenced in this solicitation. 25 points Total points awarded for price will be determined by applying the following formula:  $\text{Lowest Proposed Price} / \text{Proposer's Price} \times 25 \text{ Points Possible} = \text{Price Score}$ . Genesee County reserves the right not to be limited to the lowest cost proposal

All members of the Evaluation Committee will review proposals by evaluating each proposal subject to the above referenced criteria. The scores will be submitted to the Purchasing Manager and an average of the members scores will be used to calculate the points for each criterion.

The Evaluation Committee may request interviews with the top three scoring proposers and may solicit Best and Final Offers (BAFOs). Cost proposals will be opened for the top three scoring proposals. Points will be awarded to each proposal based on the aggressiveness and competitiveness of the cost proposals.

The Evaluation Committee may recalculate points, based on possible interviews or BAFO scoring (if applicable), from the top three scoring proposers. The Evaluation Committee will recommend contract award for a particular firm to the Genesee County Board of Commissioners. This recommendation will be based on the proposer with the top scoring proposal/offer. The Genesee County Board of Commissioners will make the final decision as to contract award.

If the Evaluation Committee cannot negotiate a reasonable contract with the top scoring proposer, Committee members will stop negotiations, disqualify the proposer and begin negotiations with the proposer with the second highest scoring proposal/offer.

Local Preference for Genesee County Businesses: In the case of requests for proposals where a quantitative based evaluation criteria is used for evaluating responsive proposals, Genesee County Businesses shall be afforded five (5) percent of the total evaluation points up to a maximum of five (5) points

**SIGNATURE PAGE**  
**GENESEE COUNTY RFP #17-116**  
**ARCHITECTURAL SERVICES FOR OFFICE REMODEL, MCCREE**

The undersigned represents that he or she:

1. is duly authorized to make binding offers on behalf of the company,
2. has read and understands all information, terms, and conditions in the RFP,
3. has not engaged in any collusive actions with any other potential proposers for this RFP,
4. hereby offers to enter into a binding contract with Genesee County for the products and services herein offered, if selected by Genesee County within 120 days from proposal due date,
5. certify that it, its principals, and its key employees are not "Iran linked businesses," as that term is described in the Iran Economic Sanctions Act, P.A. 2012, No. 517, codified as MCL 129.311, et seq.
6. acknowledges the following addenda \_\_\_\_\_ issued as part of the RFP:

**Conflict of Interest:**

\_\_\_\_ To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other County contracts, or property interest for this proposal.

OR

\_\_\_\_ The undersigned firm by attachment to this form, submits information which may be a potential conflict of interest due to other County contracts, or property interest for this Proposal.

