



Department of Finance and Purchasing

NOTICE

Thank you for your inquiry regarding the City of Portage project listed below:

Senior Center Architectural Master Plan

If your firm plans to bid on this project, please send an e-mail response to johnsonj@portagemi.gov with the following information:

Firm Name: _____
Project Name: _____
Firm's Contact Person: _____
Telephone Number: _____
Fax Number: _____
E-Mail Address: _____
Postal Address: _____

The City of Portage Purchasing Division will use this information to communicate with you in the event an addendum or change to this project is issued. If you do not send this information to the City of Portage, you will not receive any follow-up notification of any changes to the project.



Issued: August 2, 2016

**REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES**

**Architectural Master Plan Services
Portage Senior Center Expansion**

The City of Portage invites interested Firms to submit information regarding their experience, qualifications, and fees for providing Architectural Services to provide architecture and design services for evaluation of expansion of the Portage Senior Center . The information submitted, including experience, qualifications, fee schedule, and information requested as part of this Request for Proposal will be reviewed for the purpose of selecting the successful firm. The proposal submitted should cover any and all expenses related to the project.

The City of Portage reserves the right to reject any proposals or parts of proposals. The City of Portage also reserves the right to waive any irregularities, inconsistencies, negotiate or take additional appropriate action as determined by the City of Portage to be in the best interest of the City of Portage.

A complete Request for Proposal may be viewed or downloaded at www.portagemi.gov, or will be mailed by contacting the City of Portage Purchasing Division at (269) 324-2984.

Questions regarding the scope of work to be accomplished may be directed to Kendall Klingelsmith, Director of Parks, Recreation and Senior Citizen Services at (269) 329-4521. Questions pertaining to the selection process, insurance requirements, or other procedural requirements should be directed to Purchasing Manager Judy Johnson (269) 324-9284. Proposals may be mailed or delivered to the City of Portage Purchasing Division, 7900 South Westnedge Avenue, Portage, Michigan 49002. Sealed envelopes should be plainly marked:

REQUEST FOR PROPOSAL: Architectural Services Senior Center

FOR OPENING: 3:00 p.m., August 26, 2016

1. INSTRUCTIONS FOR PROPOSAL SUBMISSION

1.1 Examination of Request for Proposal Documents

Before submitting a proposal, the Firm shall carefully examine the specifications and shall fully inform themselves as to all existing conditions and limitations and shall indicate in the proposal the sum to cover the cost of all items included on the proposal form.

1.2 Withdrawal of Proposals

1.2.1 Any Firm may withdraw its proposal, either personally, by facsimile or by letter, at any time prior to the scheduled closing time for receipt of proposals.

1.2.2 Each proposal shall be considered binding and in effect for a period ninety (90) days after the closing date.

1.3 Opening of Proposals

Proposals will be opened and evaluated as soon as practical after the closing date and time set forth in the cover page.

1.4 Proposal Form

1.4.1 Whenever forms are provided, each proposal shall be made on the form provided and shall be submitted in a sealed envelope bearing the title of work and the name of the Firm, and shall be signed by an individual authorized to execute the proposal on behalf of the Firm. The requested extra copies must be submitted with the original proposal.

1.4.2 Modifications: Alternate written proposals submitted may be considered; however, final determination as to suitability and compliance with specifications will lie with the City of Portage. It is recommended that if an alternate proposal is to be suggested that the Firm provide both a proposal that meets all specifications and any alternate proposals. In this way the Firm can have its alternate considered, but if the alternate is not acceptable, the City of Portage reserves the right to reject the proposal.

1.4.3 Delivery of Proposals: Proposals shall be delivered by the time and to the place stipulated in the Request for Proposals. It is the sole responsibility of the Firm to see that its proposal is received in the proper time. Any proposals received after the closing date and time will be returned unopened.

1.5 Non-Discrimination

Upon submission of a proposal, the Firm agrees that it will comply with the Federal Civil Rights Act of 1964 as amended; the Federal Civil Rights Act of 1991 as amended; the Americans With Disabilities Act of 1990 as amended; the Elliott-Larsen Civil Rights Act, Article 2, Act No. 453, Public Act of 1976 as amended; the Michigan Handicapper's Civil Rights Act, Article 2, Act No. 220; Public Act of 1976, as amended and all other applicable Federal, State and Local laws and regulations. The Firm shall be an equal opportunity employer and prohibit discrimination in matters of recruitment, employment, training, promotion, wages, or discipline based on race, color, sex, age, religion, national origin, height, weight, marital status, familial status, veteran status, citizenship, handicap/disability, gender identity, sexual orientation, genetic information, or as otherwise in accordance with all Federal or State law, or local regulations.. Breach of this covenant may be regarded as a material breach of the contract or purchase agreement and may be processed as provided under the State of Michigan laws.

1.6 Firm's Insurance

Proof of Insurance Coverage: The successful firm will also be required to furnish to the City of Portage, at the time that the contracts are returned by the Contractor for execution, a Certificate of Insurance as well as any required endorsements. In lieu of required endorsements a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned below shall be furnished, if so requested.

If any of the coverages listed below expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the City of Portage at least ten (10) days prior to the expiration date.

All insurers shall be either licensed or authorized to do business in the State of Michigan.

- A. Workers compensation insurance, including employer's liability, under the Workers Compensation Statutes of the State of Michigan.
- B. Comprehensive General Liability Policy of at least \$1,000,000/occurrence for personal injury and property damage.
- C. Comprehensive Automobile Liability Policy of at least \$1,000,000 for bodily injury and property damage on any automobile.
- D. Professional Liability Coverage (errors and omissions) covering an actual or alleged error, statement, act, omission, neglect or breach of official duty, including misfeasance, malfeasance, and non-feasance - at least \$1,000,000/occurrence.

