



## **Otsego County Animal Control Facility**

### **Request for Proposal (RFP) For Architectural Services BID 2009-15**

#### **PART 1: RFP PURPOSE**

The purpose of this Request for Proposal (RFP) is to receive proposals for selection of a contractor to provide architectural services by providing conceptual design and cost estimates on construction options for a new Otsego County Animal Control Facility.

This RFP does not constitute a contract for services performed or to be performed. After selection of the successful firm (referred to as the contractor), Otsego County, and the contractor will negotiate a contract and a complete scope of services.

All proposals submitted become the property of Otsego County and will not be returned. The County is not responsible for any costs incurred by the respondent in proposal preparation, presentations, site visits, or benchmarks performed.

#### **PART 2: PROJECT HISTORY AND SCOPE OF WORK**

The existing Otsego County Animal Control Facility (see Attachment A) was built in 1974 on land leased from the City of Gaylord. The facility is roughly 2,600 sq ft. The size of the facility is no longer adequate in meeting the needs of the County. The facility is undersized and in poor condition. Expansion of the current facility is not feasible. The County currently anticipates construction of a single-story building between 8,000 to 10,000 sq ft on property already owned by Otsego County located at the Alpine Center on Cross Street.

An existing County building at 1068 Cross Street (see Attachment B) will likely be demolished, and a new Animal Control Facility will be built at that location. Services provided at the facility will include animal licensure, investigation of animal bites, the quarantine of animals, and other services typical to this type of facility. There is municipal water, sanitary sewer, natural gas, electrical power, and telephone available at the site.

Designs for the new facility will include the following:

- Office Space
  - Animal Control Director Office
  - Animal Control Officers Office
  - Lobby
  - Public restroom facilities
  - Staff restroom/shower facilities

- Dog Kennels  
 10 holding kennels  
 20 adoption kennels  
 2 quarantine kennels  
 1 quarantine/sick kennel
  
- Cat Rooms  
 10 female cat cages  
 10 male cat cages  
 2 free roaming cat rooms  
 1 kitten room  
 6 quarantine/sick cages
  
- Storage  
 Cat Food  
 Dog Food  
 Food Prep/Cleaning  
 Cages/Misc/Cleaning Supplies  
 Outside Shed
  
- Other  
 Adoption Room  
 Training Room/Evaluation/Conference  
 Exam  
 Outside Dog Exercise Area  
 Laundry room  
 Dog Grooming area  
 Landscaping to include berming along McLouth Road.

Designed spaces must meet all State, Federal and Local laws relating to the housing of animals.

Existing leases on nearby portions of the Alpine Center property must be taken into account when designing the new facility. See Attachment C.

Other requirements of the proposal can be found in PART 6: Services to be Provided by Contractor.

### **PART 3: PROPOSAL INSTRUCTIONS**

- **Submission Instructions.** Submit three original proposal in a sealed package to this address:

**John Burt, Otsego County Administrator**  
**225 W. Main Street, Room 203**  
**Gaylord, Michigan 49735**

**Tel: (989) 731-7527**

**Proposal for Architectural Services for Otsego County Animal Control Facility Construction Options**

- **Deadline.** Proposals must be received at the location stated above no later than **noon** local time **Friday, August 14, 2009**. Proposals received after the deadline will not be accepted.
- **Proposal Acceptance and Rejection.** The County reserves the right to accept, reject or negotiate any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures and to accept any bid determined by the County to be in the best interest of the County, regardless of price.
- **Questions.** If you have any questions about this RFP or the proposal procedures, submit them in writing, email, or by fax by the question deadline of **Friday, July 31, 2009**. Questions received after this deadline will not be considered. All questions received before the deadline will be answered in writing by the County and mailed and faxed to all vendors on the bid list. The requestor is responsible for notifying the County of any problem in receiving written replies.

Direct questions about this RFP or the proposal procedures to the following person:

**John Burt, Otsego County Administrator**  
**225 W. Main Street, Room 203**  
**Gaylord, Michigan 49735**  
**Tel: (989) 731-7527**  
**Fax: (989) 731-7529**

**Single Point of Contact.** Contact **Mr. John Burt** and no one else, regarding the status of proposal evaluation. Disregard of this directive may disqualify the proposer from further consideration.