**Exceptions** to Solicitation and/or Standard Contract: NO \_\_\_\_ YES \_\_\_\_ (include attached statement)

Name (typed): \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_

Federal Employee Identification Number (FEIN): \_\_\_\_\_

DUNS Number: \_\_\_\_\_

Date: \_\_\_\_\_

**Contact Person of company representative for matters regarding this RFP**

\_\_\_\_\_  
CONTACT NAME POSITION

\_\_\_\_\_  
E-MAIL

\_\_\_\_\_  
MAILING ADDRESS CITY STATE ZIP CODE

\_\_\_\_\_  
PHONE FAX

## GENESEE COUNTY INSURANCE CHECKLIST

**Proposal Title ARCHITECTURAL SERVICES FOR OFFICE REMODEL, MCCREE**  
**Proposal Number 17-116**

<u>Coverages Required</u>	<u>Limits (Figures denote minimums)</u>
<input checked="" type="checkbox"/> 1. Workers' Compensation	Statutory limits of Michigan
<input checked="" type="checkbox"/> 2. Employers' Liability	\$100,000 accident/disease \$500,000 policy limit, disease Including Premises/operations
<input checked="" type="checkbox"/> 3. General Liability	\$1,000,000 per occurrence with \$2,000,000 aggregate Including Products/Completed Operations and Contractual Liability
<input checked="" type="checkbox"/> 4. Professional liability	\$1,000,000 per occurrence with \$2,000,000 aggregate Including errors and omissions
<input type="checkbox"/> 5. Medical Malpractice	\$200,000 per occurrence \$800,000 in aggregate
<input checked="" type="checkbox"/> 6. Automobile liability	\$1,000,000 combined single limit each accident- Owned, Hired, Non-owned
<input type="checkbox"/> 7. Umbrella liability/Excess Coverage	\$1,000,000 BI & PD and PI
<input checked="" type="checkbox"/> 8 <u>Genesee County named as an additional insured on other than workers' compensation and professional liability via endorsement. A copy of the endorsement or evidence of blanket Additional Insured language in the policy must be included with the certificate.</u>	
<input type="checkbox"/> 9. Other insurance required: _____	
<input checked="" type="checkbox"/> 10. Best's rating: A VIII or better, or its equivalent (Retention Group Financial Statements)	
<input checked="" type="checkbox"/> 11. The certificate must state bid number and title	

### Insurance Agent's Statement

**I have reviewed the requirements with the bidder named below. In addition:**

The above required policies carry the following deductibles:

\_\_\_\_\_

Liability policies are **occurrence**  **claims made**

\_\_\_\_\_  
Insurance Agent

\_\_\_\_\_  
Signature

### Prospective Contractor's Statement

I understand the insurance requirements and will comply in full if awarded the contract.

\_\_\_\_\_  
Contractor      Signature

Required general insurance provisions are provided in the checklist above. These are based on the contract and exposures of the work to be completed under the Contract. Modifications to this checklist may occur at any time prior to signing of the contract. Any changes will require approval by the Prospective Contractor, the department and County Risk Manager. To the degree possible, all changes will be made as soon as feasible. REVISED 04/08/2010



## REFERENCES

List 3 references of similar projects

Submitted by: \_\_\_\_\_

---

1. Company

Phone Number

---

Contact Name and Position

E-mail Address

---

Address

---

Type of Work/ Project

\$  
Dollar Amount of the Project

---

Project Description

---

2. Company

Phone Number

---

Contact Name and Position

E-mail Address

---

Address

---

Type of Work/ Project

\$  
Dollar Amount of the Project

---

Project Description

---

3. Company

Phone Number

---

Contact Name and Position

E-mail Address

---

Address

---

Type of Work/ Project

\$  
Dollar Amount of the Project

---

Project Description

## ATTACHMENT 1

The attached space analysis was created using some of the State of Michigan minimum office size requirements and State Court Administrative Office recommendations for Courts. For example, the State of Michigan uses ranges of 80 to 100 square feet for clerical staff, 120 to 180 square feet for caseworker staff, 15 square feet per person for staff lounges, and 300 to 400 square feet for referee hearing rooms. Many of these calculations were incorporated into the space analysis.

The space analysis also incorporates long term goals of the Friend of the Court to improve services to the families the office serves. The space analysis includes the addition of space for referees and referee hearing rooms, which could be incorporated into the Friend of the Court space for improved services. Further, the analysis includes the addition of staff from the Family Support Unit of the Prosecuting Attorney's Office (14 employees), who are already in the McCree building and who have a function that is directly connected to the work of the Friend of the Court. Finally, the space analysis includes room for future expansion of staffing. The State Court Administrative Office evaluated the Friend of the Court operations and staffing in 2016 and indicated that we are drastically understaffed compared to the statewide average and in particular for our growing caseload. Specifically, the State Court Administrative Office recommended that our office should be staffed with 110 employees to reach the statewide average staffing hours per case. This recommendation is based on current caseloads, although the State Court Administrative Office also forecasted based on out of wedlock birth rates and poverty levels in Genesee County, which the Friend of the Court caseload will continue to increase for years to come.

