

Request for Proposals Barber School Refresh



Response Due Date: Friday, August 11, 2023 by 2:00 p.m.

Issued By:
The Village of Spring Lake
102 W. Savidge St.
Spring Lake, MI 49456

Friday, July 7, 2023

VILLAGE OF SPRING LAKE, MICHIGAN

Request for Proposals Barber School Refresh

Monday, July 17, 2023

GENERAL INFORMATION

The Village of Spring Lake issues this Request for Proposals (RFP) for the of the Barber School Refresh. All contact regarding this RFP should be directed to:

Christine Burns, Village Manager
Village of Spring Lake
102 W. Savidge Street
Spring Lake, Michigan 49456

Email: christine@springlakevillage.org

PURPOSE OF THE RFP

The Village of Spring Lake (Village) requests statements of interest, qualifications and proposals from professional architecture, engineering and building firms (Contractor) that are capable of providing services including building code requirements and construction estimates leading to the design, bid and construction overview of the renovation and improvement of the Barber School Building at 102 W. Exchange Street, Spring Lake, Michigan. The selected Contractor will provide the Village with a clear understanding of the project as detailed in the Scope of Services described in this RFP.

PROJECT OVERVIEW

The Village of Spring Lake has identified a need to renovate and update the Barber School Building. There is also a desire to make it more accessible for handicapped citizens. The building is used for Village Council and Township Board meetings along with meetings of various committees of both governments. The building is also rented by the public for family reunions, birthday parties, and other community gatherings. It is located at 102 West Exchange Street, the southwest corner of Exchange and Buchanan Streets in the Village of Spring Lake.

COMMUNITY BACKGROUND

The Village of Spring Lake was founded as the Village of Mill Point in 1849; it was incorporated as the Village of Spring Lake in 1869 with a population of 1,169. Today the population is estimated at 2,546 (2020 Census). The population increases in the summer due to the influx of summer residents at condos and boat slips in the Village. The 1.91 square mile Village has a median age of residents at 44.8 years. There are many historic buildings, charming homes, local businesses, thriving marinas, a municipal boat launch, canoe and kayak launches, a sandy beach and fishing platforms within the Village boundaries. The bike and pedestrian paths in the Village connect to neighboring communities in all directions.

The Village of Spring Lake is closely aligned with the neighboring cities of Grand Haven and Ferrysburg (commonly called the “Tri-Cities”). The Village is also situated within the geographical boundaries of the Township of Spring Lake and works closely with the township on day-to-day activities. Spring Lake is on a peninsula surrounded on three sides by the Spring Lake and the Grand River. The Village is located about 25 miles northwest of Downtown Grand Rapids.

Spring Lake has a quaint downtown, which features local merchants and restaurants. Surrounding Spring Lake’s downtown area are many historic homes, some built in the mid-1800s. The majority of Spring Lake homes were built in the 1950s and 1960s, with many newer homes built on the community’s perimeter.

BUILDING BACKGROUND

Built in 1855, the Barber School has served the community as a school, church, and public hall. Purchased by Hunter Savidge in 1873, the school was moved from the southeast corner of Park and Liberty streets to the corner of Cutler and Savidge Streets, where it was used as a warehouse. The building also served as the first building for the Spring Lake Yacht Club. In 1987, the Spring Lake Heritage League acquired and moved the building to its present location at 102 W. Exchange Street. A bell tower and a lean-to addition with bathroom and kitchen were added at this time. Today, the building is used for Village and Township meetings and other community functions. A floor plan of the existing building is attached to this RFP.

CONTRACTOR REQUIREMENTS

GENERAL

The Contractor will arrange and attend meetings, coordinate activities as necessary, and obtain information to complete the Scope of Services described in this RFP. The Contractor shall, without limitation, coordinate its Services with the Village of Spring Lake and all other Village, Ottawa County or State of Michigan agencies and departments having direct jurisdiction over any part of the work on the Barber School Building.

This request is being sent to individuals and firms that are believed to possess relevant experience to complete the requested services in this RFP.

MINIMUM QUALIFICATIONS

The Village of Spring Lake is interested in receiving proposals from qualified firms or teams (Contractor Team) with multidisciplinary expertise. Proposals will only be accepted from firms or teams that have recent experience and provide details of project(s) of similar or greater scope and complexity as the services requested in this RFP within the past five (5) years.

