

# Request for Proposal

**Design Services and  
Construction Administration for  
Parking Lot Improvement, City  
Lot 11**

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*City of St. Joseph, Department of Public Works  
1160 Broad Street St. Joseph, MI 49085*

## **I. Purpose**

This Request for Proposal (“RFP”) is to provide interested area Engineering and Landscape Design firms with sufficient information to submit proposals for consideration by the City of St. Joseph (“City”) in connection with its needs for Design Services and Construction Administration for parking lot improvements to City Lot 11.

Favorable pricing will be one element of the selection process, but the experience of the firm, qualifications, experience and ability of assigned staff, completeness of the level of service proposed and timeliness of service proposed by the Bidder will be significant factors in award of this contract. Final decision on selection of the Bidder for this project will be determined by the City Commission. The City reserves the right to reject any proposals or parts of proposals. The City also reserves the right to waive any irregularities, inconsistencies, or take what other action is appropriate as determined by the City to be in the best interest of the City.

A complete Request for Proposal may be viewed or downloaded at [www.sjcity.com](http://www.sjcity.com), or mailed by contacting the City Clerk.

**REQUEST FOR PROPOSAL: Design Services and Construction Administration  
for Parking Lot Improvement, City Lot 11.**

**CLOSING DATE AND TIME: 3:00 pm Tuesday, July 30, 2024**

### **Scope of Work & Bid Specifications:**

It is the City’s desire to select a highly qualified firm that will provide the best available landscaping and engineering design services for the redesign of City Parking Lot 11 (see appendix 1). Lot 11 is located on the west side of Church Street between Broad and Pleasant Streets consisting of approximately 180 spaces and two curb cuts along Church Street, one curb cut off of Broad Street and utilizing the westerly alley for access to Broad & Pleasant Street. It is expected that the design firm selected through this RFP process will perform, accomplish, or assist in the delivery of comprehensive project design services resulting in the development of plans; coordinate with city staff, partners, stakeholders, regulatory agencies and other entities to develop the plans; and support the City’s public outreach efforts.

Specifically, the successful consultant will redesign the municipal parking lot that is in disrepair to be a multi-benefit demonstration project that to the extent practicable, includes ADA improvements, electrical improvements, a bicycle corral, infrastructure for electric vehicle charging stations, storm water capture and retention, and drought tolerant

Michigan native landscaping. In addition, designs will address the sidewalk, curb and gutter as well as assess the parking lot layout and surrounding on-street parking spaces to maximize parking potential in the parking lot. The City anticipates the consultant to propose innovative solutions and approaches to save cost and time of the project.

The Scope of Work shall include, but is not limited to the following tasks:

1. Facilitating public input meetings with DDA and nearby businesses (not more than three meetings)
2. Provide several alternative conceptual plans and color renderings for the lot that maximize the best use of the property while providing safe pedestrian access, vehicular movements and efficient snow removal.
3. Design elements should incorporate the use of vegetation to reduce heat island effect, natural storm water filtration features, permeable pavers where appropriate (i.e., sidewalks, bicycle parking areas, and electric car charging areas).
4. The design of this lot is part of a more comprehensive plan for all downtown City lots as described in the Downtown Vision Master Plan. Recently reconstructed City parking lot 12 design is to be used as a baseline for the redesign of Lot 11 (see appendix 2.)
5. Provide an opinion of future construction costs.
6. Provide project specifications for bidding and construction
7. Provide staff and support during bidding of the project.
8. Provide construction administration to include, staking, inspections, testing and lead bi-weekly progress meetings during construction.

### **III. Issuing Officer (Point of Contact)**

Questions regarding the scope of work to be accomplished may be directed to Greg Grothous, Director of Public Works at (269) 985-0309.

### **IV. Addenda**

In the event it becomes necessary to modify any part of this Request for Proposal, addenda will be issued to all parties who received the original RFP.

**V. Instructions to Bidders**

Sealed bids are due at the at the St. Joseph City Clerk’s Office no later than **3:00 pm, July 30, 2024.**

Proposals may be mailed or delivered to the City of St. Joseph City Clerk, 700 Broad Street, St. Joseph, Michigan 49085. Sealed envelopes should be plainly marked:

Attention: City Clerk  
Re: **Design Services & Construction Administration for Parking Lot Improvements, City Lot 11**  
700 Broad Street  
St. Joseph, MI 49085

It is the sole responsibility of the Bidder to see that its proposal is received within the required time period. The City is not responsible for any errors or irregularities with the delivery method utilized for submittal of the Proposal. Any proposals received after the closing date and time will be returned unopened.

**VI. Incurring Costs**

The City is not liable for any costs related to respondents’ preparation of their proposal.