<b>Proposed Office Space Analysis for Genesee County Friend of the Court</b>			
Description	Quantity	Unit SF	Total Usable SF
<i>Offices and Work Areas</i>			
Director's Office and Conference Room	1	500	500
Deputy Director	2	300	600
Manager	3	225	675
Supervisor	9	200	1800
Attorney/Referee	10	200	2000
Referee Hearing Room	5	400	2000
Caseworker	20	150	3000
Administrative Secretary	2	180	360
Paralegals	17	150	2550
Clerks	58	80	4640
Deputies	3	80	240
Transport/Process Server	6	80	480
Interns/Outside Agency	10	80	800

<b>Subtotal</b>			<b>19645</b>
<i>Common Areas</i>			
Waiting Room and Front Counter	1	1000	1000
Training Room	1	1200	1200
Computer Lab	1	800	800
Copy/Fax Areas	9	120	1080
Storage/File Rooms	4	300	1200
Large Conference Room (15-20 people)	1	600	600
Medium Conference Room (6-10)	2	300	600
Interview Rooms	5	120	600
Large Kitchen/Break Room	1	1500	1500
Computer Server Room	1	120	120
Safe/Vault	1	100	100
Job Skills Room	1	300	300
<b>Subtotal</b>			<b>9100</b>
<b>Total Square Feet</b>			<b>28745</b>
x Circulation Factor			1.35
<b>Subtotal</b>			<b>38806</b>
x Common Area Factor (restrooms, etc.)			1.15
<b>Total Required Space</b>			<b>44627</b>

## ATTACHMENT 2

### Attorney-Client Meeting Space

#### Defender Program

#### *Michigan Indigent Defense Commission (MIDC) Act Compliance*

To comply with the legal representation standards of the *MIDC*, Genesee County must provide sufficient confidential meeting space for assigned counsel to meet with clients in courts, jails and lock ups.

The draft plan of the *MIDC* Genesee County Local Compliance Workgroup includes the necessity for confidential meeting space in the McCree Building, as well as video conferencing connectivity. This request addresses the confidential meeting space consideration.

#### *Desired space*

#### 4 offices of 12' x 14'

offices would need to accommodate a desk or small conference table, 2-4 chairs. (A consultant may recommend a different size office for this purpose – defer to the recommendation)

The offices need to provide a sufficient environment for a confidential conversation with a client. There is the possibility that a client may want a family member or witness to speak with the attorney. This is the reason that the capacity is described as a 2-4 chair work space. A cubical will not work. A door on the office is required, with floor to ceiling walls. Sound proofing measures for walls and doorframes should be considered.

1 waiting room that could be adjacent to or near the 4 offices (set forth above) to serve as a waiting area for all of the attorney-client interview rooms.

Size – 12-15 person capacity  
(defer to consultant recommendation on square footage)

#### 2 conference rooms

conference rooms should be of sufficient size to accommodate a table and 6 chairs. The conference rooms would have a multi-purpose function: (1) additional attorney-client meeting space (2) attorney - client - family - investigator - expert - witness conversations and (3) multiple defendant/multiple attorney confidential meeting space. Sound proofing measures would apply.

(Defer to consultant recommendation on square footage)

\*The above is offered as it relates to minimal office space requirements (only). It does not address IT infrastructure or other aspects of space usage, signage, access to an all-in-one copier/fax/scan unit and related operational components.

# ATTACHMENT 3

## McCree Courts & Human Services Center Tenant Lease Area Allocations

	Area (S.F.)
<b>Basement</b>	
67th - 5th Div. District Crt.	1,584
Genesee County	2,793
Common Area	1,223
TOTAL	5,600

<b>First Floor</b>	
67th - 5th Div District Crt	25,137
Genesee County	45,647
68th & G.C. shared	5,038
Common Area	16,547
TOTAL	92,369

<b>Second Floor</b>	
State of Michigan - Vacant	40,695
Genesee County	37,673
Common Area	11,793
TOTAL	90,161

Total Building Sq. Ft.	188,130
------------------------	---------

# PROFESSIONAL SERVICES CONTRACT

## ARCHITECTURAL SERVICES FOR OFFICE REMODEL, MCCREE

**To be completed after award is made**

This Contract for Professional Services (the "Contract") is by and between the County of Genesee, a Michigan Municipal Corporation, whose principal place of business is located at 1101 Beach Street, Flint, Michigan 48502 (the "County"), and **[Contractor Name]**, a **[State] [Entity Type]**, whose principal place of business is located at **[Contractor Address]** (the "Contractor") (the County and the Contractor together, the "Parties").

