



**BENZIE COUNTY  
REQUEST FOR PROPOSAL  
REGISTER OF DEEDS & PROSECUTORS ADMINISTRATIVE OFFICE  
DESIGN SERVICES AND PROJECT MANAGEMENT**

Benzie County is inviting qualified architectural firms and/or contractors and their teams (herein referred to as Firm) to submit a bid for consideration to provide architecture, design, project management services for the purpose of designing an effective space for the Register of Deeds Administrative Office and the Prosecutors Administrative Office. The Register of Deeds project includes an area for a small technology lab. The Prosecutors project includes adding additional office space within their current space. This total project will not exceed 300 square feet.

If the specifications are obtained from the County's website link at: [Bid Link](#), it is the sole responsibility of the Bidder to check the website for updates and addenda prior to the bid being submitted. Bidder may also sign up to receive notifications when bids and RFPs are posted by sending an e-mail requesting same to [roelofs@benzieco.gov](mailto:roelofs@benzieco.gov).

Benzie County reserves the right to accept or reject any or all bids, waive irregularities, and to accept the bids either on an entire or individual basis that is in the best interest of the County. The County accepts no responsibility for any expense incurred by the Bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Bidder. Only the successful Bidder will be notified.

**BACKGROUND:**

The Register of Deeds and Prosecutors offices are currently located within the upper level of the Governmental Center at 448 Court Place, Beulah MI. The project is small in scope and would not encompass work outside of the existing building footprint.

**SCOPE OF WORK:**

The goal is to provide both the Register of Deeds and the Prosecutors office with additional space for conducting its business.

The County Administrator is the owner's representative and project manager. To ensure consistency in this selection process, the Register of Deeds and Prosecutors Office as Elected Officials are also part of this process.

## REQUEST FOR PROPOSAL

### Register of Deeds & Prosecutors Design and Project Mgmt. Services

This project may consist of two phases with an option for Benzie County to negotiate separate contractual terms with the same firm for services identified as Phase II. This is at the sole discretion of Benzie County. The following shall be considered as part of the proposal.

- Architectural and design services
- Multiple preliminary designs (based on a collaborative session with project stakeholders)
- Customary engineering services including but not limited to civil, structural, mechanical and electrical
- Detailed cost estimating (three options for design and cost based on information gathered from project stakeholders during a collaborative session)
- Digital renderings of the envisioned building
- Operational equipment control design and compatibility
- Special inspections as may be required (HVAC, asbestos, lead paint)
- An estimated timeline

Additional design consideration should include but not be limited to the following:

- Coordination with Karhu Cyber for computer technology needs.
- Multiple preliminary designs showing alternatives to determine optimal building utilization.
- Final site plan approval as may be required.
- Coordination/Meetings with the Building & Grounds Committee or their designee
- Consideration for barrier free access.
- Design Development of approved schematic design documents including plans, sections, elevations, typical construction details and diagrammatic of mechanical systems.
- Cost estimates
- Prepare construction documents based on approved design development documents.
- Bidding services for competitive bidding for one (1) or more construction contracts.
- Other services that may be required or recommended.

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#### **SUBMISSION OF PROPOSALS:**

Interested firms shall submit one (1) copy of a sealed proposal which should include at a minimum the following information: *submittals will also be accepted via email and telefax* and should include:

1. Narrative in which the firm delineates their understanding of what is being requested by the County in this proposal including the items of work they will accomplish for the County, noting any work items they may feel should normally be accomplished under or related to this request, but in their opinion are beyond the scope of what is being requested and therefore not part of this proposal.
2. The methodology, approach, or work plan, including timelines, which would be used to complete the project.
3. Proposal Sheet with "Not to Exceed" project cost.

**Sealed proposals must be submitted to Katelyn Zeits, County Administrator, 448 Court Place, Beulah, Michigan, 49617 no later than 2:00 p.m., Tuesday, April 2, 2024. "Register of Deeds & Prosecutors Project" shall be clearly marked on the outside of the sealed envelope or in the subject line of an email. Questions regarding the process may be addressed to **Katelyn Zeits** at 231-882-0035.**

#### **EVALUATION OF PROPOSALS:**

All proposals received shall be subject to evaluation by Benzie County. This evaluation will be conducted in the manner appropriate, as may be deemed by the County, for the selection of a firm for the purpose of entering into a contract to perform this project. Price alone shall not be the basis for the award of this work but shall be only one of the components considered. The County does not intend to award a contract for this work solely on the basis of any response made to this request. The following facts, along with other items, will be considered:

1. The firm's expertise and experience as related to the required work.
2. The firm's understanding of the project scope and quality of the firm's project approach.
3. The cost and time scheduled as proposed.
4. Qualifications and availability of the key staff members proposed to work on this project.
5. Involvement of the firm in similar types of projects, reference responses and quality of work on previous projects.