If an “occurrence” policy is unavailable for the professional liability coverage, please include a statement from your insurance agent or broker indicating non-availability of the occurrence form. Under these circumstances, a “claims made” form will be considered if written in the requested amount

Additional Insured: These coverages shall protect the City of Portage. The firm’s insurance policy shall be primary for the additional insured, and not excess over any policy held by the additional insured. The certificate of insurance must contain the following statement:

THE CITY OF PORTAGE, ALL ELECTED AND APPOINTED OFFICIALS, ALL EMPLOYEES AND VOLUNTEERS, ALL BOARDS, COMMISSION, AND/OR AUTHORITIES AND BOARD MEMBERS, INCLUDING EMPLOYEES AND VOLUNTEERS THEREOF (except for Workers Compensation).

Cancellation Notice: All policies, as described above, shall include an endorsement stating it is understood and agreed that thirty (30) days Advanced Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change of the policy, and Ten (10) days written notice for non-payment of premium, shall be sent to the City of Portage Purchasing Manager, 7900 S. Westnedge Avenue, Portage, MI 49002.

Subcontractor Insurance: It shall be the firm’s responsibility to provide similar insurance for each subcontractor, or to provide evidence that each subcontractor carries his own insurance in like amounts, prior to the time such subcontractor proceeds to perform under the contract.

1.7 Indemnification

To the fullest extent permitted by Laws and Regulations, the Firm, at its sole cost and expense, shall indemnify and hold harmless the City of Portage and its officers, directors, employees, agents and consultants (hereinafter referred to as “Indemnified Parties”) from and against all claims, costs, losses and damages (including, but not limited to all fees and charges of professionals and all court or arbitration or other dispute resolution costs) caused by, arising out of or resulting from the performance of the Services or from the failure to comply with any covenant or term of the contract, provided that any such claim, cost, loss or damage: (i) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom or (ii) is caused in whole or in part by any act or omission of the Firm, its agents, officers, contractors, subcontractors, employees, invitees, suppliers or any other person or entity, directly or indirectly employed by any of them to perform or furnish any of the Services or anyone for whose acts any of them may be liable. Provided, however, that the Firm shall not be required to indemnify the Indemnified Party for injury, death, loss or damage caused by the sole negligence of any Indemnified Party. If such injury or damage is caused in whole or in part by the acts or omissions of the Indemnified Parties, then the indemnification obligation shall be reduced in proportion to the Indemnified Party’s percentage of responsibility for such injury or damage.

In any and all claims against the City of Portage or any consultants, agents, officers, directors or employees of the City of Portage by any employee (or the survivor or personal representative of such employee) of the Firm, any Subcontractor, any Supplier, any person or organization directly or indirectly employed by any of them to perform or furnish any of the Services, or anyone for whose acts any of them may be liable, the indemnification obligation above shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the Firm or any such Subcontractor, Supplier or other person or organization under workers' compensation Acts, disability benefit Acts or other employee benefit Acts.

Insurance coverage required by the contractor constitutes the minimum requirements and those requirements shall in no way lessen or limit the liability of the Firm under the terms of the contract.

1.8 City of Portage Contract Conditions and Specifications

Any Firm that submits a proposal should be prepared to provide professional services in accordance with the General Contract Conditions and Specifications of the City. This will include any administrative or inspection services provided for City of Portage/third party contracts that involve professional and/or administrative assistance of the Firm. The Contract Conditions and Specifications can be obtained from the Purchasing Department. The first set will be provided to the Firm at no cost and subsequent sets or copies must be purchased for \$25.00.

1.9 Conflict of Interest

All firms must disclose any potential conflict of interest with City of Portage employees or any of its boards or commissions.

1.10 Representations

In order to ensure consistent and correct information, prospective firms shall submit all questions and requests for clarification in writing to Purchasing Manager Judy Johnson at johnsonj@portagemi.gov no later than August 12, 2016. The City of Portage reserves the right to modify, alter or change the scope, size or other aspects of this project at any time.

1.11 Proposal Timeline

Below are planned dates of actions related to the request for proposal. The final recommendation and award date will be determined based upon whether the City of Portage conducts in-person interviews.

Event	Date
August 2, 2016	Release of Request for Proposal
August 12, 2016	Final Date for RFP Questions
August 26, 2016	Proposal Deadline
September 20, 2016	Contract Award
December 30, 2016	Scope of Work to be Completed

1.12 Responsive Proposals

Proposals shall not exceed a maximum of ten pages; not including the cover letter and table of contents (each page side with information will be counted). Please number all pages except the cover letter and table of contents. Interested firms shall submit ***one (1) original and four (4) copies of the proposals.***

Proposal content shall include:

A. Project Information Sheet

This form is included in the bid package and is self explanatory

B. Project Concept Statement

A project concept statement, not to exceed 10 pages, shall include at a minimum

Significant issues for consideration in this project.

Specific anticipated challenges with this project.

Capability to complete the project by December 30, 2016.

Steps of your design process.

LEED Certification Experience.

Experience with cost estimating (how to you ensure accuracy?)

C. Cost Worksheet

Complete and include the proposal cost summary.

1.13 Award Criteria

Please note that evaluation & selection of the firm is intended to be completed based upon the not to exceed rate identified in the proposal, the team's experience, and the firm's references.

The firms found most qualified may be short-listed and asked to make an in-person presentation(s). The City of Portage reserves the option to conduct interviews or to reject any/all bids received. This means the City of Portage may select the firm solely based on the submittals or after interviews. The City of Potage will select the firm at its discretion found to be best suited to provide the necessary services in the most cost effective manner.

If selected for interview, the presentation shall be provided by the Primary Project Architect for this project.

2 SCOPE OF THE PROJECT

2.1 Background

The Portage Senior Center (PSC) is a division of the Parks and Recreation Department with the City of Portage. Located at 320 Library Lane, the PSC serves adults age 50 and over with health, recreation and cultural programs. The PSC is membership-based organization, serving approximately 2,000 adults on an annual basis.