### 1. Agreement and Authority

Execution of this Agreement is authorized by Resolution # \_\_\_\_\_ issued by the Genesee County Board of Commissioners.

### 2. Term

#### 2.1 Initial Term

The initial term of this Contract commences on **[Start Date]**, and shall be effective through **[End Date]** (the "Initial Term").

#### 2.2 Extension Terms

The County has the option to extend this Contract for up to zero (0) additional one year terms (the "Extension Terms").

### 3. Scope of Work

The Contractor agrees to perform the services described on Exhibit A (the "Services").

### 4. Compensation

*Budget Reimbursement.* The County will reimburse the Contractor for approved expenses incurred by the Contractor in the performance of this Contract. The total amount paid to the Contractor under this Contract shall not exceed **\$ \_\_\_\_\_**. The Contractor's projected budget for the Initial Term of this Contract is attached as Exhibit C (the "Budget"). If this Contract is extended, the County and the Contractor will agree in writing on a projected Budget for each Extension Term.

4.1 If requested in writing by the Contractor, and supported by good cause, the Contract Administrator may authorize a transfer between Budget line items of up to 10% of the total annual Budget for a Contract Term. No such transfer is authorized until approved in writing by the Contract Administrator.

- 4.2 The County will not approve any expense not identified in the Budget, and the County will not approve any expenses in excess of the amounts identified in the Budget.
- 4.3 The Contractor must provide to the County monthly invoices in a form acceptable to the County, along with any supporting documentation such as time sheets and receipts for incurred expenses. The County will pay the Contractor within sixty (60) days of the County's acceptance of the invoice and supporting documentation.
5. **Taxes.** The County is a Michigan Municipal Corporation. The Contractor acknowledges that the County is exempt from Federal Excise Tax and Michigan Sales Tax.

6. **Contract Administrator**

The contract administrator for this Contract is **[Contract Administrator]** (the "Contract Administrator"). The Contractor acknowledges that the Contract Administrator is the primary County contact for notices and instructions related to this Contract. The Contractor agrees to provide a copy of all notices related to this Contract to the Contract Administrator.

7. **Warranties**

The Contractor warrants that:

- 7.1 The Services will be performed in a good and workmanlike manner and in accordance with generally acceptable practices in the industry.
- 7.2 The Contractor will comply with all federal, state, and local laws in the performance of the Services.
- 7.3 The Contractor will comply with the requirements of any federal or state grants used to fund or support this Contract.
- 7.4 The Contractor will obtain and maintain all applicable licenses and permits necessary to provide the Services for the entire term of this Contract.

The Contractor agrees to indemnify, defend and hold the County, its officials, officers, agents, and employees harmless from any and all claims, damages, or liability, including defense costs, arising out of the Contractor's breach of these warranties.

8. **Suspension of Work**

8.1 Order to Suspend Performance

Upon written order of the Contract Administrator, the Contractor agrees to immediately suspend performance of the Services. The Contractor shall

not be entitled to compensation for any Services performed during any period in which the Contract Administrator has directed that the Services be suspended.

## 8.2 Necessary Actions Before Suspension

If immediate suspension of the Services would cause harm, injury, or damage to persons or property, the Contractor must immediately notify the Contract Administrator of the nature of such harm, injury, or damage, and obtain written authorization from the Contract Administrator to take such necessary action as to prevent or minimize such harm, injury or damage. Actions authorized by the Contract Administrator pursuant to this paragraph are compensable.

## 9. Termination

### 9.1 Termination for Cause

If the Contractor is in breach of any provision of this Contract, and such breach continues for fourteen (14) days after written notice is issued to the Contractor by the County of the breach, the County may terminate this Contract. Such termination for cause is effective upon receipt of the notice of termination by the Contractor.

In addition to any other remedies provided by law or this Contract, the Contractor shall be responsible for all costs incurred by the County as a result of the Contractor's breach and termination, including any costs to obtain substitute performance.