#### **PART 4: SELECTION CRITERIA**

The County will open and review all proposals and select the proposer based on technical merit and bid price. Upon a satisfactory selection and successful negotiations, the County will initiate the contract award.

- **Offshore Labor.** It's the County's intent to contract with a US owned Company and have all work performed within the United States.
- **Firm Background.** The proposal will be evaluated on the basis of the respondent's background, including the number of years in business, and size.
- **Staff Qualifications.** The proposal will be evaluated on the basis of the respondent's demonstrated staff qualifications, including the required professional registrations.

- **Local Project Experience.** The County prefers to select a contractor that can demonstrate successful project experience in the State of Michigan on similar projects. This criterion will be heavily considered when determining the bid award recipient.
- **Similar Project Experience.** The proposal will be evaluated on the basis of project experience that is of a similar technical nature and complexity, for clients that are similar in size, location, and type as Otsego County.
- **Schedule and Availability.** The respondent’s projected schedule and resource availability will be evaluated in the choice of contractor, although the County understands that the actual beginning and completion dates are subject to the notice to proceed.
- **Price.** The proposed price of the project will be a major consideration in selection.

**PART 5: PROPOSAL FORMAT**

All proposals must follow the same format. No exceptions to this format will be accepted. To be accepted for evaluation, the proposal format must address all required components in order.

The aim of the required format is to simplify the proposal preparation and evaluation processes and to ensure that all proposals receive the same orderly review.

All proposals must include the following components:

<b>Section</b>	<b>Topic</b>
	Cover Letter
1	Company Overview
2	Project Services
3	Project Team
4	Related Experience
5	Additional Information
6	Cost Proposal

**PART 6: SERVICES PROVIDED BY THE CONTRACTOR**

The successful contractor must be able to provide the following services to the County:

- A. Preliminary layout as specified in PART 2. This will include an interactive process gathering input from various County officials.
- B. Preliminary cost estimates for the design of the final layout including costs associated with site preparation (demolition of existing building, parking, etc.).
- C. Conceptual drawing of the new Animal Control Facility.

- D. Designed spaces must meet all State, Federal and Local laws relating to the housing of Animals.

## **PART 7: INSURANCE AND INDEMNIFICATION**

The Contractor must maintain during the term of the contract the following insurance coverage, at a minimum:

Commercial General Liability Insurance in the amount of \$1,000,000.00 per occurrence for property damage and bodily injury, with a \$1,000,000.00 aggregate.

Professional Liability/Errors & Omissions Insurance in the amount of \$1,000,000.00 each claim, incident or occurrence. This insurance must cover damages caused by error, omission or negligent acts related to the professional services to be provided under this Contract.

Worker's Disability Compensation Insurance including employer's liability coverage, in accordance with applicable statutes of the State of Michigan.

Motor Vehicle Liability Insurance, including Michigan no-fault coverage.

Any other Insurance that may be needed by the Contractor in order to fulfill contractual obligations.