Constructed in 1982, the PSC does not meet current space and activity needs. With the older adult population growing rapidly, program needs require expanded programmatic and administrative space. The plan needs to evaluate the current building to determine if the building can be expanded to meet the service needs of today's members and programs, as well as meeting the current applicable building, fire and life safety codes. Specifically, the building needs to provide for a café dining area, increased space for exercise, larger administrative and meeting space, and expanded parking. (See Appendix 1 for current space descriptions and comparison to future space requirements.) Consideration should also be given to space that can be made available to future community partners. The plan should also evaluate the electrical, mechanical and environmental condition of the current building.

The City of Portage proposes to construct a 20,000 (+) square foot building to address the region's increased need to programs and services for older adults. The new facility, together with the existing building, will accommodate increased programs and services provided at one location. When fully operational, the Portage Senior Center (PSC) will serve as a regional center for recreational and cultural activities for adults aged 50 and over. The new facility will also incorporate space that could potentially be leased/shared with other community partners.

Information resulting from the development of this master plan will allow City staff to determine next steps in acquiring funding to move forward with a building expansion.

2.2 General Scope

The required services may include, but shall not be limited to: the development and implementation of a design and construction program for a new Portage Senior

Center building; development of a master plan; development of baseline design elements; conceptual drawings, final design drawings; and construction cost estimates. Future services required may entail complete construction drawings, plans, specifications and bidding documents; construction administration services; and other services as required.

The finished plan will provide a cost for each option (expansion of current facility and construction of new facility on existing property), including:

- Option I -- expansion of existing facility on current property.
- Option II -- Construct a completely new building on the existing property (demolition and rebuild).

The PSC desires to have a facility designed with energy efficiency and cost effective alternative energy systems in mind. LEED goals for site development and facilities are welcome though not compulsory. In addition, this facility must support a healthy environment for its occupants and visitors. The successful firm must be able to demonstrate that they have the capability of achieving these goals.

2.3 Project Scope

This project will consist of preparation of a master plan with an option for City of Portage to negotiate separate contractual terms with the same firm for design and construction services. This is at the sole discretion of City of Portage. *At this time, firms are only asked to submit a quote for the master plan.* The City has budgeted a total of \$40,000 for this work. Firms are requested to submit a “not to exceed” bid for the work to be performed based on hourly rates. The selected architectural firm will provide the services listed below:

2.3.1 Master Plan Development.

Development and implementation of a design and construction program for the Portage Senior Center, at a minimum to include:

- a. Meet with City representatives to determine space requirements and design guidelines, receive input and suggestions.
- b. Identify baseline design elements
- c. Provide recommendations as to:
 - Proposed location of the facility on existing property footprint
 - Physical size of the facility.
 - Capabilities (services offered) of the facility.
 - Cost estimates of the facility

2.3.2 Design Development

Provide a preliminary schematic design for the Option 1 (expansion) and Option 2 (new facility) of the project

- 2.3.3 Information Provided by the City
 - Appendix 1: Current Building Design
 - Appendix 2: List of ‘wants’ for future facility
 - Appendix 3: Site Diagram
 - Appendix 4: Draft Contract

The selected firm shall be responsible for planning and other required services identified to complete the project contained herein. One team member from the firm shall be identified as the Primary Project Architect under the negotiated terms with the City of Portage.

Additional requirements may be added as mutually agreed upon by both parties.

All firms shall ensure compliance with all laws, rules, codes, ordinances, and licensing requirements that are applicable to the conduct of its business, including those of federal, State, and local agencies having jurisdiction and authority

3 MISCELLANEOUS

3.1 Extra Services

During the period of this contract there may be occasions when extra services are required which is not part of this contract. Rates for any expense items related to extra services shall also be indicated on Project Information Sheet (i.e., copy/duplication, telephone calls, lodging, mileage, etc.). The rates provided shall be inclusive of all labor, overhead, and profit. Costs for services provided in these situations will be negotiated at the time of each occurrence and will be based on the rates quoted. Any such work must have pre-approval of the City contract administrator. The City of Portage will not be responsible for additional invoices for work or materials that did not have written pre-approval from the City of Portage.

3.2 Status of Firm

The Firm and its employees at all times shall be considered as independent contractors and not as City of Portage employees. In delivering services, the Firm shall exercise all supervisory control and general control over all day-to-day operations, including control over all workers’ duties, payment of all wages to its employees, and the right to hire, fire, and discipline all employees. As an independent contractor, payment to the Firm under this contract shall not be subject to any withholding for tax, social security, or other purposes, nor shall the Firm or employees of the Firm be entitled to any City of Portage fringe benefit programs.

3.3 Time and Progress

It is understood and agreed that TIME IS OF THE ESSENCE in respect to the work contemplated hereunder, and the Firm agrees to do the work covered by the contract in conformity within a reasonable time frame which will be mutually established and agreed upon. Firm agrees to prosecute all work with all due diligence, so as to complete any work required under the contract within the shortest reasonable period of time.

The City of Portage will evaluate the proposals, in part, based upon the Firm’s stated ability to meet the following proposed timeline:.

<u>Event</u>	<u>Date</u>
Contract Award for Phase I.....	September 20, 2016
Completion of Master Plan	December 30, 2016

3.4 Employees of the Firm

The Firm shall at all times be responsible for the conduct and discipline of its employees and/or any subcontractor or persons employed by the Firm. All workers must have sufficient knowledge, skill, and experience to properly perform the work assigned to them. Any worker employed by the Firm, who in the opinion of the City Contract Administrator, does not perform work in a skilled manner, or acts in a disorderly or intemperate manner, or engages in sexual harassment or other forms of inappropriate behavior as defined by the City Contract Administrator, shall, at the written request of the City Contract Administrator, be removed immediately from the project and shall not be utilized again in any portion of the work without approval of the City Contract Administrator.