### 9.2 Immediate Termination

If the County, in its discretion, determines that the Contractor's breach of this Contract constitutes a threat to public health, safety, or welfare, the County may terminate this Contract immediately upon notice to the Contractor.

In addition to any other remedies provided by law or this Contract, the Contractor shall be responsible for all costs incurred by the County as a result of the Contractor's breach and termination, including any costs to obtain substitute performance.

### 9.3 Termination for Convenience

If the County determines that it is in the County's best interests, the County may terminate this Contract upon thirty (30) days written notice to the Contractor.

The County shall pay for all work properly performed up to the effective date of the notice of termination.



#### 9.4 Termination for Lack of Funding

If this Contract is funded by public funds or a grant from a public or private entity, and the funds are not appropriated or the grant is discontinued, the County may terminate this Contract by written notice specifying the date of termination.

The County shall pay for all work properly performed up to the effective date of the notice of termination.

### 10. **Equipment Purchased with County Funds [Budget Reimbursement Contracts ONLY. Delete this Section if the method of compensation is not Budget Reimbursement.]**

10.1 The Contractor shall not purchase Equipment for the performance of this contract using funds provided by the County unless such purchase is clearly identified in a line item in Contractor's Budget.

#### 10.2 Reporting

The Contractor agrees that any Equipment purchased for the performance of the Services with funds supplied by the County under this Contract must be reported to the Contract Administrator upon purchase. For the purposes of this paragraph, Equipment is defined as tangible, non-expendable, personal property having useful life of more than 1 year and an acquisition cost of \$5,000 or more per unit.

#### 10.3 Conveyance to the County

Upon the County's request at the termination of this Contract for any reason, the Contractor agrees to convey to the County all title in any Equipment purchased for the performance of the Services with funds supplied by the County under this Contract.

### 11. **Nondiscrimination**

The Contractor covenants that it will not discriminate against an employee or applicant of employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position, and that it will require the same non-discrimination assurances from any subcontractor who may be used to carry out duties described in this contract. Contractor covenants that it will not discriminate against businesses that are owned by women, minorities or persons with disabilities in providing services covered by this Contract, and that it shall require the same assurances from subcontractors. Breach of this covenant shall be regarded as a material breach of this contract.

## **12. Freedom of Information Act**

This Contract and all attachments, as well as any other information submitted by the Contractor to the County, are subject to disclosure under the provisions of MCL 15.231, *et seq.*, known as the “Freedom of Information Act”.

## **13. Intellectual Property**

Any intellectual property created by the Contractor in the performance of the Services shall be considered a work made for hire, and any and all rights in such intellectual property shall belong solely to the County. Upon the County’s request, the Contractor agrees to execute any documents necessary to convey ownership of such intellectual property to the County.

## **14. Audit Rights**

### **14.1 Certification of Accurate Information**

Contractor certifies that all information provided to the County by the Contractor relating to the award or modification of this Contract, or any payment or dispute related to this Contract, is true and correct. The Contractor further certifies that its accounting system conforms to generally accepted accounting principles.

### **14.2 Inspection**

The Contractor agrees that the County may inspect the Contractor’s plant, place of business, or worksite to ensure compliance with the terms of this Contract. If this Contract is funded or supported with any state or federal grant funds, the state or federal agencies responsible for administering the applicable grants may examine the Contractor’s plant, place of business, or worksite to ensure compliance with the terms of this Contract and the terms of the applicable grant.

### **14.3 Audit**

The Contractor agrees that the County may examine the Contractor’s records to ensure compliance with the terms of this Contract. If this Contract is funded or supported with any state or federal grant funds, the state or federal agencies responsible for administering the applicable grants may examine the Contractor’s records to ensure compliance with the terms of this Contract and the terms of the applicable grant.

### **14.4 Records Retention**

The Contractor agrees to maintain any business records related to this Contract or the Contractor’s performance under this Contract for a period of at least three (3) years after final payment.