**VII. Withdrawal of Proposal**

Any Bidder may withdraw its proposal in person, by facsimile, or by letter, any time prior to the scheduled closing time for receipt of proposals. Each proposal shall be considered binding and in effect for a period of Sixty (60) days after the closing date.

**VIII. Opening of Proposals**

Proposals will be opened publicly at **3:00 pm, July 30, 2024** in the City Hall Commission Chambers, 700 Broad Street, St. Joseph, Michigan.

**IX. Evaluation of Proposals**

It is the intent of the City to evaluate all proposals quickly and be prepared to recommend an award at the August 12, 2024 City Commission meeting.

**X. Negotiations**

The City reserves the right to reject any and all proposals and negotiate with any source, in any manner necessary, deemed to be in its best interest.

## **XI. Award of Contract / Acceptance of Proposal (Terms and Conditions)**

The contents of this RFP and the respondent's proposal, as submitted and/or modified, shall become contractual obligations to be executed by the authorized contracting agents of both parties.

The successful bidder must procure and maintain the following insurance with carriers acceptable to the City and admitted to do business in the State of Michigan, and provide proof of the same to the City:

- **Worker's Compensation Insurance**, including employers' Liability coverage, in accordance with Michigan law.
- **Commercial General Liability** Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: A). contractual liability, B) Broad form general liability extensions or equivalent.
- **Motor Vehicle Liability** Insurance, including Michigan No-Fault coverages, with limits not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage. Coverage shall include all owned vehicles, non-owned vehicles, and hired vehicles.

The Commercial General Liability Insurances shall include an endorsement naming as an additional insured the City of St. Joseph, all elected and appointed officials, employees, volunteers, boards, commissions, and/or authorities and boards, including members, employees and volunteers thereof. Bidder's insurance shall be primary and any other insurance City may have in effect shall be considered secondary and/or excess. Coverage shall be maintained throughout the term of the agreement.

**Professional Liability** in an amount not less than \$2,000,000 per occurrence and aggregate. If this policy is claims made form, then the contractor shall be required to keep the policy in force, or purchase "tail" coverage, for a minimum of 3 years after the termination of this contract.

All insurance shall include an endorsement that contains a 30-day advance written notice of cancellation to the City Manager, City of St. Joseph, Michigan, 700 Broad Street, St. Joseph, Michigan 49085.

**XII. Nondiscrimination**

The successful bidder shall not discriminate in its provision of accommodations or services, nor against an employee or applicant for 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, sexual orientation, gender identity, height, weight, marital status, or because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the agreement.

**XIII. Payment Terms:**

The City shall make payments to the successful bidder for actual services rendered within thirty (30) days following receipt of an acceptable invoice; or as otherwise mutually agreed.

**XIV. Term of Contract:**

Completion of design services and estimate of cost opinion shall be completed by February 14, 2025 and substantial completion of construction services by November 30 2026.

**Proposal Form for Design Services & Construction Administration for**

**City of St. Joseph Parking Lot Improvements**

Business Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Total Not-to-Exceed Cost Design: \$ \_\_\_\_\_

Boundary & Topographic Survey: \$ \_\_\_\_\_

Geotechnical Engineering Services: \$ \_\_\_\_\_

Construction Administration Cost: \$ \_\_\_\_\_

CITY OF ST. JOSEPH, MICHIGAN

Parking Lot 11 Design & Construction Administration

CONSULTANTS NAME: \_\_\_\_\_

LIST OF PROPOSED SUB CONTRACTORS:

<u>SUBCONTRACTOR</u>	<u>ADDRESS</u>	<u>SCOPE OF WORK</u>
1. _____	_____	_____
	_____	_____
2. _____	_____	_____
	_____	_____
3. _____	_____	_____
	_____	_____
4. _____	_____	_____
	_____	_____

CITY OF ST. JOSEPH, MICHIGAN

Parking Lot 11 Design & Construction Administration

(Please list projects similar to work requested for this project.)

CONSULTANT NAME: \_\_\_\_\_

LIST OF REFERENCES:

<u>REFERENCE NAME &amp; PROJECT</u>	<u>REFERENCE ADDRESS</u>	<u>REFERENCE TELEPHONE &amp; EMAIL ADDRESS</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