3.5 Laws and Municipal Ordinances

The Firm shall keep fully informed of all laws and regulations in any manner affecting those engaged or employed in the work, or the equipment and materials used in the work, and all orders and decrees of bodies or tribunals having any jurisdiction or authority over the same. The Firm shall at all times observe and comply with all such existing laws, codes, ordinances, regulations, orders, and decrees. In particular, all work shall be in compliance with the Laws of the State of Michigan, County Ordinances, as well as all other bodies having jurisdictional authority.

3.6 City Contract Administrator

The Director of Parks, Recreation & Senior Citizen Services, or his designated representative, shall be the City Contract Administrator. The City Contract

Administrator will approve payments, oversee schedules, and generally be responsible for overseeing the execution of the contract.

3.7 Supervision by Firm

The Firm will supervise and direct the work of its employees. The Firm will be solely responsible for the means, methods, techniques, sequences, and procedures of the professional services performed. The Firm will appoint a Project Lead who shall have been designated in writing by the Firm at the time the Request for Proposal is submitted. The Project Lead shall have fully authority to act on behalf of the Firm and all communications given to the Project Lead shall be as binding as if given to the Firm. The Project Lead shall be present to the extent necessary so as to perform adequate supervision and coordination of the work.

3.9 Billing and Payment

The Firm shall present a monthly invoice, billing for services rendered. The billing shall be at the contracted price. The billing shall contain, if applicable, adjustments for additions, deletions, or changes in service. The City will not pay any interest penalties for late payments.

3.12 Assignability

The Firm agrees that the work proposed shall be accomplished by the Firm. The Firm agrees that any work under the contract to be assigned to another firm, and/or subcontractor shall be done only with the prior approval of the City Contract Administrator.

3.13 Termination for Convenience

This Contract may be terminated by the City upon not less than 15 days written notice to the Firm. In the event of termination not the fault of the Firm, the Firm shall be compensated for services performed to date, in accordance with the terms of the Contract. Termination not the fault of the Firm shall not give rise to any claim against the City for damages or for compensation in addition to that provided under this Contract. Such pay so made to the Firm shall be in full settlement for services rendered pursuant to this Contract.

3.14 Termination for Default

The City of Portage may, by written notice to the Firm, terminate the right to proceed as to the whole or any part of the contract; (1) if the Firm fails to perform the services within the time specified or any extension thereof, (2) so fails to make progress as to endanger performance of the contract in accordance with its terms, or (3) the Firm fails to adequately perform any other provisions of the contract. The Firm shall not be subject to this provision if failure to perform the contract arises out of any cause

beyond its control and without any fault or negligence by the Firm or subcontractors.

3.15 Contract

The selected firm shall be retained by City of Portage under the terms of this RFP to provide the services identified in the Scope of Work at the negotiated rate mutually agreed upon by both parties.

3.16 Limitations

This RFP does not commit the City of Portage to a contract or to pay any costs incurred in the preparation for a response to this RFP. There is no obligation on the part of the City of Portage to select and award any submitted response or to any firm or individual submitting a response. No work is guaranteed under this RFP.

3.17 Public Record

Firms are advised that all responses are deemed a public record and open to public scrutiny after they have been received by the KCCDA.

3.18 Copyright

The Firm shall irrevocably transfer, assign, set over, and convey to the City of Portage all rights, title, and interest, including the sole exclusive and complete copyright interest, in any and all copyrightable works created pursuant to the Contract. The Firm further agrees to execute such documents as the City of Portage may request to effect such transfer or assignment. Further, the Firm agrees that the rights granted to the City of Portage by this paragraph are irrevocable. The Firm's remedy in the event of termination of or dispute over any agreement entered into as a result of this solicitation shall not include any right to rescind, terminate, or otherwise revoke or invalidate in any way the rights conferred pursuant to the provisions of this paragraph. Similarly, no termination of any agreement entered into as a result of this solicitation shall have the effect of rescinding, terminating, or otherwise invalidating the rights acquired pursuant to the provisions of this paragraph.

4 CITY OF PORTAGE PROJECT INFORMATION SHEET

If adequate space is not provided for complete response, please attach additional pages as necessary and identify by number. Proposals will not be considered responsive unless all requests for information are provided. Please use such terms as none, not applicable, unknown, etc., if requested information does not pertain or cannot be provided.

4.1 Please indicate the response that best describes your business:

_____ Sole Proprietor _____ Partnership _____ Corporation

_____ Other (please explain) _____

4.2 Firm Name: _____

Address: _____

Telephone Number: _____ Fax: _____

First Date in Business: _____

4.3 Is your Firm involved in any proceedings that may affect the ability of the Firm to continue under the current Firm name for the duration of the project?

_____ Yes _____ No

If yes, please explain (use additional Page)

4.4 Is your Firm up for sale? _____ Yes _____ No

If yes, please explain (use additional page).

4.5 Primary staff to be assigned to the project:

Owner/Partner: _____

Project Supervisor: _____

Principal Professional(s): _____

Other Significant Technicians and Employees to be Assigned:

Please provide resume for Project Supervisor and principal professionals to be assigned at time of proposal submission for personnel listed above.

4.6 Estimated project hours of work reflected in the lump sum proposal are as follows:

4.6.1 Owner/Partner: _____ hours

4.6.2 Professionals: _____ hours

4.6.3 Technicians: _____ hours

4.6.4 Clericals: _____ hours

4.6.5 Others (Please Identify)

_____ hours

_____ hours

4.7 Experience: Please indicate below the experience of the individuals listed in Item 4.5 from your Firm pertaining to the specific type of work listed. Please restrict projects listed to those projects performed by the individuals identified for the Portage project. Under the Self-Evaluation Section, please rate how you believe the contact person in charge of the project would rate services if they were contacted by the City of Portage and asked to rate overall satisfaction with the services provided by your Firm. Please restrict your Self-Evaluation responses to the terms Excellent, Good, Satisfactory, and Unsatisfactory.