## **15. Identity Theft Prevention**

- 15.1 In the event that the Contractor will obtain identifying information during the performance of the Services, the Contractor must take reasonable precautions to ensure that such identifying information is protected from unauthorized disclosure and is used only for the purpose of performing the Services.
- 15.2 For the purposes of this Paragraph, "identifying information" means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including but not limited to name, address, telephone number, social security number, date of birth, driver's license number, taxpayer identification number, or routing code.

## **16. Insurance Requirements and Indemnification**

The Contractor agrees to obtain insurance coverage of the types and amounts required as set forth in the Insurance Checklist attached as Exhibit B and keep such insurance coverage in force throughout the life of this Contract.

### **16.1 Insurance Certificate and Additional Insured Coverage**

The Contractor further agrees to provide certificates of insurance to the County evidencing the coverages specified in the Insurance Checklist, and including the County as an additional insured. Additional insured coverage is to be by proof of blanket additional insured coverage within the general liability policy or as provided by an endorsement specifying the County as an additional insured to the policy. Contractor's agent must provide a copy of the endorsement or language from the policy with the certificate of insurance.

### **16.2 Indemnification**

The Contractor agrees to indemnify, defend and hold the County, its officials, officers, agents, and employees harmless from any and all claims, damages, or liability, including defense costs, arising out of the Contractor's performance of the Services or presence on the County's property or worksite.

## **17. Independent Contractor**

The Contractor and its agents and employees are independent contractors and are not the employees of the County.

## **18. General Provisions**

### **18.1 Entire Contract**

This Contract, consisting of the following documents and Exhibits, embodies the entire Contract between the Parties.

18.1.1. The Contract – This Professional Services Contract

18.1.2. Exhibit A – The Scope of Work

18.1.3. Exhibit B – The Insurance Checklist

There are no promises, terms, conditions, or obligations relating to the Services other than those contained herein. In the event of a conflict between this Contract and any Exhibit, the terms of this Contract shall control.

### **18.2 No Assignment**

The Contractor may not assign or subcontract this Contract without the express written consent of the County.

### **18.3 Modification**

This Contract may be modified only in writing executed with the same formalities as this Contract.

### **18.4 Binding Effect**

The provisions of this Contract shall apply to and bind the heirs, executors, administrators, and assigns all of the parties hereto.

### **18.5 Headings**

The paragraph headings in this Contract are used only for ease of reference, and do not limit, modify, construe, and or interpret any provision of this Contract.

### **18.6 Governing Law and Venue**

This Contract is entered into under the laws of the State of Michigan. Any litigation between the Parties arising out of this Contract must be initiated within two years of the cause of action accruing and must be brought in a court of competent jurisdiction in Genesee County, Michigan.

18.7 Severability and Survival

In the event that any provision of this Contract is deemed by any court of competent jurisdiction to be legally ineffective, such decision shall have no effect on the remaining provisions of this Contract.

18.8 Interpretation

Each Party has had opportunity to have this Contract reviewed by legal counsel and has had equal opportunity to contribute to its contents. In the event of any dispute concerning the interpretation of this Contract, there shall be no presumption in favor of any interpretation solely because the form of this Contract was prepared by the County.

18.9 Remedies

All remedies specified in this Contract are non-exclusive. The County reserves the right to seek any and all remedies available under this Contract and applicable law in the event that the Contractor fails to abide by the terms of this Contract.

IN WITNESS WHEREOF, the Parties have caused this Contract to be executed by their duly authorized agents.

**CONTRACTOR NAME**

COUNTY OF GENESEE

By: \_\_\_\_\_  
**Name of Contractor Signatory**  
**Title of Contractor Signatory**

By: \_\_\_\_\_  
Mark Young, Chairperson  
Board of County Commissioners

Date: \_\_\_\_\_

Date: \_\_\_\_\_

EXHIBIT A  
Description of the Services

**1. DESCRIPTION**

Provide architectural and possible engineering services to remodel the select locations on the 1<sup>st</sup> and 2<sup>nd</sup> floor of the McCree Courts, and Health and Human Services building. Include in the design appropriate work space for Friend of the Court staff along with the existing departments and services in the building.