**All proposals submitted must include "not to exceed" cost figures for the Register of Deeds & Prosecutors Project.**

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#### **INSURANCE:**

The Firm is required to provide and maintain at all times during this project the following insurance. Certified copies, setting forth the limits and coverage, shall be furnished to the County Administrator before commencing with any work. The policy shall contain endorsements stating that a 10-day notice will be given to the County prior to termination or any change in the policy and shall describe the project and provide coverage for the following terms:

- A. Comprehensive General Liability Insurance with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit with the County listed as an additional insured.
- B. Professional liability insurance coverage in the amount of \$1,000,000 minimum.
- C. Motor Vehicle Liability Insurance, including applicable no-fault coverage, combined single limit bodily injury and property damage shall be maintained during the life of the contract. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- D. Workers Compensation Insurance, including Employers' Liability Coverage in accordance with all applicable statutes of the State of Michigan.
- E. If any of the insurance is canceled, the Firm shall cease operations, and shall not resume until new insurance is obtained.

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#### **SUPPLEMENTAL INFORMATION AND REQUIREMENTS:**

Benzie County reserves the right to waive any informality or defect in any proposal, to accept any proposal or parts thereof or to reject any or all proposals, should it deem it to be in the best interest of Benzie County to do so. The County reserves the right to revise the contents of the proposal and to negotiate all aspects of this proposal and any future agreement with the successful firm of the County's choice. The County further accepts no responsibility for expenses which may be incurred in the preparation of such proposals. The selected firm shall be expected to comply with all applicable State and Federal laws in the performance of services. Submittals to the County are considered public information. The County has the right to disclose information contained in the submittals. The County further reserves the right to photocopy, circulate or otherwise distribute any material submitted in response to the Request for Proposal (R.F.P.). Original materials which the consultant may wish returned shall be clearly marked to be returned to them.

The selection of the successful firm shall be made without regard to race, color, sex, age, religion, sexual preferences, handicap, political affiliation, veteran status, or national origin. The County is an Equal Opportunity Employer.

The selected Firm will be required to enter into a Consultant Agreement for this project.

Any questions regarding this request for proposal shall be submitted in writing to the County Administrator at least seven (7) days prior to the deadline for submitting the request for proposal. Written answers to questions, which in the opinion of the County may change or substantially clarify the request for proposal, will be submitted to all prospective firms.

**REQUEST FOR PROPOSAL**  
**Register of Deeds & Prosecutors Design and Project Mgmt. Services**

**PROPOSAL SHEET**

**TITLE:** REQUEST FOR PROPOSAL: Register of Deeds & Prosecutors Project  
**DUE DATE:** 2:00 p.m., Tuesday, April 2, 2024

Having carefully examined the attached R.F.P. and any other applicable information, the undersigned proposes furnishing all items necessary for and reasonably incidental to the proper completion of this proposal. The undersigned understands and agrees that they must be licensed to do business as Professional Engineers in the State of Michigan. The undersigned submits this proposal and agrees to meet or exceed all requirements and specifications listed on the R.F.P., unless otherwise indicated in writing and attached hereto. The undersigned certifies, as of the date of this proposal, not to be in arrears to Benzie County for debt or contract or is in any way a defaulter as provided for in Section 152, Chapter XVI of the Charter of the Benzie County. The undersigned understands and agrees, if selected to be awarded this work, to enter into an agreement with the County to supply this work. The undersigned understands that the County reserves the right to accept any or all proposals in whole or in part and to waive irregularities in any proposal in the interest of the City. The Proposal will be evaluated and awarded on the basis of best value to the County. The decision criteria to be used, but will not be limited to, is price, accessories, options and overall capability to meet the needs of the County. The undersigned agrees that the proposal may not be withdrawn for a period of 60 days from the actual date of the opening of proposals.

**REQUIRED SERVICES FOR EXPANDED FOOTPRINT**

General Design Services	\$ _____
Collaborative session with stakeholders and public involvement	\$ _____
Schematic Design Phase Services for three options with cost estimates	\$ _____
Design Development Phase Services	\$ _____
Construction Document Phase Services	\$ _____
Bidding and Award Phase Services	\$ _____
Special Inspection Services (i.e., asbestos, lead paint, HVAC, etc.)	\$ _____
Topographic Surveying and Mapping Services	\$ _____
Architectural Interior Design	\$ _____
Technology Coordination	\$ _____
Furniture, Furnishings, and Equipment Design	\$ _____

**Not to Exceed Design Services Cost** \$ \_\_\_\_\_

**OPTIONAL SERVICES**

Construction Phase Services	\$ _____
Submitted by:	

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Name & Title - print)

\_\_\_\_\_  
 (Company Name)

\_\_\_\_\_  
 (Company Address)

\_\_\_\_\_  
 (Telephone Number)

\_\_\_\_\_  
 (City, State, Zip Code)