



# REQUEST FOR QUALIFICATIONS

Design Services | Township Hall Renovation

## Proposals

All proposals are due by 4:00 p.m. on Tuesday, October 3rd. Please direct all questions to Superintendent Julie VanderWiere via email. For a list of all resources for this project, please visit:

<https://drive.google.com/drive/folders/0B44SCPh8MOZMLVVScmRvbK5oUjQ?usp=sharing>.

Julie VanderWiere  
julievw@texastownship.org



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## Introduction

The Township Board of the Charter Township of Texas is seeking a professional planning, design and engineering team to guide the design and implementation of an updated Township Hall. The existing facility does not support the current and future needs of the Township to provide exceptional service to Township residents, property owners, and businesses. The Township is accepting qualifications in order to select a team to guide this project to completion.

## Background

The original Township Hall was built in 1963 and expanded in 1991 (Fire Dept.) and 1996 (office wing). Since this time the Township has experienced significant population growth and demand for services. Additionally, the Township Staff has grown from 6 employees to over 14. The current facility no longer meets the daily functional needs of staff, nor will it support expanded growth in the future. In addition, the collaborative efforts of staff both internally with other departments and externally with the public are not supported by the layout and space currently available.

A feasibility study was completed in 2016 which assessed current conditions, plans, programming, and current and future staffing needs of Texas Township. This study also provided some conceptual designs and sketches of a new facility. Our next step is to move the project into detailed planning, design, operation and budget estimation, while gathering valuable public feedback

## Vision

The Township Board has decided to keep operations at their current location with a substantial renovation of the facility located at 7110 West Q Avenue. This likely involves an expansion and reconfiguration of the current building. In addition to the daily functional needs of staff, the Township desires a facility which could better support community activities and enhance the amazing Farmers Market experience which occurs adjacent to this location. A key driver behind the project is to bring greater efficiency to the daily tasks of staff thus reducing pressures to add additional staff.

## Analysis

The Township's Feasibility Study Committee worked diligently to bring clarity to the daily issues and future goals during the feasibility study process. Wightman & Associates completed the feasibility study in September of 2016 And the following were identified as key issues/ decisions.

- Population has more than doubled since last renovation (7,000 original building to 17,000)
- Insufficient space for existing staff and future growth
- Building limitations negatively impact staff's ability to serve residents and non-residents with exceptional service



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- Township Hall is an anchor for the community but doesn't meet current building standards for community
- Recommendation by Feasibility Study Committee to stay at current location

### Goals of the Project

- Increased space for current & future staffing
- Improve physical and technological connectivity among Citizens, Township Board, Administration and Staff
- Improved customer service for residents & non-residents
- More collaborative workflow with improved organization for greater efficiency
- Additional multi-functional meeting spaces
- Exterior aesthetic that sets the design standards for the community
- Greater accessibility to residents & promotion of walkability within the Township
- Expanded parking for Farmers' Market
- Expanded storage capacity for permanent record retention
- Improved sound quality in Township Board room and meeting spaces
- Planning for future building expansion

### Scope of Services/Disciplines

- Community engagement workshop to confirm goals and desires including Public Relations
- Program and feasibility confirmation
- Master Planning
- Incorporate as many LEED and sustainable design principles as reasonably possible
- Building and site renovation/ expansion design
- Interior design
- Furniture selection/ coordination
- Technology integration
- Budget analysis and estimates
- Phasing concepts to keep Township "open for business"
- Documentation for construction
- Bidding support and evaluation
- Construction administration

### Submission Requirements

**Qualifications must be received no later than 4:00 p.m. EST on Tuesday, October 3, 2017 for consideration.**

Please include "Township Hall Renovation - Qualifications Submission" in the subject line.



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Submissions should include eight (8) printed copies of your qualifications package, along with eight (8) sets of business cards for the primary contact person. Additionally, one (1) electronic PDF copy of the qualifications package must be either emailed or shared via a Dropbox link to Superintendent Julie VanderWiere [julievw@texastownship.org](mailto:julievw@texastownship.org) within the same submission deadline as stated above.