The goal is to:

- A. Consolidate FOC operations on the 2<sup>ND</sup> floor (see attachment 1),
- B. Determine shared services in the building that can be consolidated to a single location (as an example receiving payments)
- C. Provide Attorney-Client meeting space for the Defender Program (see attachment 2) and
- D. Provide recommendations for the best use of the space including standardize work space.

**2. PROFESSIONAL ARCHITECTURAL SERVICES**

The services to be provided would include, but not necessarily limited to:

- 1. Work with the County to develop/review the best possible programmatic use of this space as appropriate work space for:
  - a. FOC staff moving into the available space on the second floor,
  - b. Defender Program for the courts, first floor and proximity to the courtrooms will be necessary
  - c. Prosecutor's staff
  - d. Health Department staff
  - e. Court staff
  - f. Security of the building
  - g. Functional and welcoming facility for the community
- 2. Develop/review schematic design alternatives for the County's review and cost estimates.
- 3. Create design development documents that fully explain the architects design intentions for the designated areas of the McCree Courts, and Health and Human Services building, plans, elevations and sections and material descriptions.
- 4. Provide a construction set of drawings and specifications, documents necessary for all elements of the design and other services needed. Documents to include, but not limited to, location map, all specifications for floor plans, lighting and electrical service. Submit the plans for review and acceptance by the County and any other review agencies. Provide budget documentation for the proposed space as designed and timeline for project completion.

5. Represent the project at meetings that require presentations and discussion of all aspects of the design, including meetings pertaining to design review and permitting. Provide meeting minutes and design review comments. All cost arising from the site reviews, investigations, presentations and meetings/conferences with the county, and documentation of same, shall be included in the Cost Proposal.
6. Provide bidding services during this phase, as required by the county, the contractor will provide bidding documents and clarifications during the bidding period, review working drawings, and attend a preconstruction meeting
7. Construction services, if requested, provide project management service through all aspects of construction, including monitor budgets, schedules and personnel assigned to complete the project on time and in budget and make occasional visits to the project site
8. Provide As-built plans or record drawings consistent with the County's required format of the final project.

Phases of Work:

- Professional Architectural Services
  - Schematic Design
  - Design Review/Development (Review/Develop design to include possible alternatives with updated estimates of cost)
  - Final Design (Develop County approved design into final form including possible furniture plan, interior finishes, and an updated estimate of cost)
  - Construction Documents
- Bid Assistance
- Construction Administration

EXHIBIT B  
Insurance Checklist

**Proposal Title ARCHITECTURAL SERVICES FOR OFFICE REMODEL, MCCREE**  
**Proposal Number 17-116**

<b>Coverages Required</b>	<b>Limits (Figures denote minimums)</b>
<input checked="" type="checkbox"/> 1. Workers' Compensation	Statutory limits of Michigan
<input checked="" type="checkbox"/> 2. Employers' Liability	\$100,000 accident/disease \$500,000 policy limit, disease Including Premises/operations
<input checked="" type="checkbox"/> 3. General Liability	\$1,000,000 per occurrence with \$2,000,000 aggregate Including Products/Completed Operations and Contractual Liability
<input checked="" type="checkbox"/> 4. Professional liability	\$1,000,000 per occurrence with \$2,000,000 aggregate Including errors and omissions
<input type="checkbox"/> 5. Medical Malpractice	\$200,000 per occurrence \$800,000 in aggregate
<input checked="" type="checkbox"/> 6. Automobile liability	\$1,000,000 combined single limit each accident- Owned, Hired, Non-owned
<input type="checkbox"/> 7. Umbrella liability/Excess Coverage	\$1,000,000 BI & PD and PI
<input checked="" type="checkbox"/> 8 <u>Genesee County named as an additional insured on other than workers' compensation and professional liability via endorsement. A copy of the endorsement or evidence of blanket Additional Insured language in the policy must be included with the certificate.</u>	
<input type="checkbox"/> 9. Other insurance required: _____	
<input checked="" type="checkbox"/> 10. Best's rating: A VIII or better, or its equivalent (Retention Group Financial Statements)	
<input checked="" type="checkbox"/> 11. The certificate must state bid number and title	