

# ADMINISTRATOR'S OFFICE

301 N. Main Street, Adrian, MI 49221  
p: 517-264-4508 | f: 517-264-4512  
[www.Lenawee.MI.US](http://www.Lenawee.MI.US)



## NOTICE TO CONSULTANTS REQUEST FOR PROPOSAL (RFP)

### REX B. MARTIN JUDICIAL BUILDING FACILITIES CONDITION & SPACE NEEDS ASSESSMENT

|                           |                                                                                                                                                                                                                                                            |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Requesting Agency         | County Administrator                                                                                                                                                                                                                                       |
| Solicitation Type         | Request for Proposal                                                                                                                                                                                                                                       |
| Project Contact           | Shannon Elliott                                                                                                                                                                                                                                            |
| Term                      | One Time Project                                                                                                                                                                                                                                           |
| Description               | To procure a qualified vendor with a proposal submission providing a comprehensive needs and spatial assessment of the condition of the building with the consideration of requests from each department housed within the Rex B Martin Judicial building. |
| Date of Issuance          | August 3, 2023                                                                                                                                                                                                                                             |
| Non-mandatory Walkthrough | August 11, 2023, at 10:30 am                                                                                                                                                                                                                               |
| Deadline for Questions    | August 18, 2023                                                                                                                                                                                                                                            |
| Response to Questions     | August 24, 2023                                                                                                                                                                                                                                            |
| Bid Deadline              | September 4, 2023, 4:00 pm                                                                                                                                                                                                                                 |
| Award Date                | September 14, 2023                                                                                                                                                                                                                                         |

**Lenawee County** hereinafter (The County) is requesting written proposals from qualified and experienced firms to provide a comprehensive assessment inclusive of a Space Needs Assessment and a Facility Conditions Assessment of the condition of the existing Rex B Martin judicial building hereinafter (The Courthouse), located at 425 N. Main St. Adrian, MI 49221.

### Project Description

The Judicial Building was built in 1978 and is 4 floors of approximately 15,056 sq ft for a total of 60,264 sq ft. This building houses 10 departments consisting of, the 39<sup>th</sup> Circuit Court, 2A District Court, Probate Court, the Lenawee County Prosecutor, and the County Clerk. These offices and courtrooms hold space within the basement, first floor, second floor, and third floor. The County has and continues to modify space within other buildings to accommodate the growing workforce and resource needs within each of the departments within The Courthouse.

A Space Needs Assessment (SNA) shall address the current usage of County office space to identify potential efficiency improvements in space use and technological improvements to accommodate the current and future workforce as well as decrease operational costs. A firm with extensive experience in secure governmental office planning & design is desired to determine what reasonable levels of space use are.

The Facility Condition Assessment (FCA) should be a two (2) option assessment proposal. The first proposal, option 1 shall address the safety, security, maintenance, improvements, upgrades, energy conservation, and renovation needs with use of the SNA results, through capital improvement projects over the next five years. The second proposal option 2 shall address the safety, security, maintenance, improvements, upgrades, energy conservation, and renovation needs with use of the SNA results for a one-time project.

## **SUMMARY OF WORK**

The selected Consultant and its sub-consultant(s) must have the demonstrated qualifications and experience to assist the County in realizing the maximum benefits of the Courthouse and space needs assessments.

Scope of services shall include, but not be limited to, the following:

1. Conduct facility inspection/assessment walk-through.
2. Identify and document current conditions including structural integrity, physical state of the building, compliance with modern building codes and ADA requirements.
3. For Option 1 develop practical and realistic recommendations with budgets by year for maintenance, renovations, and upgrades, based on condition assessments, life-cycle analysis, safety and regulatory considerations, space considerations, technology needs, energy improvements, and governmental facility standards.
4. Recommend prioritization of needs
5. For Option 2 develop practical and realistic recommendations for maintenance, renovations, and upgrades, based on condition assessments, life-cycle analysis, safety and regulatory considerations, space considerations,

technology needs, energy improvements, and governmental facility standards if all were done in one project.

