

**BALDWIN TOWNSHIP**  
**“AS-NEEDED ARCHITECTURE-ENGINEERING SERVICES FEDERALLY FUNDED PROJECT PROGRAM”**

As a result of the current growth in funding opportunities being issued by the federal government, the Baldwin Township, Michigan has applied for several grants, and plans to continue to seek funding for capital projects that benefit our residents and businesses. These projects seek to improve upon our existing assets and expand infrastructure that promotes economic growth and quality of life. As such, the Baldwin Township, and/or its designated representative, is seeking professional qualifications from architecture-engineering (AE) firms for as-needed services related to municipal owned buildings, infrastructure and other assets. The as-needed service contract may be used on capital projects that are federally funded, requiring qualification-based selection of professional service firms. The as-needed service contract will be for the duration of three years with two additional one-year contract extensions. As more detailed project scopes become defined and funding becomes available, professional services contracts will be negotiated with the selected firm(s).

Firms will be evaluated by the Township for qualification for specific disciplines and may be placed on one or more of the “List of Professionals” by discipline.

List of Professional Services		
Architecture Design	Structural Engineering	Wastewater Engineering
Interior Design	Transportation – Local Roads	Storm Water Management
Landscape Architecture	Transportation - Aeronautics	Federally Required Engineering Reports & Studies
Mechanical Engineering	Active Transportation – non motorized and snowmobile	Benefit Cost Analysis, Cost Estimating. Cost Opinions
Electrical Engineering	Green Infrastructure	Capital Improvement Plans
Public Parks and Community Spaces	Construction Administration	Parks & Recreation Plans
Grant Writing and Administration	Water Engineering	Asset Management Programming
Industrial Park Design	Master Planning	Site Plan Approval
Water System Reliability Study	Library Design	Public Safety Building Design
Waterway Facilities	GIS Mapping	Surveying

**Qualifications must be received at the Baldwin Township office, 1119 Monument Road Tawas City, MI 48763 by June 7<sup>th</sup>, 2022, at 4:00 pm Eastern Standard Time.** Baldwin Township reserves the right to reject any and all Qualifications.

Local, minority and female-owned firms are encouraged to respond.

## QUALIFICATIONS FROM CONSULTING ARCHITECTS AND ENGINEERS

Baldwin Township has applied for federal funds for projects under several departments and programs and may continue to do so as federal funds are appropriated and notice of funding opportunities are issued. As such Baldwin Township seeks to contract with an AE Firm(s) for general and broad professional services which may include the following: grant assistance, funding assistance, engineering studies, and architectural and engineering planning, designing, and construction administration and inspection services. More than one firm may be selected as qualified for a specific service.

At a minimum, qualification submittals shall include the following firm information; highlighting the firm's capabilities in the following general service offerings:

- Firm (or Branch Offices) Name and Address
- Year Established
- DUNS Number
- Ownership – type of ownership or legal structure
- Small business status
- Point of Contact/Authorized Representative. Representative must be empowered to speak on contractual and policy matters.
- Employees by Discipline
- Programming and Community Input Experience
- Architectural Design Experience
  - Municipal Office, DPW Garages, Drinking Water and Clean Water Treatment Facilities, Fire Stations, Police Stations, Libraries, Community Venues, Park Pavilions and Restroom Facilities
- Structural Engineering Experience.
  - Building
  - Transportation Infrastructures - Bridges
- Mechanical, Electrical, Fire Protection, and Plumbing Engineering Experience
- Three-dimensional modeling for the purposes of building and equipment/furnishings design and documentation, construction phasing, construction coordination, post-construction operations and maintenance experience
- Preparing documentation and applications for Environmental and other regulatory permitting experience
- Building cost estimating and Reconciliation experience
- Providing FF&E design and specifications for a new facility and renovation of existing facility experience
- Transportation Experience – Roads
  - MDOT Funded Projects
  - Major Roads - County

- Local Streets
  - Bridge
  - Traffic Calming and Streetscaping
- Transportation Experience – Aeronautics
- Transportation Experience – Maritime Infrastructure
- Transportation Experience – Active (Trails)
  - Non-motorized Trails
  - Snowmobile Trails
- Drinking Water – Treatment and Distribution Design
- Clean Water – Treatment and Collection Design
- Storm Water Management and Green Infrastructure Design
- Public Parks and Community Spaces Design
- Funding Assistance
  - Application/Writing
  - Administration Support
- Federal, State, and Local grant/funding studies, assessments and report preparation including:
  - Site access studies
  - Traffic studies
  - Safety analysis
  - Utility studies
  - Feasibility studies
  - Preliminary engineering reports
  - Benefit costs analysis
  - Environmental assessment and statement
  - Social and economic impact assessments
  - Cultural resource study
  - Archaeological reconnaissance survey and reporting
  - Endangered species survey
  - Wetland assessment
  - Geotechnical investigation
  - Practical alternative assessment
  - Public engagement
- Construction administration experience;
- Asset Management Programming
- GIS Mapping
- Planning Services
  - Master
  - Site Plan Review
  - Parks and Recreation
  - Water Reliability
  - Capital Improvement

All AE firms interested in being considered for this as-needed service contract must submit a proposal detailing qualifications, technical expertise, management and staff capabilities, and related prior experience. The purpose of the qualification based process is to objectively select the firm that will provide the highest quality of service. Selected respondents may be interviewed and the firm(s) determined most qualified will be asked to prepare a proposal which would include fees for said services for specified scope(s) of work.

