

Village of Sanford Park Rebuild

Request for Design and Engineering Proposal

Location: 106 Lincoln St., Sanford, MI 48657

April 29, 2021

Created by Dolores Porte, Village of Sanford, President

The Village of Sanford Park is located to the North of Saginaw Road and to the west of Center St. The entrance to the park is Lincoln St.

Organizational Overview and Background:

Village of Sanford

PO Box 30

737 W. Beamish Road

Sanford, MI 48657

The Village of Sanford is home to ~800 residents with land mass of approximately 1 square mile. The median age is 49 and median household income is \$42,350.

The Village of Sanford Park covers ~19 acres. The Sanford Youth League (SYL) hosts baseball April – June. Approximately six surrounding towns participate in the Spring baseball season. For tournaments, there can be approximately 1,000 people. In addition, the Village of Sanford Park will have a dog park, playground equipment, horseshoes, basketball, fishing, pavilions for picnics, hosts car shows, and craft shows, and a sled hill. The Village of Sanford Park is critical to the vitality of the community.

The Village of Sanford has an annual operating budget as follows:

- \$166,213 General Fund Revenue
- \$75,300 Major Street Fund
- \$44,020 Local Street Fund
- \$1,400 Liquor Fund
- \$60,200 Municipal Street Fund
- **\$347,143 Annual Operating Budget**

Project Goals

This project is to rebuild the Village Park which resides alongside the Tittabawassee River and was destroyed by the May 19, 2020 Flood.

1. The goal is to have the Park rebuilt and ready for the 2022 Baseball season.
2. This is a FEMA Public Assistance (PA) grant project and has a deadline of 18-months from award date (i.e. awarded in November 2020, project completion by May 2022).
3. FEMA requires the Village of Sanford to cover 25% of the cost of the project; therefore, one goal is to minimize expenses and/or maximize donor contributions. The 25% can be covered by donated and/or in-kind resources. Price is a major component along with final design, connectivity to the community & community resources.

Scope of Services

1. Progress basis of design to final design (including landscape) with all engineering required.
2. Attend weekly design progress meetings.
3. Conduct 30%, 60%, 90% design reviews.
4. Provide opinion of probable cost at each design milestone.
5. Produce Front End, Specifications, and Construction Documents.
6. Identify, apply for and receive required permits
7. Attend construction bid meeting and issue bid addendums.
8. Provide construction administration to the extent of answering RFIs, reviewing submittals, attending weekly progress meetings, creating completion punch list, and documenting as built conditions.
9. Coordination with design efforts shown on the Basis of Design as “by others”.

Documents Provided:

1. Basis of design.
2. FEMA Documents describing the damaged features.
3. FEMA contract requirements.

Project Requirements

1. Meet Federal Requirements in CFR200.
2. Knowledge of Baseball standards for building baseball park.
3. Meets all regulatory requirements such as Environment, Great Lakes & Energy (EGLE), Environmental & Historic Preservation (EHP).
4. This project is in Flood Zone A; therefore, adherence to design in a flood plain.
5. All design elements to be ADA compliant.
6. Identify and coordinate existing grants.

Proposal Format and Contact Information

The proposal should be presented in such a way to meet FEMA/Michigan State Police (MSP) guidelines for a review and approval.

A letter bid is being requested and should include the following:

- Scope of services being proposed
- Cost of each service
- In-kind services offered and value of each
- Project team organization chart with resumes and office locations
- Design schedule
- Similar project references

No bid meeting is planned, and site visits can be made individually if required.

Any questions regarding this request for proposal should be compiled into a single email and delivered to clerk@villageofsanford.com no later than end of day Friday May 7th.

Proposal Delivery Instructions

1. Sealed proposals to be delivered to Jerome Township Hall attention Village of Sanford Clerk by 8 a.m. May 14, 2021. Bids can be dropped in the Jerome Township Dropbox or schedule appointment with Village of Sanford Clerk to drop off in person.
2. Top 2-3 bidders will review their proposal with the following team by appointment scheduled by Village of Sanford within 2 weeks after the bids received:
 - o Carl Hamann, Council Member
 - o Lon Wackerle, Council Member
 - o Marlene Glinski, Council Member
 - o Martina Ricards, Council Member
 - o Dolores Porte, Council President
3. Once the bids have been reviewed, the Village of Sanford Council will make the final selection, review the quote and selection process with the State of MI -Michigan State Police, who administer the FEMA project, for approval.
4. Notify the contractors about awarded bid.

Evaluation Criteria and Timeline

While cost will be weighted heaviest, connectivity to the community to secure donated resources, work with Village of Sanford and Sanford Youth League, use minority and local vendors when competitive. Below are the criteria that will be used for the award selection:

Criteria	Weight
Overall Price	5
Meet Federal Requirements (EGLE, EHP, Flood Zone A)	5
Timeline	3
Most elements delivered within price point (Value Add)	5
Knowledge of building municipal parks, such as playgrounds, ball fields	3
Knowledge of FEMA documentation for reimbursement	3
Willingness/ability to help secure 25% match	5
Flood Zone A knowledge	3

5 = Very important
 3 = Medium importance
 1 = lower importance