

Keweenaw County

Request for Qualifications (RFQ) for Engineering Services

Keweenaw County is seeking professional engineering/architectural services for the design of the Keweenaw County Emergency Operations Center (KCEOC). The County has received a \$50,000 grant through the Michigan Department of Labor and Economic Opportunity's Office of Rural Prosperity to initiate this preliminary engineering. The scope of services for the project will include:

A. Scope of Services:

- Site Evaluation shall include the following:
 - Evaluation of adequacy of existing utility infrastructure to support proposed facility needs.
 - Property location information will be made available to the Consultant
 - Consultant shall make their own determinations on the need for additional survey, topography, or soil borings, etc., to complete the required scope of services being requested.
- Quantity of initial meetings required; a minimum of 4 meetings, one of which will be a public meeting. Please note that administrative/facilitation of these meetings will be provided by the KCEOC planning committee.
- Minimum Preliminary Design/Design Development deliverables shall include a minimum of the following:
 - Three (3) (mass timber, CMU, steel) options for building construction material type and corresponding cost estimates for each, including costs for plumbing, electrical, mechanical, HVAC, fire suppression (if needed), etc.
 - Proposed Facility Floor Plan, Elevations and Building Sections
 - Preparation of conceptual site plan (at least 50% design), proposed utility services and preliminary site construction cost estimates completed by February 1, 2025 to include:
 - Facility/building design shall accommodate necessary County equipment storage;
 - Facility design for all County essential and emergency service trainings;
 - An Emergency Operations Center/Meeting Center for large scale emergency response and coordination.
 - Further information from the KCEOC Building Subcommittee and Programming Subcommittee will be provided to Consultant to guide overall facility design. Information to be provided to the Consultant by mid-summer 2024.

B. Statement of Qualifications Submittal Requirements

1. Respondents: name, address, telephone number and federal tax identification number.
2. Name, title, address, telephone number, and email address of contact person authorized to contractually obligate the Respondent.
3. A brief history of the firm including engineering/architectural qualifications, year of incorporation, and location of office(s) relative to the project.
4. A list of key personnel proposed for the project team including resumes.
5. A list of references with contact information.
6. Proof of professional liability insurance.
7. Provide outline of firms and project managers experience on similar work and experience related to scope of work listed in this proposal.
8. Firm's knowledge and work history with Keweenaw County and/or within the region.
9. Timeline of proposed project completion by deadline.
10. Demonstrate past experience with Government projects in terms of cost control, quality of work and compliance with performance schedules.

11. Provide any experience with use of mass timber products. Provide relevant examples if applicable.
*This experience may be required.
12. Explain if you will provide any in-kind services towards this community driven project.
13. Provide a description of your experience and approach to working collaboratively with a diverse community stakeholder group during this planning process.
14. Proposed Fee for the Scope of Services defined in Section A.

C. Selection Criteria

Keweenaw County and the KCEOC RFP Sub-Committee shall evaluate each potential firm in terms on its:

1. Proposed Fee; **36 points**
2. Professional qualifications necessary for satisfactory performance of required services; **30 points**
3. Specialized experience and technical competence in the type of work required; **27 points**
4. Past performance on contracts with Government agencies in terms of cost control, quality of work, and compliance with performance schedules; **27 points**
5. Capacity to accomplish the work in the required time; **24 points**
6. Demonstrate knowledge of and intent of the project; **18 points**
7. Demonstrated ability to work collaboratively with community stakeholder committees; **18 points**
8. Previous experience with mass timber products; **12 points**
9. Willingness to provide in-kind/donation of support; 9 points

201 Points Total Possible

Keweenaw County reserves the right to accept or reject any or all SOQs or any part of an SOQ to waive formalities or informalities and to award to the Consultant deemed to be in the best interest of the Project.

Interested Consultants may contact Curt Pennala prior to submittal deadline to review existing documents and correspondence related to the project. Interested Consultants shall submit six (6) copies of their qualifications package and a digital copy to the below address, no later than May 22, 2024 at 3:00 pm. Submittals received after the deadline will not be accepted. Submissions will be opened and firm name and bid amount will be read aloud at that time.

Curt Pennala, Keweenaw County Sheriff

Address: 5105 4th Street, Eagle River, MI 49950

Phone: *Office:* (906) 337-0528; *Cell:* (906) 370-2662

E-Mail: sheriff@keweenawcountymi.gov