4.7.1 Please list professional service projects similar to work requested for this project where staff identified in Section 4.5 have provided professional services.

	<u>Name of Unit/ Company</u>	<u>Project Contact Person</u>	<u>Phone</u>	<u>Project Cost</u>	<u>Self Evaluation</u>
A					
B.					
C.					

(If more than three projects have been performed, please list the top three that you feel are most comparable to the scope of work being requested. Do not list projects over 10 years old.)

4.7.2 Please list other related projects that staff identified in Section 4.5 have provided professional services for.

<u>Name of Unit/ Company</u>	<u>Project Contact Person</u>	<u>Phone</u>	<u>Project Cost</u>	<u>Self Evaluation</u>
A				
B.				
C.				

(If more than three projects have been performed, please list the top three that you feel are most comparable to the scope of work being requested. Do not list projects over 10 years old.)

4.7.3 List any other professional service projects that you feel may indicate the ability of your firm to perform the work requested {use additional page(s) if necessary}.

4.8 If it becomes necessary to perform extra work as defined in Section 3.xx, the following hourly rates will apply:

4.8.1 Owner/Partner: \$_____ /hour

4.8.2 Professionals: \$_____ /hour

4.8.3 Technicians: \$_____ /hour

4.8.4 Clericals: \$_____ /hour

4.8.5 Others (Please Identify)

_____ \$_____ /hour

_____ \$_____ /hour

Rates quoted should be inclusive of all expenses including, but not limited to personnel services, fringe benefits, overhead, and profit required by the Firm.

4.8.6 Please list any expense rates that may apply to extra work. If no expense rates are indicated, no expenses will be allowed. Expenses and Charge Back Rates:

4.9 Subcontractors

4.9.1 Do you propose to use any subcontractors to perform work in accordance with this proposal? Yes No. (If yes, please identify subcontractor and work to be performed.)

4.10 A project Information Sheet (5 copies), and Project Concept Statement (5 copies), and a Request for Proposal Cost Page (5 copies) are required for submission as a part of these specifications. Have all items been included with your proposal?

Yes No If answer is no, please explain.

4.11 The award of the contract for professional services is based upon the draft contract form attached. Is this document, as proposed, acceptable to you if you were to be awarded the bid? Yes No.

If no, please explain in detail any provisions that would need to be changed, added, or deleted. (Use additional page(s) if necessary.)

4.12 Can your Firm implement the project fully and professional within the timeline outlined? Yes No.

If no, please explain why the timeline cannot be met and provide a timeline below that addresses the major landmarks addressed in Section 3.x {use additional Page(s) if necessary}.

I certify that all information provided above is complete, accurate, and to the best of my knowledge, true. I further certify that I am fully authorized by the Firm identified in Question 4.2 above to execute this information sheet on behalf of that Firm.

I hereby state that I have read, understand, and agree to be bound by all terms of this Request for Proposal Document.

FIRM: _____

BY: _____
(Signature)

NAME: _____
(Please Print

POSITION: _____

TELEPHONE: _____

**5 CITY OF PORTAGE REQUEST FOR PROPOSALS
COST SUMMARY**

I the undersigned, certify that I have read and fully understand all of the specifications supplied by the City of Portage in this Request for Proposals.

ALL EXCEPTIONS TAKEN TO SPECIFICATIONS SUPPLIED BY THE CITY OF PORTAGE ARE ATTACHED AND IDENTIFIED BY NUMERICAL REFERENCE TO THE REQUEST FOR PROPOSAL SECTION ON A PLAIN SHEET IMMEDIATELY FOLLOWING THE PROPOSAL PAGE.

I propose to provide professional services as specified in the Request for Proposals, except as outlined on the attached sheet entitled "Exception to Specification", for the total sum not to exceed:

_____ \$ _____
(in words) (in numerals)

Hourly Rates:

Owner/Partner: \$ _____ /hour
Professionals: \$ _____ /hour
Technicians: \$ _____ /hour
Clericals: \$ _____ /hour
Others (Please Identify)
_____ \$ _____ /hour
_____ \$ _____ /hour

Please list any expense rates that may apply to the work. If no expense rates are indicated, no expenses will be allowed. Expenses and Charge Back Rates:

If you cannot submit a proposal in the format requested, please attach a schedule of total compensation that will cover any and all expenses and services related to the project.

I hereby state that I have the authority to submit this proposal which will become a binding contract if accepted by the City of Portage. I further state that I have not communicated with nor otherwise colluded with any other person or Firm, nor have I made any agreement with nor offered or accepted anything of value from an Official or employee of the City of Portage that would tend to destroy or hinder free competition.

No contract is created until it is executed by all parties.

I hereby state that I have read, understand, and agree to be bound by all terms of this Request for Proposal Document.

Signed: _____ Name: _____
Title: _____ (please print)