## **PART 8: TERMINATION**

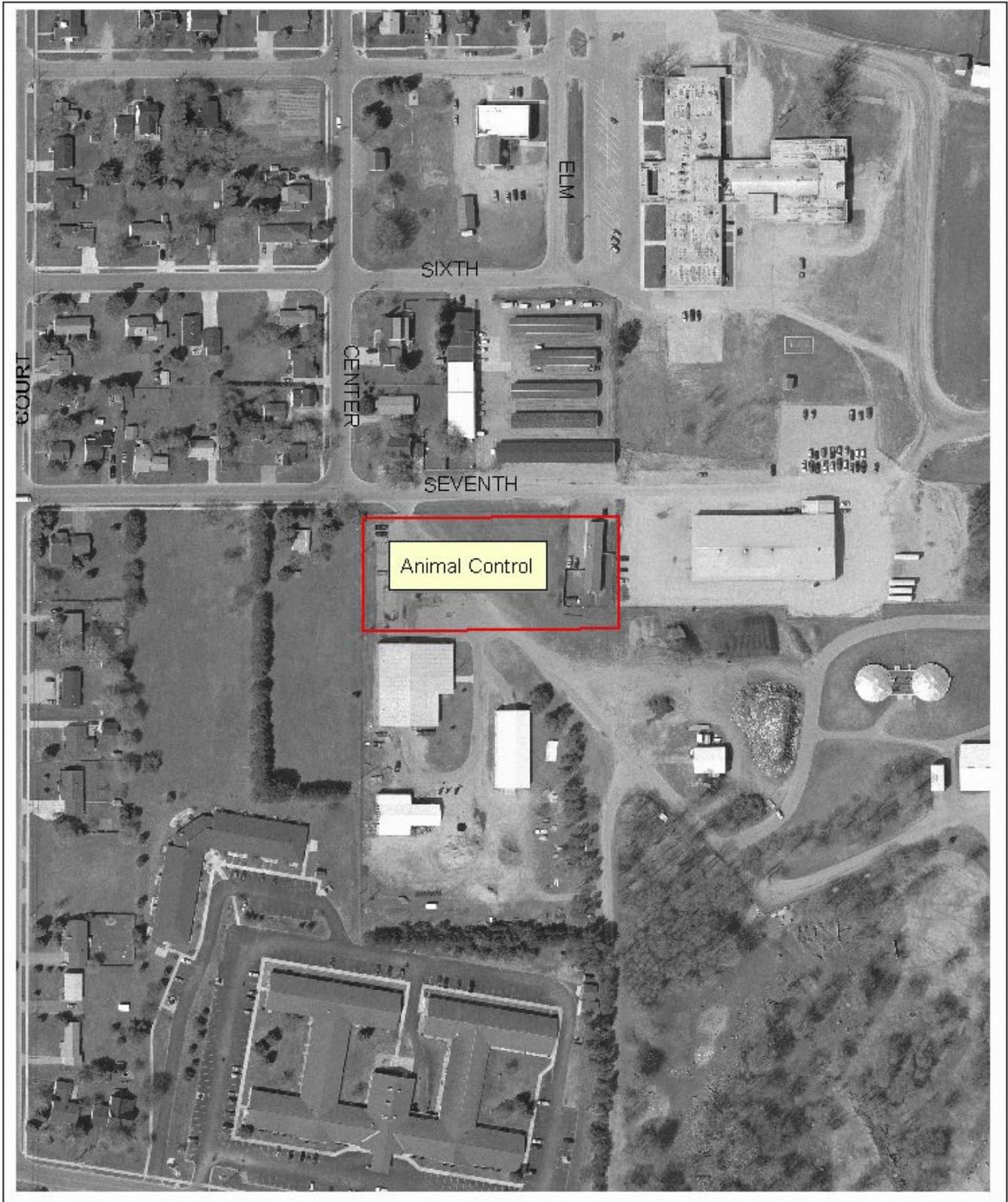
This Agreement may be terminated prior to the expiration of its term as follows:

- A. By mutual written agreement of the parties; or
- B. In the event of default or breach of this Agreement by either party, the other party may give the defaulting party written notice of each claimed default or breach and a date after receipt of such notice by which the default or breach must be remedied. If such default or breach is not remedied by this date, the non-defaulting party may terminate this Agreement by giving written notice of the same, and the defaulting party may also be liable for all damages sustained by the other party by reason of default or breach; or
- C. In the event of termination of Services, the CONTRACTOR will be entitled to the monies provided herein only through the date of termination.

## **PART 9: COMPLIANCE WITH THE LAW**

CONTRACTOR shall comply with all applicable federal, State and local laws and ordinances, rules and regulations, as well as any applicable County policies.