INSURANCE

The contractor shall obtain and maintain insurance with limits of not less than \$1,000,000 against claims for injuries to persons or damage to property which may arise out of or in connection with services provided by the contractor or contractor's agents, representatives, employees or subcontractors. The Village of Spring Lake shall be named as an additional insured on the policy of all contractors working on this project. Worker's compensation insurance with limits of not less than \$500,000 shall also be obtained and maintained for the life of the project.

PRE-SUBMISSION CONFERENCE AND TOUR

All prospective firms may schedule a pre-submission conference and a tour of the building. Contact Ms. Christine Burns, Village Manager at 616-842-1393 (or email; christine@springlakevillage.org) to set an appointment.

RESOURCES

Respondents may find the following resources about the Village of Spring Lake helpful in completing the proposal response:

- Village of Spring Lake website: www.springlakevillage.org
- Village of Spring Lake Face Book Page: www.facebook.com/Spring Lake Village
- Spring Lake DDA website: www.visitspringlakemi.com

SCOPE OF SERVICES

The selected Contractor will provide the Village with a clear understanding of the items noted below. Part 1 is to discover items that may need improvements; Part 2 is to provide cost estimates for the work to be performed on the building and grounds. Part 2 is set in three priorities to allow for construction of project to be adjusted if necessary to fit the Village's budget. Lastly, the contractor shall provide a cost proposal that covers the entire project from evaluation to completion of construction.

Part 1 – Evaluations and Recommendations

A. Entry Doors on the Main Floor of Building –

Evaluate the need for replacing or adjusting doors to comply with Michigan Building Code for Egress and Accessibility. Make a recommendation concerning replacement of the exterior doors (4 singles and 1 double door in the front of the building) with commercial quality doors with panic hardware. Full glazing on the main entry door and vision panels on the other exterior doors is preferred. Should any other doors or ramps be added or replaced? Electronic access on front and back doors of main floor and the one door accessing the basement are needed.

B. Interior of Building -

Large Meeting Room:

1. Mural: 16'-1 ½" Wide x 5'-4" Tall. Evaluate the relocation of the mural from the Large Meeting Room to the Small Meeting room on main floor.
2. Repair and paint south wall of Large Meeting Room and double doors entry area. Should the entire room be painted?
3. Install new carpet tile in large meeting room (Use carpet tile with recycled content like FLOR or Interface Carpet Tiles?).
4. Evaluate improvements to improve the acoustics of the room. Is there a need for sound reducing banners?

Basement:

1. Put key pads on 2 doors in the basement storage rooms.
2. Replace the 2 hollow core doors with solid doors.

Kitchen:

1. Install lockable roll up door for the kitchen.
2. Solid core door needs to be added with a keypad lock.

Restrooms:

1. Evaluate the restrooms; determine ways to make the rooms barrier-free and add equipment such as fold-down changing tables.
2. Replace older vinyl tile with new vinyl tile that will match the hallway.

Miscellaneous:

Replace all vinyl tile on first floor with new vinyl tile.

C. Exterior of Building –

1. Inspect siding to determine what siding and shutters and trim needs replacement because of rotting and splitting of material.
2. Evaluate the possible replacement of all the siding, shutters and trim on the building.
3. Evaluate the need to replace the exterior lighting fixtures on the building.
4. Paint the exterior of the building.

D. Building Grounds –

1. What pergola would be appropriate for outdoor entertainment in the side yard of the building?
2. Evaluate the need for new landscaping across property.
3. Evaluate the accessibility of sidewalks and landscaping depending on the design of the pergola and need for accessibility of the grounds.
4. Evaluate the need for a fence to restrict movement into the parking lot and street from the side yard. Fence should be in the style of existing Spring Lake standards.

E. Summary & Recommendations –

Meet with the Village Manager to make recommendations with drawings and determine next steps.