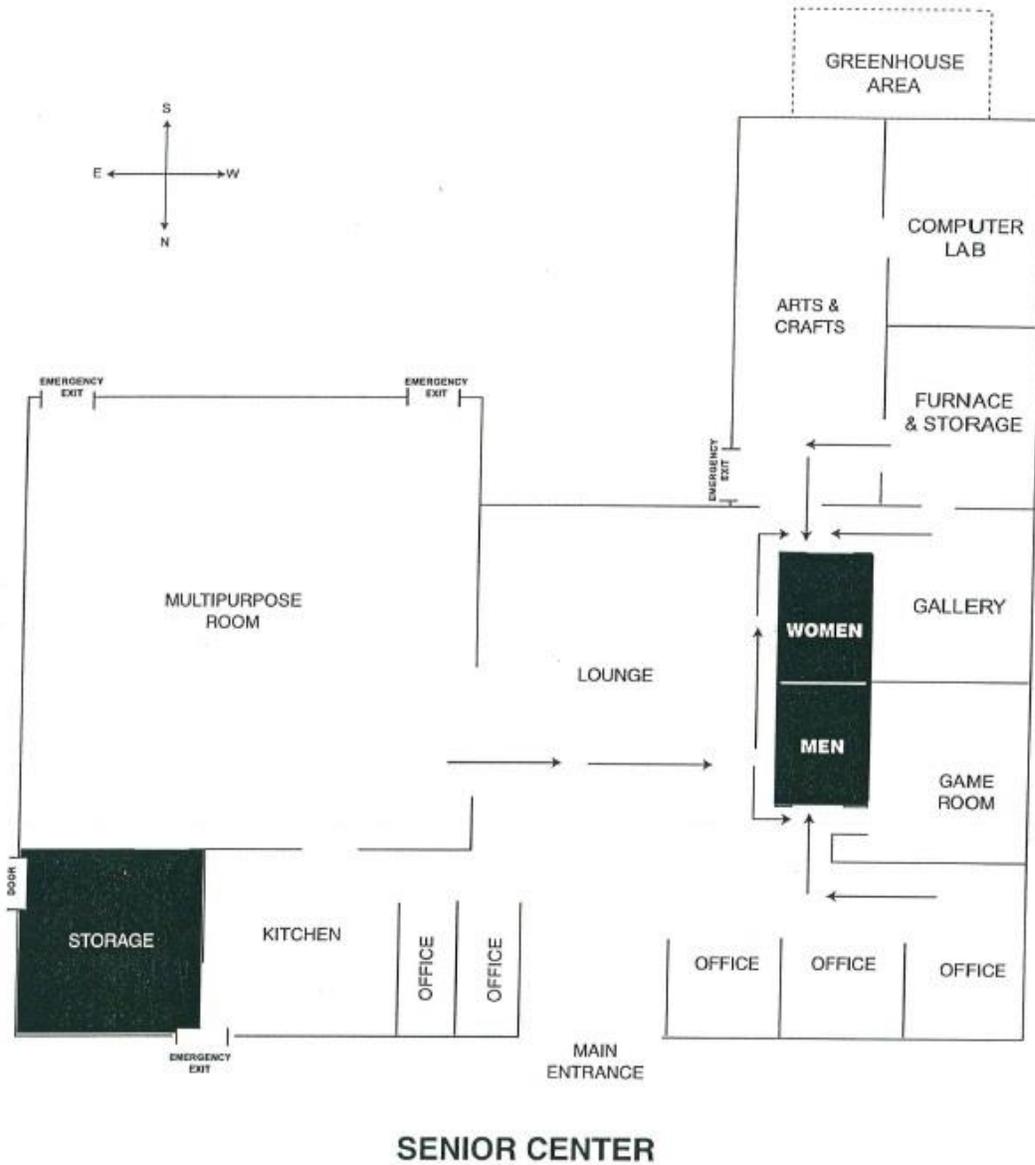
Date: _____

Firm Name: _____

Address: _____

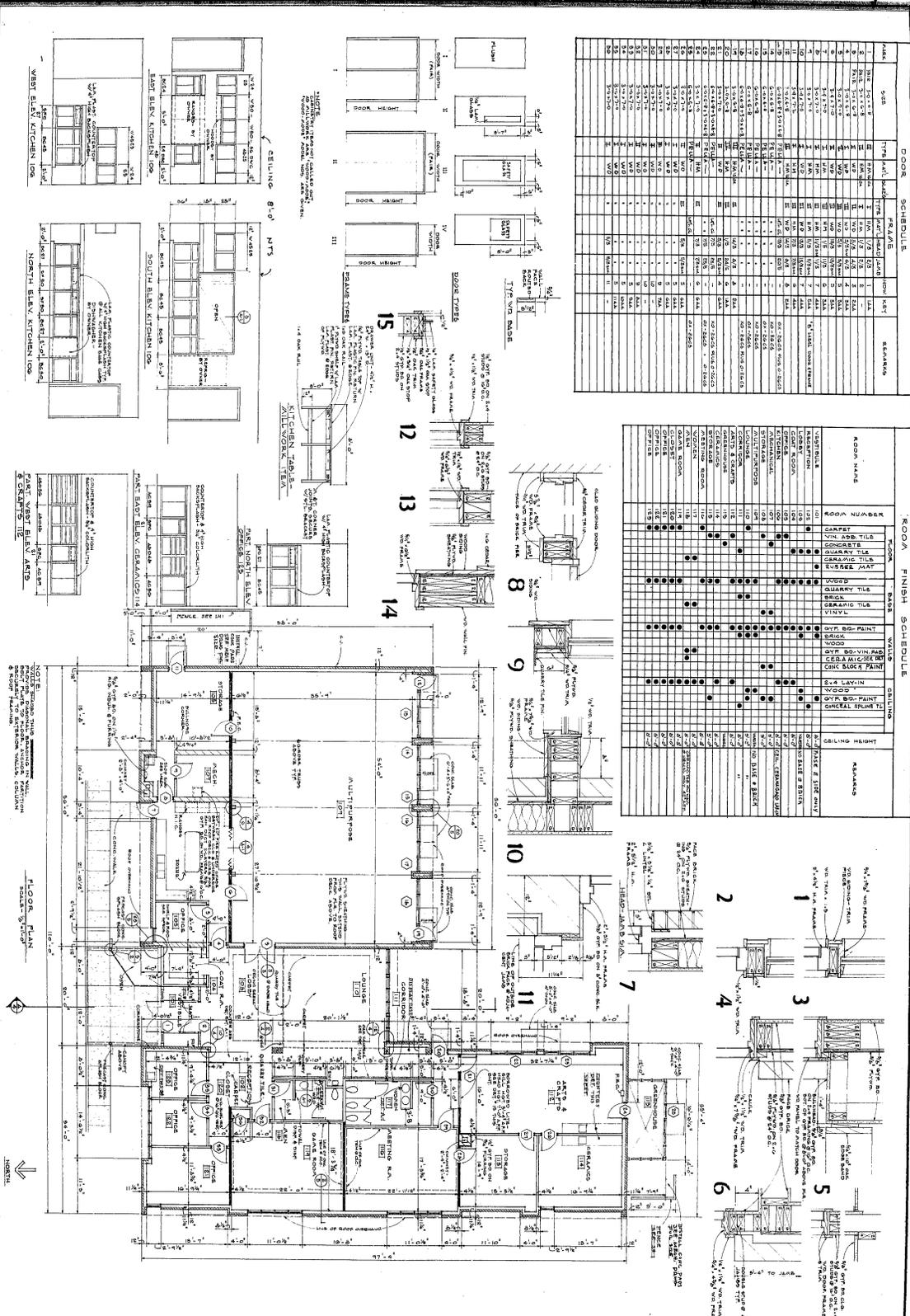
Telephone: _____

Appendix 1: Current Building Diagram



SENIOR CENTER

TORNADO SHELTER: PROCEED TO SHADED AREAS (RESTROOMS & STORAGE)
IN CASE OF FIRE SEEK NEAREST EXIT



NO.	DESCRIPTION	UNIT	QTY	PRICE	TOTAL
1	WOOD DOOR	SQ. FT.	100	10.00	1000.00
2	WOOD WINDOW	SQ. FT.	200	5.00	1000.00
3	GLASS WINDOW	SQ. FT.	150	15.00	2250.00
4	WOOD TRIM	LINEAL FT.	500	2.00	1000.00
5	CEILING	SQ. FT.	1000	1.00	1000.00
6	FLOOR	SQ. FT.	1000	1.00	1000.00
7	PAINT	SQ. FT.	1000	1.00	1000.00
8	CEILING LIGHT	NO.	10	10.00	100.00
9	DOOR HANDLE	NO.	100	1.00	100.00
10	WINDOW HANDLE	NO.	200	1.00	200.00
11	DOOR STOP	NO.	100	1.00	100.00
12	DOOR STOP	NO.	100	1.00	100.00
13	DOOR STOP	NO.	100	1.00	100.00
14	DOOR STOP	NO.	100	1.00	100.00
15	DOOR STOP	NO.	100	1.00	100.00

ROOM NUMBER	FLOOR	FINISH	CEILING	CEILING HEIGHT
101	1ST	CARPET	POP. BOARD PAINT	8'-0"
102	1ST	QUARRY TILE	WOOD	8'-0"
103	1ST	CONCRETE	WOOD	8'-0"
104	1ST	GLASS TILE	WOOD	8'-0"
105	1ST	GLASS TILE	WOOD	8'-0"
106	1ST	GLASS TILE	WOOD	8'-0"
107	1ST	GLASS TILE	WOOD	8'-0"
108	1ST	GLASS TILE	WOOD	8'-0"
109	1ST	GLASS TILE	WOOD	8'-0"
110	1ST	GLASS TILE	WOOD	8'-0"
111	1ST	GLASS TILE	WOOD	8'-0"
112	1ST	GLASS TILE	WOOD	8'-0"
113	1ST	GLASS TILE	WOOD	8'-0"
114	1ST	GLASS TILE	WOOD	8'-0"
115	1ST	GLASS TILE	WOOD	8'-0"
116	1ST	GLASS TILE	WOOD	8'-0"
117	1ST	GLASS TILE	WOOD	8'-0"
118	1ST	GLASS TILE	WOOD	8'-0"
119	1ST	GLASS TILE	WOOD	8'-0"
120	1ST	GLASS TILE	WOOD	8'-0"

CAIN ASSOCIATES ARCHITECTS
 2000 W. 10th Street
 Anchorage, Alaska 99503

PROJECT
 FORTAGE SENIOR
 CITIZENS CENTER

DRAWING
 FLOOR PLAN,
 SCHEDULES & DETAILS

JOB NO. 8/00/01
DATE 8/00/01
REVISIONS
 REVISIONS

SHEET NO.
3

Appendix 2: List of “Wants” for Future Building

Portage Senior Center (existing space)

Multipurpose Room (1971 sq. feet)