6. Evaluate existing use of space for efficiency comparing the number of employees vs. square footage allocated compared to similar governmental operations to determine if adequate space is provided. Recommendations on improvements shall be identified along with realistic budgets to implement the improvements. Evaluation of the parking lot configuration and security needs is also required.
7. Prepare an opinion of probable cost for renovation into practical space and annual O&M costs of the Courthouse to assist the County in determining potential long-term expenses of operating the building.

Physical review of the building shall include, but are not limited to, the following systems:

1. Exterior System: foundation, roofs, walls, window systems, exterior doors, civil/structural components
2. Interior Systems: walls, doors, flooring, ceiling, hardware, lighting, architectural components
3. Fire/Life Safety Issues: including hazards, alarms, fire escapes, and building access
4. Heating, Ventilation, and Air Conditioning: including controls and thermal units
5. Electrical: including internal electrical distribution and backup generators, equipment labeling
6. Plumbing Systems: fixtures, supply, storm and sanitary sewer drainage, and irrigation
7. Fire Protection
8. Specialized Construction and Outbuildings
9. Specialized Equipment and Systems
10. Elevator Systems: modernizations, code upgrades
11. Security: cameras, electronic door access systems, doors, security glazing
12. Environmental: a review of available information on ACM or suspect ACM, mold, etc. suggestions on needed work. No field sampling is proposed at this time.
13. Parking lot

## **INSTRUCTIONS TO CONSULTANTS**

The proposed schedule indicates that the County plans to possess a comprehensive report by the first quarter of 2024.

All Consultants shall submit all information requested herein in the proposal document in its entirety, for the proposal to be deemed responsive. Failure to do so may result in the proposal being declared non-responsive and rejected.

### **Submission Requirements**

The proposal documents shall be submitted electronically via email in Portable Document Format (.pdf)

Send documents to:

Lenawee County  
Attn. Shannon C. Elliott, Deputy Administrator  
RE: Rex B Martin Facilities Condition and Space Needs Assessment  
Administrators Office  
[Shannon.Elliott@lenawee.mi.us](mailto:Shannon.Elliott@lenawee.mi.us)

Any questions must be in writing and submitted by e-mail to:

Deputy Administrator  
Lenawee County  
[Shannon.elliott@lenawee.mi.us](mailto:Shannon.elliott@lenawee.mi.us)

### **Award of Contract / Rejection of Proposals**

The contract will be awarded to the firm that provides a proposal that is most responsive to meeting both the needs of the Project and Lenawee County as determined by Lenawee County

The County reserves the right to reject any and all statements and to waive any irregularity in statements received whenever such rejection or waiver is in the best interest of the County. The firm to whom the award is made will be notified at the earliest possible date. All firms submitting statements will be notified when the award is made.

## **CONTENTS OF PROPOSAL**

---

***As a minimum, each RFP proposal shall include the following in your response:***

### **Qualifications and Experience**

Provide detail relating to the experience and qualifications of the members of the team, including an organizational chart showing all key personnel who will be assigned to this project. Submit brief resumes demonstrating the training, experience, and other qualifications of the key personnel who will be assigned to this project.

Consultant should further document expertise by including the information regarding the following:

1. Facility and Property Condition Assessments to include applicable facility inventory use, type, and area (square feet).

2. Experience of proposed consultant team working together as a team on similar scope and type of projects.
3. Understanding of operations, activities, staffing needs, and maintenance of public facilities.
4. A summary of the consultant's FCA and SNA experience and qualifications and the significant advantages of selecting the consultant.
5. Experience with the use of life-cycle cost and value engineering.
6. Any other information that would assist the review team in understanding the Consultant team's capacity to efficiently and effectively complete the project.

