

REQUEST FOR PROPOSALS (RFP)

FOR THE PREPARATION OF A PRELIMINARY ENGINEERING REPORT (PER) and ENVIRONMENTAL REPORT (ER)

Yale Public School District (YPSD), hereafter listed as 'District', is considering replacement of approximately 130,000 square feet of asphalt parking lot located near the district's junior high school, 198 School Drive, Yale, MI.

YPSD seeks assistance from a licensed engineering firm so review and recommend solutions to concerns regarding the parking lot listed above. The district desires to select the best-qualified engineering firm through the Request For Proposal process. The district proposes to select and hire an engineering firm to prepare a Preliminary Engineering Report (PER)/Environmental Report (ER) and/or other applicable report(s) that will provide the appropriate technical information to help the district make important decisions on actions which will best ensure a parking lot structure that will last long-term.

SCOPE OF WORK:

The scope of work will consist of the preparation of reports and guidance needed to provide the district with appropriate information to proceed with a course of action ensuring best practices and legal compliance for the asphalt renovation project.

Areas to be completed are indicated on the map (included in bid document). The area outlined in yellow is the parking lot to be renovated/replaced.

The Contractor (engineer) must provide a geotechnical investigation report for testing the physical properties of the soil as well as recommendations for foundation requirements, excavation stability and drainage as well as full pavement design.

Geotechnical investigations and analysis – provide personnel and equipment needed to conduct geotechnical investigations including, but not limited to:

- Land based exploration
- Surveying
- Engineering
- Soil classification testing (e.g. moisture content, organic content, grain size distribution and ph testing)
- Strength testing
- Geotechnical engineering (e.g. slope stability analysis, settlement analysis of both underlying soils)
- Detailed engineering reports with analysis and recommendations
- Proposed schedule

The PER should thoroughly examine all reasonable alternatives, as well as give consideration to options which will improve cost effectiveness in the construction and operation of needed facility improvements, e.g. storm water management. In addition, the scope of work includes preparation of an Environmental Report examining environmental factors associated with the various alternatives examined in the PER.

The Contractor (engineer) will provide the district with at least three copies of the final PER/ER. The selected engineering firm must provide a completed PER/ER within 75 to 90 days, depending on complexity of the PER/ER, to be negotiated by district and selected firm.

PROJECT AREA: The primary project area is indicated in the attached map and is located on the Yale Public Schools campus, 198 School Drive, Yale, MI.

PROJECT CONTACT:

Parking lot is located at 198 School Drive, Yale, MI and is available for inspection Monday – Friday 7 AM-3 PM by appointment only. Please

contact Jared Shutko, Director of Buildings and Grounds at 253 School Drive, Yale, MI. Phone 810 387-3231 x6270 or email jshutko@ypsd.us.

SUBMITTAL OF PROPOSALS:

Proposals must be submitted to Kurt Sutton, Yale Superintendent, by March 15, 2024 at 1:00, at Yale Public School District, Central Office, 198 School Drive, Yale, MI 48097. The proposal shall be placed in a sealed envelope marked clearly, "Response to RFP for Engineering Services/Asphalt Project".

EVALUATION CRITERIA:

All proposals will be evaluated on the following criteria:

- (a) Technical qualifications of the engineering firm
- (b) Technical experience with similar projects - demonstrate by providing contacts (name and phone number) and dates of all similar projects completed for school districts within the last 5 years.
- (c) Ability to complete the PER in timely manner - demonstrate by providing a listing of key staff (engineering, community relations, financial expertise, and construction management) who will complete this project, along with brief resumes or evidence of their experience in working with similar projects.
- (d) Experience with listed and/or multiple funding sources - demonstrate by providing list of projects completed within the last five years that utilize one or more of the above listed funding sources.
- (e) Expertise in designing facilities that reflect modest design, simple operational requirements, and economical cost of operation.
- (f) Evidence of engineering firm's ability to provide a complete and thorough PER that complies with the RUS Bulletins.
- (g) Evidence of firm's ability to design a project appropriate for the community's size, financial strength, and ability to repay the proposed indebtedness and operational costs.

SELECTION PROCESS:

Out of all Proposals received by the district, it is expected that the three best will be selected for final consideration through an interview process. (The engineering firms under consideration will be notified as to time, date, and location of these interviews in order for the district's selection committee to ask specific questions to each candidate and evaluate their responses.) NOTE: Prospective engineering firms are advised that no obligation or commitments are incurred by the district in announcing this Request For Proposals. It is the intention that Yale Public Schools, after appropriate evaluations and interviews, will select the best qualified engineering firm and enter into an Agreement for such services to complete a PER/ER. The Agreement for Engineering Services to prepare the PER/ER will utilize the prescribed format of the district. At the option of the district, the selection process may include the future parking lot design, inspection, and construction management in addition to the completion of the PER/ER.

Yale Public Schools reserves the right to reject any and all bids and to waive omissions, irregularities or clerical errors not affecting substantial compliance with the plans and specifications.

Base bid - \$ _____

Specify number of hours and positions included in base bid

Indicate rate if additional hours are needed beyond base bid amount