Part 2 – Construction and Renovation

Provide specifications, drawings, and cost estimates to complete the bid and construction process for the renovation of Barber School based on the recommendations created after the evaluations made in Part 1 for the schedule listed below (final determinations to proceed based on budget for the project):

PRIORITY ONE –

1. Exterior Entry Doors
2. Large Meeting Room
3. Basement

PRIORITY TWO –

1. Exterior of Building
2. Buildings Grounds

PRIORITY THREE –

1. Kitchen
2. Restrooms
3. Miscellaneous (interior)

SUBMITTAL OF RFP

SUBMITTAL REQUIREMENTS

The following information shall be required in the RFP submittal:

1. Letter of Transmittal –The letter is not intended to be a summary of the proposal itself. The letter of transmittal must contain the following statements and information:
 - a. Company name, address, and telephone number(s) of the firm submitting the proposal.
 - b. Name, title, address, e-mail address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.
 - c. Federal and state taxpayer identification numbers of the firm.
 - d. Briefly state your understanding of the services to be performed and commitment to provide the services as specified.
 - e. The letter must be signed by a corporate officer or other individual who is legally authorized to bind the applicant to its proposal.
 - f. Submit a statement which indicates that the “proposal shall be valid and binding for ninety (90) days following the proposal due date and will become part of the contract that is negotiated with the Village of Spring Lake.”
2. General Vendor Information – Provide the following information:
 - a. Length of time in business.
 - b. Length of time in business of providing the services detailed in this RFP.
 - c. Location of the office which would service this account (location of headquarters and any field offices that are not providing service to this project should also be listed).
3. Description of Services – Provide the following information:
 - a. Describe how your firm is positioned to provide the services listed in this RFP and provide a history of experience providing similar services. Specifically, describe previous work in West Michigan to renovate and improve community buildings similar to the Barber School Building.
 - b. Describe your approach and methodology to providing these services.
 - c. Provide insight as to how your team may propose to phase this project and your proposed schedule for each phase of this project.

4. References - Provide the following information:
 - a. Name, title, address, and telephone number of three references of clients for whom you have provided similar services.
 - b. Describe the actual services provided and the length of tenure providing services to each client referenced.
5. Staff Resources – Provide the following information:
 - a. Identify names of principals or sub-contractors and key personnel who, if your firm is selected, will actually provide the required work of the RFP.
 - b. Summarize the experience and expertise of these staff members (or subs).
 - c. Describe the role and responsibilities that each of these individuals will have on this project.
6. Default – Provide details of any action resulting in the termination of a contract in the past five years for default. Termination for default is defined as notice to stop performance due to the vendor's non-performance or poor performance; and the issue was either (a) not litigated or (b) litigated, and such litigation determined the vendor to be in default. If default occurred, list complete name, address, and telephone number of the party. If NO such terminations for default have been experienced by your firm in the past five years, declare that. The Village will evaluate the facts and may, at its sole discretion, reject the firm's proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of this firm.
7. Summary – Summarize your proposal and your firm's qualifications. Additionally, you may articulate why your firm is pursuing this work and how it is uniquely qualified to perform it. Include any other pertinent information that helps the Village of Spring Lake determine your overall qualifications. Your proposal summary is not to exceed two pages.
8. Cost of Services – As stated previously in this RFP, the goal of this project and the RFP is to have the building renovated in a manner that meets the requirements of the Village, the Michigan Building Code and is fully usable by the Village and the public. With this in mind, submit the following:
 - a. Submit a proposed price for the RFP as stated.
 - b. Provide details and costs broken down into phases if your proposal is set up in phases.
 - c. Provide a detailed timeline for the creation of the Plan (by phase) and include suggested time for the Village to respond to each submittal made by your firm.

9. Insurance – Contractor shall furnish a certified copy of General Liability Insurance, as well as worker’s compensation for the company and employees prior to beginning any work.

EVALUATION CRITERIA AND PROCESS

A selection committee will conduct an evaluation of qualifications and will rate each submittal based upon the following criteria:

1. Experience
2. Understanding of services to be provided
3. Personnel expertise
4. Ability to provide requested services
5. Compatibility with end users
6. Project approach including timing for the project and plan for utilizing grants to reduce costs for the project.
7. Project price
8. References

The committee may choose to interview the interested firms prior to making a final determination on the submittals.

