



County of Alpena  
Office of the County Commissioners

**REQUEST FOR PROPOSAL (RFP)**  
**COUNTY FACILITIES AUDIT & BUILDING USE STUDY**

**COUNTY OF ALPENA**  
**720 W. CHISHOLM ST., STE 7**  
**ALPENA, MICHIGAN 49707**

**26 APRIL 2022**



County of Alpena  
Office of the County Commissioners

**TABLE OF CONTENTS**

1.	SUMMARY AND BACKGROUND.....	3
2.	PROPOSAL GUIDELINES.....	3
3.	PROJECT PURPOSE AND DESCRIPTION.....	4
4.	PROJECT SCOPE ..... <b>Error! Bookmark not defined.</b>	
5.	REQUEST FOR PROPOSAL AND PROJECT TIMELINE.....	6
6.	BUDGET .....	6
7.	BIDDER QUALIFICATIONS .....	7
8.	PROPOSAL EVALUATION CRITERIA .....	7



## 1. SUMMARY AND BACKGROUND

The County of Alpena is currently accepting proposals from qualified organizations to assist the County with an evaluation of its capital assets and needs for current and future use of County facilities. The purpose of the evaluation is to provide the County of Alpena with a comprehensive survey of the facilities owned by the County including existing needs, current use and potential future use, assessment of ability to meet current and future needs, and comprehensive conditions assessment for all buildings/facilities. The future use assessment would include input from all constituencies, including the public.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction Alpena County wishes to go.

1. Comprehensive Conditions Assessment
2. Current Use Needs
3. Future Use Needs
4. Proposal for Best & Highest Use, including new development if indicated

## 2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5pm EST August 30, 20xx. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the County of Alpena and will include scope, budget, schedule, and other necessary items pertaining to the project.



### 3. PROJECT PURPOSE, DESCRIPTION AND SCOPE

**The purpose of this project is as follows:**

The County of Alpena currently conducts business out of a grouping of buildings on either side of a state highway (US-23) with no clear and easy walking access among the buildings. The Main Courthouse was designed and built in the early part of the century and is a lovely historic building – with the Circuit Court courtroom and offices on the upper level and no elevator. As County services and needs expanded the County added a Annex building across the street (which later became US-23), which contains additional County offices including the Commissioner’s Conference/Meeting room, District Court/Family Court and Prosecutor’s Offices. The County also eventually took over the two adjacent buildings which are now used for E911 and Probation offices – they are old cement block buildings.

The County is interested in doing long range visioning and planning for the needs of the County currently and for the next 25-30 years. The County needs to assess the current state of their buildings and facilities and evaluate them for current and future maintenance needs, accessibility, growth and contraction of services and programs and easy of use by staff and the public.

**Project Description:**

Alpena County is seeking a provider to utilize best practices in building use/design, green building practices and public input in making its recommendations for the use, reconfiguration/rehabilitation or new construction. The work product would include an evaluation and facilities condition report, building systems report, cost estimates on repairs/rehab projects, report on if current facilities are fit for purpose and recommendations for future use/future facilities.

The finished product would be a key tool in assisting the County in creating its CIP, planning for future budgets and future development and funding. The work would include facilitating and collecting input from staff, elected officials, community partners, tenants, program partners, users of County services and the public as to future use and feasibility of future plans.

The scope of this project includes all design, development, engineering review, architectural design, traffic/parking planning, input design and collection and production of all final designs and reports.



County of Alpena  
Office of the County Commissioners

The selected bidder will be responsible for planning and conducting a thorough market research portfolio with assistance from Ace Consulting's marketing group. This portfolio will analyze all current contacts and determine target demographics for future and potential clients.

The facilities evaluation would include, but not be limited to:

- a. Meet with Maintenance Superintendent to discuss any of his/her concerns, plans for future modifications, additions and upgrades.
- b. Collect existing data from staff and any other available sources.
- c. Evaluate the existing condition of building systems including structural, electrical, mechanical, HVAC, etc. Identify any areas that need short- and long-term attention.
- d. Review buildings for conformance with sprinkler requirements, fire and safety regulations, and handicap accessibility. Identify possible solutions.
- e. Evaluate all major building systems based on overall integrity, probable useful life and need of replacement. Evaluation criteria shall include present condition, age, effectiveness, efficiency, safety, code compliance as per year constructed, spare capacity and availability of spare parts.
- f. Prioritize recommendations and develop capital budgets for each.
- g. Produce draft reports including a multi-year capital plan and building systems rating report. Present draft reports to Board and Committees.
- h. Site- pavement, sidewalks, grounds, entries, drainage, fencing, site lighting.
- i. Roofing and roof drainage systems.
- j. Exterior- doors, walls, windows, fire escapes, masonry, woodwork.
- k. Interior- flooring, stairs, bleachers, lockers, doors/hardware, casework/millwork, ceilings, lighting.
- l. HVAC- boilers, furnaces, air conditioning systems, exhaust systems, controls, energy management systems
- m. Plumbing- water distribution, drainage, fixtures.
- n. Electrical – distribution, technical/IT infrastructure, intercom, telephone, elevators, generators.
- o. Fire, Security- alarms, detection, fire protection.



#### 4. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

**Request for Proposal Timeline:**

All proposals in response to this RFP are due no later than 5pm EST August 30, 2022.

Evaluation of proposals will be conducted from September 1, 2022 until September 15, 2022. If additional information or discussions are needed with any bidders during this two week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than September 16, 2022.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by September 30, 2022.

Notifications to bidders who were not selected will be completed by September 20, 2022.

**Project Timeline:**

Project initiation phase must be completed by October 31, 2022.

Project planning phase must be completed by December 15, 2022. Project planning phase will determine the timeline/schedule for the remaining phases of the project.

#### 5. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC). Pricing should be listed for each of the following items in accordance with the format below:

Project Initiation and Planning	NRC	MRC
Internal and External Input Gathering	NRC	MRC
Facilities Audit	NRC	MRC
Building Use Study/Design	NRC	MRC
Future Planning	NRC	MRC

NOTE: All costs and fees must be clearly described in each proposal.



County of Alpena  
Office of the County Commissioners

## 6. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in similar review, evaluation, and planning projects for public entities
- Testimonials from past clients
- Anticipated resources you will assign to this project (total number, role, title, experience)
- A full outline plan
- Timeframe for completion of the project
- Project management methodology

## 7. PROPOSAL EVALUATION CRITERIA

Ace Consulting will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work pertaining to web site design and hosting as well as client testimonials and references
- Value and cost: Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience
- Such other criteria as the County Board of Commissioners deems in the best interests of the County

Each bidder must submit 5 copies of their proposal to the address below by August 30, 2022 at 5pm EST:

County Commissioners Office  
720 W Chisholm Street, Suite 7  
Alpena, MI 49707