Exhibit I, attached to this Request for Qualifications, is the minimum qualifications for the consulting AE Firm. These minimum qualifications have been established to assure the professional expertise with adequate experience to assure successful completion of the future project(s) within the allocated time constraints.

Exhibit II, attached hereto, is a rating system that will be utilized for selection of the AE Firm. This rating system will be employed by Baldwin Township in determining which submittal best meets the needs as outlined in this "Request for Qualifications". More than one firm may be selected for specific professional services.

All work to be undertaken as part of this proposed program must be undertaken in accordance with applicable State and Federal requirements.

**Responses to this Request for Qualifications must be submitted to Baldwin Township, Township Clerk, 1119 Monument Road Tawas City, MI 48763 by June 7th, 2022, at 4:00 pm Eastern Standard Time.**

Any response not meeting the minimum requirements for consulting architect/engineer's prior experience as outlined in this request will be rejected. As stated previously, Baldwin Township reserves the right to reject any and all responses submitted. If you have any questions regarding this Request for Qualifications, please contact 989-362-8709.

#### **EXHIBIT I: ARCHITECT/ENGINEER'S QUALIFICATIONS**

1. Consulting Engineer's Minimum Qualifications
  - A. The principal responsible for project coordination must have a minimum of five (5) years' experience with federal/state programs.
  - B. The AE firm must have successfully provided AE services for a minimum of three (3) federally funded projects. The AE firm will not be accepted if there have been any unresolved audit exceptions relative to services.
  - C. The AE firm must submit references as to the firm's professional qualifications from a minimum of three (3) previous clients for which the AE firm has performed work (include address and telephone number).
2. Format for Professional Qualifications for the consulting AE firm shall as a minimum include the following:

- A. The list of professional services the firm wishes to be consider for.
- B. Key personnel to be assigned to project and brief resumes of their qualifications and experience.
- C. The AE firms experience in the development, design and construction of federal funded projects.
- D. List of As-Needed Service contracts with other state and local units of government and the professional services offered.

Final Selection: Final selection of the AE Firm will be based upon the maximum total points scored as set forth in the "Rating System" in Exhibit II.

Baldwin Township reserves the right to negotiate a contract with the AE firm deemed the most qualified to perform the professional services required.

## **EXHIBIT II: ARCHITECT/ENGINEERING SERVICES SELECTION RATING SYSTEM**

1. Grant Writing and Administration Assistance: Maximum 20 Points.
  - A. 10 or more years' experience with CDBG or other federal/state programs 20 Points.
  - B. 7-10 years' experience 15 Points.
  - C. 1-7 years' experience 10 Points.
  - D. No experience 0 Points.
2. Firm's Project Completion Background (for each Professional Service): Maximum 20 Points
  - A. Completion of 5 previous, similar type projects within proposed time frame & budget 20 Points.
  - B. Completion of 3 projects 10 Points.
  - C. No projects were completed 0 Points.
3. References from Similar As-Needed Service Contracts: Maximum 20 Points.
  - A. Respondent lists 3 current clients with similar projects and all references give excellent response on quality of service 20 Points.
  - B. Respondent lists 2 current clients 15 Points.
  - C. Respondent lists 1 current client 10 Points.
  - D. Respondent lists no previous references 0 Points.
4. Firm's Familiarity with Community's Needs: Maximum 20 Points.
  - A. Firm is thoroughly familiar with Township 20 Points.
  - B. Firm is somewhat familiar with Township 10 Points.
  - C. Firm is unfamiliar with Township; 0 Points.
5. Small Business Firm Maximum 5 Points.
  - A. Firm is a small business 5 Points.
  - B. Firm is not a small business 0 Points.

### **MAXIMUM TOTAL POINTS 85 POINTS**

Statement of Qualifications submittals should be organized to address each evaluation criteria as listed above and provide references where appropriate. Brochures and similar generalized background materials may be included, but are not required.

The project types and AE services listed within this Request for Qualifications may be part of future AE contracts under this As-Needed Architecture-Engineering Agreement.

**SCHEDULE:**

Qualifications must be submitted by 4:00 pm Eastern Standard Time on July 11, 2022.

The preferred consultant will be selected shortly after submittals are evaluated and interviews are completed. The consultant should be prepared to submit more detailed contract information and begin work immediately upon selection.