Kitchen (290 sq. feet)
Offices (6)
Lobby/Reception
Game Room – Billiards (414 sq. feet)
Gallery (396 sq. feet)
Meeting Room - access only through arts & crafts
Arts and Crafts Room (520 sq. feet)
Arts & Crafts storage (109 sq. feet)
Entry vestibule
Restrooms (2)
Mechanical & Storage – 2 rooms

Possible Additions to Senior Center

- Large multipurpose room to seat no less than 250, possibly with option of dividing into smaller divided spaces. Space should also be audio visual equipped
- Exercise Room for fitness classes, and room for fitness equipment (multi-station machine, treadmill(s), elliptical(s), etc)
- Multi-use activity room to accommodate volleyball, pickleball, basketball, dances, etc
- Performing Arts Practice Room for band, choir, etc.
- Storage space to incorporate storage of tables, chairs, equipment, etc.
- Expanded office/administrative space that would include space for six additional staff including a Director and a Deputy Director (12 total administrative offices)
- Dedicated staff break room with refrigerator and kitchenette
- Conference room equipped with audio/visual capabilities for up to 20 participants
- Woodworking studio
- Lobby to include “café” concept
- Open recreation room to accommodate 2-3 billiards and 2-3 ping pong tables
- Commercial kitchen with serving window
- Volunteers Work Room/Lounge
- Leasable Space for Exam Rooms, Massage Therapy, etc.
- Counseling Office (Nurse, Legal Aid, Tax Appointments)
- Computer Lab
- Janitor Closet/Storage
- Increased Program Supply Storage
- Uni-sex/family restroom (2)

Appendix 3: Site Diagram



CITY OF PORTAGE
DRAFT CONTRACT

THIS CONTRACT made the _____ day of _____, 2016, by and between _____,
_____ (ADDRESS) hereinafter called the "Firm," and the City of Portage, 7900 South
Westnedge Avenue, Portage, Michigan 49002, hereinafter called the "City."