ATTACHMENT A



**Existing Animal Control Facility**

Date of Photography: 2006

Scale: 1" = 200'



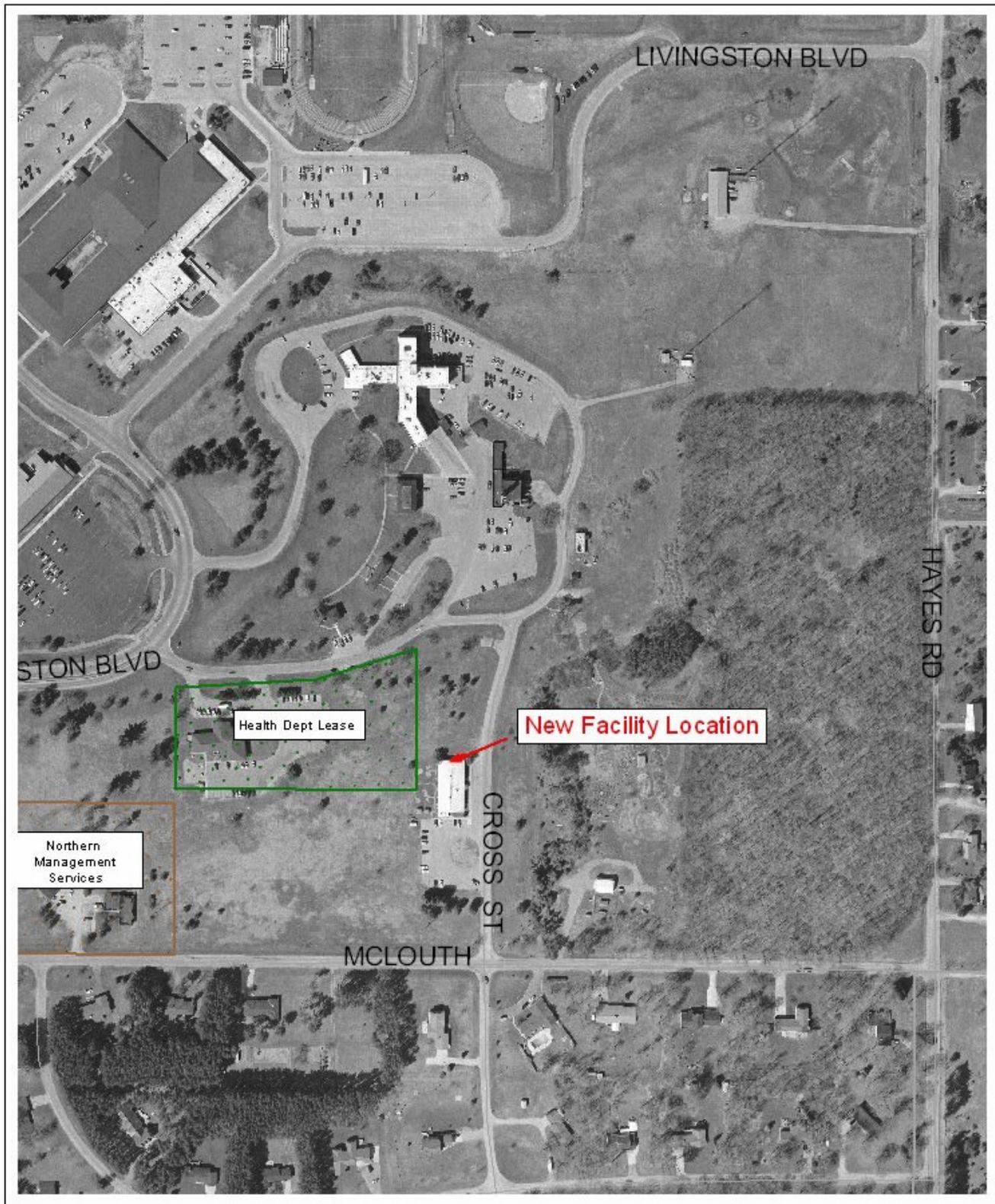


**Proposed Animal Control Facility**

Date of Photography: 2006

Scale: 1" = 200'





**Proposed Animal Control Facility w/ Leases**

Date of Photography: 2006

Scale: 1" = 300'