### **Approach to Project**

Each respondent shall demonstrate their capacity to deliver comprehensive, professional services. Respondent should outline the methodology and logistics capable of meeting the goals outlined in the scope, as well as provide a proposed work plan for development and implementation of the assessment as described in the scope of work. Respondents should draw from previous experience and demonstrated competence to articulate how their capabilities are distinct, comprehensive, and add value. Examples of report format (formal hard copy and digital deliverables) are recommended.

### **Delivery Schedule and Timeline**

Discuss in this section the steps the Consultant team proposes to use. Clearly outline the delivery schedule and timeline of each component of the project. Specific dates should be used assuming an award to this RFP and an executed agreement in September 2023. Completion of this assessment in a timely fashion will be a factor in scoring this section. Indicate in the proposed scheduling the necessary involvement and various decision points required of the County. A Gantt chart or schematic representation of the delivery timeline with pertinent milestones and events is required in this section.

### **Additional Information**

Please include any additional information identified as pertinent but not requested in the RFP.

### **Fee Proposal**

Respondent will provide a fee proposal itemized to the unique phases of project planning.

## **EVALUATION OF QUALIFICATIONS AND PRICING**

All proposals received shall be subject to an evaluation by representatives of Lenawee County. The following factors will be considered in making the final selection:

### **Understanding of the Project and Challenges**

Will be based upon the understanding exhibited by the firm in statements of work presented in the proposal.

**Method of Approach**

Will be based on the technical soundness of the firm’s stated approach to the project, the comprehensiveness of the proposed work tasks, the techniques to be used and the products to be delivered.

All proposals received shall be subject to an evaluation by representatives of Lenawee County.

**Proposed Schedule of Design Process**

Will be based on the firm’s stated approach to the assessment process, schedule, and milestones.

**Proposed Design Fees**

Will be based upon the firm’s cost proposal. The Respondents shall complete and submit a Cost Proposal Form for the services outlined in this RFP. The Respondents shall also describe and submit an estimate for the reimbursable expenses typically anticipated for this type of project and provide the hourly rates for each of the proposed key personnel and staff expected to participate in the project.

**Experience**

Will be based on the applicable experience of the firm and key team members with similar types of projects within the recent past.

**Proposed Scoring Criteria**

|                                                    |                   |
|----------------------------------------------------|-------------------|
| Understanding of Project and Challenges            | <b>20 points</b>  |
| Method of Approach                                 | <b>20 points</b>  |
| Proposed Schedule of Assessment Process            | <b>20 points</b>  |
| Experience with Similar Projects                   | <b>20 points</b>  |
| Qualifications of Key Team Members and Consultants | <b>20 points</b>  |
| <b>TOTAL</b>                                       | <b>100 points</b> |
|                                                    |                   |

**Selection Process**

---

**The process for the evaluation of proposals and selection is as follows:**

1. County reviews and evaluates all proposals submitted to confirm compliance with the proposal requirements and possibly to determine a shortlist of firms for further consideration.
2. County may contact certain firms to request clarification(s) and/or additional information necessary to properly evaluate the proposals.
3. County may request oral presentations/interviews with selected firms. The format, length, and schedule of oral presentations/interviews will be determined by the County.
4. County will conduct a final evaluation and rank the Respondents' proposals. The County reserves the right to consider, accept or reject any proposal for any or no reason.

### **Specific Project Information**

If the RFP is revised before the due date for Proposals, the County shall endeavor to provide such addenda to all prospective Offerors that were sent this RFP or are otherwise known by the County to have obtained this RFP.

Acknowledgment of the receipt of all addenda to this RFP issued before the Proposal due date shall be included in the Transmittal Letter accompanying the Offeror's Technical Proposal.

Addenda made after the due date for Proposals will be sent only to those Offerors that remain under award consideration as of the issuance date of the addenda.

Acknowledgment of the receipt of addenda to the RFP issued after the Proposal due date shall be in the manner specified in the addendum notice.

Failure to acknowledge receipt of an addendum does not relieve the Offeror from complying with the terms, additions, deletions, or corrections outlined in the addendum.