**All questions are to be directed to Julie VanderWiere, Superintendent, via e-mail at [julievw@texastownship.org](mailto:julievw@texastownship.org). Do not call any other Township Officials or Staff regarding this project. All questions must be received no later than 4:00 p.m. EST on Thursday, September 28, 2017 to receive a response prior to the submittal deadline.**

### Please provide the following information in your submittal:

1. Complete name and address of submitting firm, along with phone and e-mail address for primary contact person.
2. Identify key disciplines to be provided by submitting firm, and provide the name of any sub-consultants and their disciplines.
3. Indicate total number of full time employees by discipline or area. While some personnel may be qualified in several disciplines, each person should be counted only once in accord with his or her primary function. Include clerical personnel as “administrative”.
4. Provide brief resumes of key personnel, including primary consultants. Care should be taken to limit resumes to only those personnel and specialists who will have major project responsibilities. Each resume must include
  - i. Title, role and discipline
  - ii. Highest academic degree achieved and current registrations/certifications.
  - iii. A synopsis of experience, training or other qualities that reflect the individual’s potential contribution to the project. Please limit synopsis of experience to directly relevant information.
5. Describe projects of firm staff which best illustrate experiences that will be applicable to this project, as described above. Briefly describe the goals and designed solutions of each such facility. Indicate completion timeframe, size and scope of work completed. List sustainable design elements incorporated, including if the LEED Rating System was utilized.
6. Provide client references, including name, title, telephone number and e-mail address.
7. Identify any recent or currently outstanding legal claims against the firm or any key personnel, including the source of such claims, their amount, and status. The firm shall reveal any criminal convictions of any key employees other than simple traffic violations.
8. Provide, through narrative discussion, reasons why the firm is especially qualified to undertake this project. (see criteria below)



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9. Include company website. No additional data, brochures, etc. should accompany this submission.

### Selection Process and Criteria

The following categories of experiences will be used to evaluate qualifications for short list selection.

1. Working with Townships including project teams and community engagement
2. Workplace designs which maximize efficiency, productivity and sustainability
3. Creating places which unite and propel community engagement.
4. Client reference feedback
5. Abilities of team leaders and key staff

### Interview Selection Process and Fee Proposals

The Township will select a short list of qualified firms for interview. Firms selected for interview will be required to provide the following:

- Work Plan with Schedule
- Fee Proposal for Construction Design

The specific details of this request will be clarified with the interview firms at time of notification. A contract with terms and conditions will be negotiated with the final selected firm.

### Tentative Timeline

- Question Deadline: **Thursday, September 28<sup>th</sup> at 4:00 p.m.**
- Proposals Due: **Tuesday, October 3<sup>rd</sup> at 4:00 p.m.**
- Selection of Firms for Interview: **Monday, October 9<sup>th</sup> during Township Board Meeting**
- Interviews with Selected Firms: **Week of October 16<sup>th</sup>**
- Selection of Final Firm: **Monday, October 23<sup>rd</sup> during Township Board Meeting**

### Terms and Conditions

1. The respondent is responsible for all associated costs incurred in responding to this request. No claims for any such costs will be honored by the Township.



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2. All responses and subject material received as a result of this questionnaire may be subject to the State of Michigan's Freedom of Information Act. Therefore, its confidentiality cannot be guaranteed.
3. This questionnaire is in no way a commitment on the part of the Township to purchase services. The Charter Township of Texas reserves the right to seek additional information from any and all responding parties, to reject any and all responses, to waive any defects in any submittal, to negotiate with any party with respect to the matter that is the subject of this Request, and to enter into any arrangement or contract deemed by the Township to be in its best interests, regardless of price or other particular factors.

### Township Resource Information

- Texas Township Website
- 2016 Township Hall Feasibility Study
- 2017 Community Survey
- Texas Township Master Plan
- All resources will be available for download via the following link:

<https://drive.google.com/drive/folders/0B44SCPh8MOZMLVVScmRvbk5oUjQ?usp=sharing>