WITNESSETH, THAT the Firm and the City for the consideration stated herein agree as follows:

ARTICLE I - SCOPE OF WORK

The Firm shall perform everything to be performed and shall provide and furnish all of the labor, materials, necessary tools, expendable equipment, and all utility and transportation services required to perform and complete in a workmanlike manner all the work required for professional services for the Portage Senior Center Master Plan, all in strict accordance with the Firm's proposal dated _____ and other contract documents herein mentioned which are a part of this contract; and the Firm shall do everything required by this contract and the other documents constituting a part hereof.

ARTICLE II - COMPENSATION TO BE PAID TO THE FIRM

In consideration of the completion of the work described herein and in fulfillment of all stipulations of this contract to the satisfaction and acceptance of the City, the City shall pay and the said Firm further agrees to receive and accept payment based on the prices for material and labor as set forth in the conformed copy of the Firm's proposal dated the _____ day of _____ 2016, the sum of which shall not exceed:

_____	\$ _____
(amount in words)	(in figures)

as full compensation for furnishing all the equipment and materials, and for the costs of all premiums on insurance and for doing all the work contemplated and specified in this contract; also for all loss or damage arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen obstructions or difficulties which may be encountered in the prosecution of the same; and for all risks of every description connected with the work; and for well and faithfully completing the work and the whole thereof. Payments are to be made to the Firm in accordance with and subject to the provisions embodied in the proposal documents hereto attached.

ARTICLE III - COMPONENT PARTS OF THIS CONTRACT

This contract consists of the following component parts, all of which are as fully a part of this contract as if herein set out verbatim, or, if not attached, as if hereto attached.

1. Contract (this document)
2. Firm's Proposal
3. Request for Proposals dated August 3, 2016
4. City of Portage Contract Conditions and Specifications

In the event that any provision in any of the above component parts of this contract conflicts with any provision in any other of the component parts, the provision in the component part first enumerated above shall govern over any other component part which follows it numerically, except as may be otherwise specifically stated.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed in four original counterparts the day and year first above written.

FIRM

Witness:

By: _____
Signature

Print Name and Title

CITY OF PORTAGE

Witness:

By: _____
Laurence Shaffer, City Manager

Approved as to Form:

Randall L. Brown, Portage City Attorney

INSTRUCTIONS FOR EXECUTING CONTRACT WITH CITY OF PORTAGE

A. If the contractor is a corporation, the following certificate must be executed:

I, _____, certify that I am the Secretary of _____, print or type name the corporate entity named as Contractor in the contract and that such corporate entity is a corporation in good standing in the State of _____ and has authority print or type name of state to transact business in the State of Michigan. [If the corporation is not a Michigan corporation, then a "Certificate of Authority to Transact Business in the State of Michigan" must be attached.] I certify that the contract between the City of Portage and _____, Inc. print or type name of corporation was validly executed on behalf of the corporation by _____ print or type name who was then the _____ print or type name of title of said corporation and has the authority to bind the corporation to the contractual agreements pursuant to the authority of its governing body and by-laws and is within the scope of its corporate powers.

Print or type name of corporation

Dated: _____, 20____ By: _____
Its: _____

B. If contractor is an LLC, the following certificate must be executed:

I, _____, certify that I am a member of the print or type name limited liability company named as Contractor in the contract and that such LLC is in good standing in the State of _____ and that the LLC has the print or type name of state authority to transact business in the State of Michigan. [If the LLC is not a Michigan LLC, then a "Certificate of Authority to Transact Business in the State of Michigan" must be attached.] I certify that the contract between the City of Portage and _____ LLC print or type name of LLC was validly executed on behalf of the LLC by _____ print or type name who was then a member of said LLC and has the authority to bind the LLC to contractual agreements and that such contract is within the scope of its powers.

Print or type name of LLC

Dated: _____, 20____ By: _____
Its: _____

C. If the contractor is a sole proprietorship/partnership, the following certificate must be executed:

I, _____, certify that I am the
_____ print or type name
owner/partner of the company named as Contractor in the contract and that I have the authority to
bind _____, to contractual
_____ print or type name of business (insert d/b/a if one exists)
agreements.

Print or type name of company/DBA

Dated: _____, 20____ By: _____
Its: _____

Notes to Certificate:

1. The full name and business address of the Contractor must be inserted in the contract and the contract must be signed with his/her official signature. The name of the signing party or parties are to be typewritten or printed under all signatures of the contract.
2. If the contract is signed by the secretary of the corporation, the above certificate must be executed by some other officer of the corporation, under the corporate seal. In lieu of the foregoing certificate, there may be attached to the contract copies of so much of the records of the corporation and will show the official character and authority of the officers signing, duly certified by the secretary or assistant secretary under the corporate seal to be true copies.
3. If the Contractor is operating as a partnership, each partner must sign the contract, or if not signed by each partner, there must be attached to the contract a duly authenticated power of attorney evidencing the signer's (signers') authority to sign such contract and on behalf of the partnership.
4. If the Contractor is an individual, the trade name (if the Contractor is operating under a trade name) must be indicated in the contract and the contract must be signed by such individual. If signed by someone other than the Contractor, there must be attached to the contract a duly authenticated power of attorney evidencing the signer's authority to execute such contract for and in behalf of the Contractor.
5. If an LLC, the contract must be signed by a member of the LLC. If signed by someone other than the member, there must be attached to the contract the duly authenticated power of attorney evidencing the signer's authority to execute such contract for and on behalf of the contractor.