**Proposal Deadline: 3:00pm Tuesday, July 30, 2024**

**Proposals shall be delivered or mailed to:**

City of St. Joseph

Attention: City Clerk

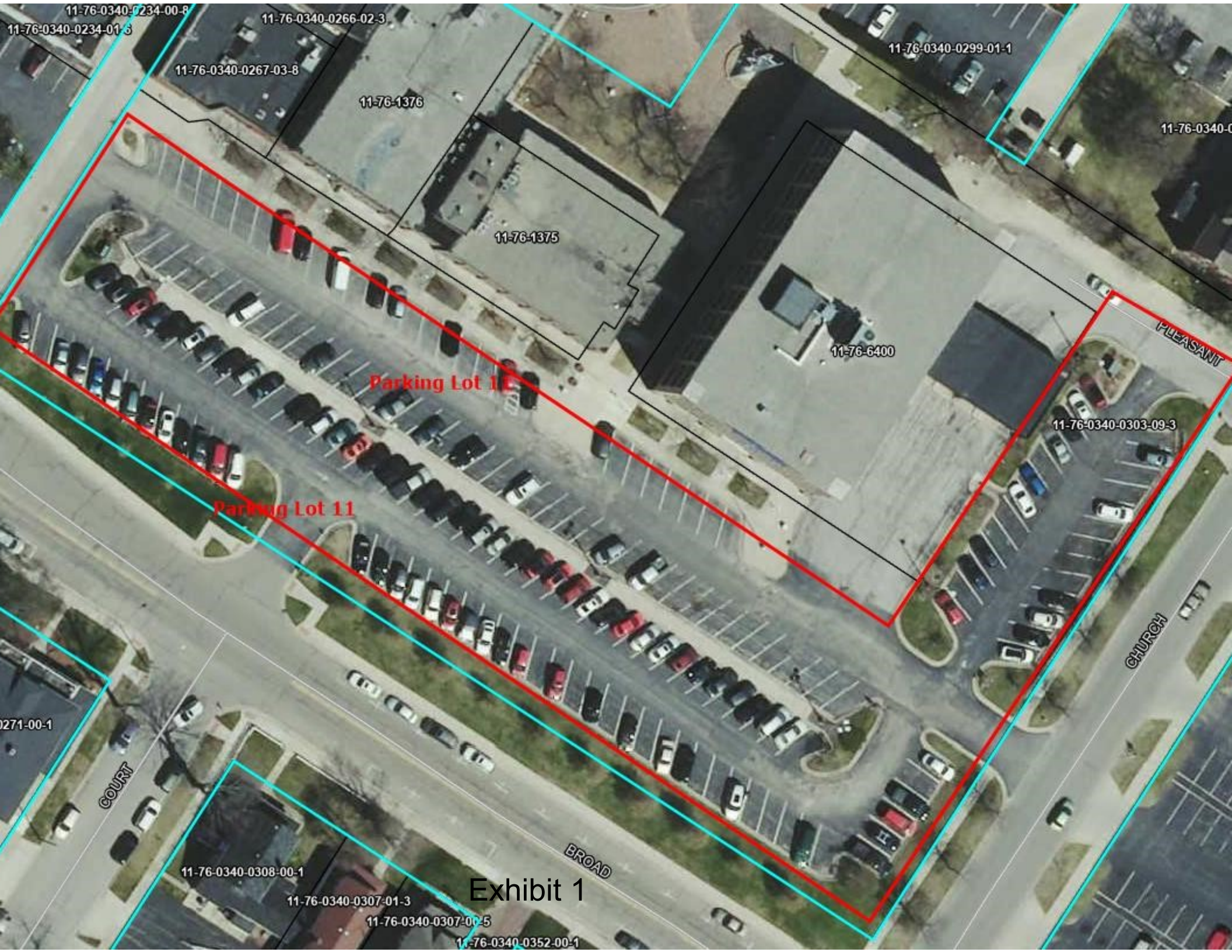
Re: **Parking Lot Improvements**

700 Broad Street, St. Joseph, MI 49085

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

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

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



11-76-0340-0234-00-8  
11-76-0340-0234-01-6

11-76-0340-0266-02-3  
11-76-0340-0267-03-8

11-76-1376

11-76-1375

11-76-0340-0299-01-1

11-76-0340-0

11-76-6400

Parking Lot 11

11-76-0340-0303-09-3

Parking Lot 11

PLEASANT

CHURCH

0271-00-1

COURT

11-76-0340-0308-00-1

11-76-0340-0307-01-3

11-76-0340-0307-00-5

11-76-0340-0352-00-1

BROAD

Exhibit 1

# Exhibit 2

## PARKING LOT 12 CONCEPTUAL DESIGN

75 Parking Spaces

7 New On-Street Parking Spaces, 4 Existing

9'x18' Stalls at 90°

24' Two-Way Aisles

Access Drives from Church Street and Pleasant Street

### LEGEND

- (A) Existing On-Street Parking
- (B) New On-Street Parking
- (C) New Parking Lot
- (D) Permeable Pavers in Pedestrian Areas
- (E) Electric Vehicle Charging Station - 2 Spaces
- (F) Native Plantings
- (G) New Lighting
- (H) Potential Future Food Truck Parking
- (I) Vegetated Islands with Perforated Pipe
- (J) Potential Future Shuttle Stop

