

September 27, 2017

#### SPRINGVILLE TOWNSHIP REQUEST FOR PROPOSAL

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Springville Township is seeking interested Architectural firms to submit a *Proposal for Professional Architectural Services* in the renovation of the recently purchased building located at 105 E. Mesick Ave., Mesick, MI 49668. The architectural services will provide Schematic Design to create a new library and community center, as well as construction documents, bidding and contract administration phases. This must include all architectural, structural, mechanical, plumbing, electrical, and civil design.

Sealed bids are due November 10, 2017 and should be mailed to Sharon Ream, Clerk, PO Box 413, Mesick, MI 49668. Bids will be opened at the regular Township Board Meeting November 20, 2017, located at 4785 N. M-37, Mesick, Michigan 49668.

**SPRINGVILLE TOWNSHIP**

**Request for Proposal**

**For**

**RENOVATION OF**

**105 E. MESICK AVE.  
MESICK, MICHIGAN 49668**

## **1. BACKGROUND**

Springville Township purchased the Mesick Hardware Building located at 105 E. Mesick Ave., Mesick, Michigan.

## **2. SCOPE OF WORK**

Complete renovation of the existing building for construction and creating a library and community center. Building has been unoccupied for over 3 years with dimension of 100' X 60'.

## **3. PROGRAM MANAGEMENT**

Schematic design, construction documents, bidding and contract administration phases with regularly scheduled visits for construction progress and quality must be submitted.

## **4. PROPOSAL PROCESS AND SCHEDULE**

Site visit may be scheduled with Clerk, Sharon Ream, 231.885.1392. Bids are to be received by November 10, 2017 and opened at the regular township board meeting November 20, 2017.

## **5. PROPOSAL EVALUATION CRITERIA**

See Attachment A "*Traverse City Home Inspection Report*".

## **6. REQUIREMENTS AND FORMAT OF THE PROPOSAL**

- Part 1 – Letter of Transmittal
- Part 2 – Understanding of the Scope of Work
- Part 3 – Proposed Work Plan and Schedule
- Part 4 – Estimated Cost to Springville Township
- Part 5 – Proposed Project Team
- Part 6 – Relevant Experience and Client References

## **7. PUBLIC RECORDS REQUIREMENTS**

Obtain Wexford County Construction Permits.

## **8. ADDENDA**

ATTACHMENT A: Traverse City Home Inspection Report