DEADLINE FOR SUBMISSION OF PROPOSALS

1. Four (4) paper copies and one digital copy of the proposal must be received by the Village of Spring Lake prior to 2:00 PM on Friday, August 11, 2023. All copies of the proposal must be plainly marked as “**BARBER SCHOOL REFRESH PROPOSAL**”. Proposals shall be delivered or mailed to:

Ms. Christine Burns, Village Manager
Village of Spring Lake
102 W. Savidge Street
Spring Lake, Michigan 49546

2. Any questions regarding this proposal are to be submitted in writing (mail or email) no later than Monday, July 31, 2023 to:

Ms. Christine Burns, Village Manager
Village of Spring Lake
102 W. Savidge Street
Spring Lake, Michigan 49546
Phone – 616-842-1393
Email – christine@springlakevillage.org

MISCELLANEOUS

1. The Village of Spring Lake reserves the right to reject any and all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in the sole judgment of the Village of Spring Lake, best meets the requirements of the project.
2. The Village reserves the right to change the RFP contents or issue amendments to this RFP at any time.
3. In the event of a material modification, all known and/or potential applicants will be notified of an amendment to this RFP. If deemed necessary by the Village, applicants will be given an opportunity to modify their proposal in the specific areas that are affected by the modification.
4. The Request for Proposal creates no obligation on the part of the Village of Spring Lake to award a contract or to compensate the proposer for any costs incurred during proposal presentation, response, submission, presentation, or oral interviews (if held). The Village of Spring Lake reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.
5. The Village of Spring Lake further reserves the right to make such investigation as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as the Village of Spring Lake may request.
6. Proposers must specifically identify any portions of their submittals deemed to contain confidential or proprietary information, or trade secrets. Those portions must be readily separable from the balance of the proposal. Such designations will

not necessarily be conclusive, and proposers may be required to justify why the Village of Spring Lake should not, upon written request, disclose such materials.

- 7. Evaluation and Award** – This is a Request for Proposals and not a bid process. Therefore, the Village of Spring Lake has the discretion to evaluate the qualitative as well as the financial aspects of each proposal and make its selection based on what it considers to be in its best interest as a whole. The award and selection of the Vendor is solely within the discretion of the Village of Spring Lake. After the contract award has been announced, no unsuccessful Vendor should submit additional information for consideration by the Village of Spring Lake or have any subsequent contact with Village of Spring Lake employees or officials, other than to receive a debrief from an authorized individual.
- 8. Job Familiarization** – Vendor is urged to make itself fully aware of all job and facility requirements. Vendor is encouraged to make an appointment to visit and tour the exterior and interior of the building. Vendor shall be responsible to question any discrepancies, errors, and/or omissions in the specification and totally familiarize itself with the full intent of this invitation for proposal. Failure to do so will not relieve Vendor of the responsibility to perform to the full scope and quality of work expected by the Village of Spring Lake.
- 9.** In the event that the firm to whom the services are awarded does not execute a contract within thirty (30) calendar days after Village Council approval of the award, the Village may give notice to such firm of intent to award the contract to the next most qualified firm or to call for new proposals and may proceed to act accordingly.
- 10.** The Village will not reimburse vendors for any costs involved in the preparation and submission of responses to this RFP or in the preparation for and attendance at subsequent interviews.
- 11.** The contract between the successful applicant and the Village may be terminated by the Village for convenience upon not less than thirty (30) days advance written notice. The selected firm shall be entitled to just and equitable compensation for any satisfactory work completed prior to the termination date.
- 12.** Under no circumstances will any damages be paid as a result of the termination of this contract. The Village reserves the right to terminate the contract without a thirty (30) day written notice if the contracted firm fails to comply with any of the terms and conditions of this RFP or subsequent contract as determined by the Village at its sole discretion.
- 13.** Equal Employment Opportunity/Anti-Sexual Harassment Policy. During the term of the contract, the selected firm shall comply in all respects with the Equal Employment Opportunity Act. The selected firm shall have a written equal

employment opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin, disability, or age. Findings of noncompliance with applicable state or federal equal employment opportunity laws and regulations may be sufficient reason for revocation or cancellation of the contract.

- 14.**The selected firm shall comply with the provisions of the Americans with Disabilities Act.
- 15.**The RFP and subsequent contract shall be governed by and construed according to the laws of the State of Michigan.
- 16.**Non-Enforcement by the Village. The selected firm shall not be excused from complying with any of the requirements of the RFP or contract because of any failure on the part of the Village, on any one or more occasions, to insist on the selected firm's performance or to seek the selected firm's compliance with any one or more of said terms or conditions.
- 17.**All submitted proposals are subject to the Michigan Freedom of Information Act.
- 18.**All contracts are subject to review by the Village of Spring Lake legal counsel.

Prepared and distributed by the Village of Spring Lake, Michigan

Ms. Christine Burns, Village Manager