PROJECT STATEMENT

STATE OF MICHIGAN
DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
State Facilities Administration
Design and Construction Division
3111 West St. Joseph Street
Lansing, Michigan 48909

FILE NUMBER	PROPOSAL DUE DATE
751/22456.JBB	Thursday, February 9, 2023, at 2:00 p.m., EASTERN

CLIENT AGENCY
Department of Natural Resources, Parks and Recreation Division

PROJECT NAME AND LOCATION
Michigan Iron Industry Museum – Roof and Furnace Replacement and ADA Upgrades
Negaunee, MI

PROJECT ADDRESS (if applicable)
Michigan Iron Industry Museum, 73 Forge Road, Negaunee, MI 49866

CLIENT AGENCY CONTACT	TELEPHONE NUMBER
Eric Cadeau, Western UP Regional Field Planner	C: 906-241-8318 cadeaue@michigan.gov
Tobi Voight, Michigan Library and Historical Center	O: 517-241-1442 voightt@michigan.gov

DTMB - DCD PROJECT DIRECTOR	TELEPHONE NUMBER
Jeff Barsch, Project Director	C: 906-251-0727 barschj@michigan.gov
Jason Pascoe, Field Representative	C: 906-280-1046 pascoej2@michigan.gov

WALK-THROUGH INSPECTION DATE, TIME, AND LOCATION:
MANDATORY Pre-Proposal Meeting 1:00 p.m., EASTERN on Wednesday, January 25, 2023, at Michigan Iron Industry Museum, 73 Forge Road, Negaunee, MI . Interested professionals should meet in main building.

☒ **MANDATORY** (Check box if Mandatory)

☐ **LEIN Check** (Department of Corrections ONLY) All contractor / vendor representatives attending Preproposal Walk Through Meeting must submit a Vendor / Contractor LEIN Request form five business days prior to the meeting date (See the attached Vendor/Contractor LEIN Request Form). Send the LEIN Request form, filled and signed, by email to Daniel T. Smith at email address: smithD76@michigan.gov . The email "Subject" must include (facility name, project name, date, and time of Pre-Proposal Walk Through Meeting).

PROJECT DESCRIPTION/SERVICES REQUESTED

The Michigan Department of Natural Resources (MDNR) Parks and Recreation Division (PRD) is requesting professional architectural and engineering services for the study (Phases 100) and Design (Phase 500) of the following scope items at the Michigan Iron Industry Museum:

1. Scope Item #1: Design of roof replacement Phases 100 and 500:

   The existing roof top consists of 4 different roofing installations. They include a 2018 asphalt shingle roofing system which is anticipated to require no work, approximately 3,500 SFT of EPDM roofing membrane installed in 2004, approximately 6,400 SFT of asphalt shingle roof from 1992, and approximately 350 SFT of rubber roof from 1983. The roofs from 1983 and 1992 are anticipated to be replaced, the 2004 roof may be recommended for replacement per the outcome of the Consultant's evaluation.

The Consultant team shall inspect all roofing systems (including the 2018 asphalt shingle roof) and provide a recommendation on replacement or repair to each roofing system. The recommendation should be based on an evaluation of the roofing system's age, condition, life expectancy, and performance. The Consultant shall provide a Phase 100 prioritized list of work items and conceptual cost estimates to the owner which includes a recommendation for which items need to be addressed as well as a recommended replacement method. The DNR & PSC team will use this information to select the scope of work to be included in the Phase 500 roof design.

2. Scope Item #2: Replace furnaces and air conditioners and associated systems Phases 100 and 500

   Review existing heating and cooling systems. Develop a basis of design for a proposed heating and cooling system. The Consultant shall provide a Phase 100 prioritized list of work items and conceptual cost estimates to the owner which includes a recommendation for which items need to be addressed as well as a recommended replacement method. The DNR and the PSC team will use this information to select the scope of work to be included in the Phase 500 HVAC design. This scope item may have some Phase 300 design tasks necessary prior to proceeding to Phase 500.

   The Consultant team shall review the existing heating and cooling systems and evaluate their age, condition, life expectancy, capacities, and performance. The Consultant team shall evaluate the building and the associated plan sets to inform their understanding of the existing system's adequacy and to develop a basis of design for a new system(s). The Consultant team shall develop a recommendation on the type of system or systems that should be considered for implementation. The Consultant team may recommend one or more options to aid the DNR in selecting a heating and cooling system which works for the Museum.

   The analysis should consider make up air requirements, duct sizing, furnace filter requirements, condensate neutralizers, humidity control, and temperature controls. The analysis should consider thermostat replacement with WI-FI compatible thermostats with remote notification features to allow remote monitoring of system performance. The facility is open to the public year-round. Options shall be listed with advantages and disadvantages discussed. Conceptual cost estimates and the Consultant's phase 100 recommendations and prioritization will guide the DNR to selecting the scope of work for Phase 500 design.

3. Scope Item #3: Provide Phase 100 analysis of renovating restrooms to provide ADA accessibility Phase 100

   Collect all data necessary to study the option(s) of renovating the men's and women's restrooms into two ADA accessible restroom facilities. The Consultant team shall review the existing restrooms for ADA accessibility compliance. This evaluation shall include an additional water closet space located within each restroom (1 in each the men's and women's) which had basic preparations made for providing an additional water closet, but this work was never completed). The Consultant team shall provide a minimum of two conceptual floor plan option(s) for each restroom into providing a floor plan and fixture count which meets the Department of Justice's 2010 Standards for Accessibility. The consultant team shall consider elimination of fixtures, relocation of fixtures, relocation of partitions, re-plumbing, and re-tiling as some of the potential ways to provide accessibility. The Phase 100 analysis should provide one option which offers the lowest cost method of converting these rooms for ADA compliance and one option which may provide the optimum conversion for ADA compliance + aesthetics + functionality.

   Options shall be listed with advantages and disadvantages discussed. Conceptual cost estimates and the Consultant's phase 100 recommendations and prioritization will guide the DNR to selecting the scope of work for Phase 500 design.

4. Scope Item #4: Provide Phase 100 analysis of renovating the parking lots and sidewalks to provide ADA accessibility Phase 100

   Collect all data necessary to study the option(s) of renovating the parking lot, accessible routes, sidewalks, and building's entrance to provide ADA accessibility to the building.

A preliminary survey of the parking lot and sidewalk found that there are no ADA complaint parking spaces, there is no ADA accessible route between the ADA parking spaces and the sidewalk, and that the existing sidewalk does not meet ADA Accessibility Standards for running slope and cross slope in multiple locations.

The Consultant team shall expand upon the topographic survey conducted by the DNR and investigate options for providing ADA accessibility, and accessible route to the building, and accessible sidewalks.

The Study shall provide a minimum of one option which provides complete compliance with ADA accessibility from the Parking lot and through the front doors of the Museum. The Consultant shall review entry door compliance and provide recommendations on improvements there as well.

Options shall be listed with advantages and disadvantages discussed. Conceptual cost estimates and the Consultant's recommendations and prioritization will guide the DNR to selecting the scope of work for Phase 500 design.

BUDGET

A project budget of approximately $225,000 has been established exclusively for the construction and construction contingency for this project. Additional construction funding is anticipated to be requested based on the outcomes of the Phase 100 Studies reports and recommendations for upgrades.

SCHEDULE

The DNR wishes to bid the projects in the fall of 2023 and construct the improvements during the 2024 construction season to ensure there is time for long lead items to be secured. The construction may be limited to only the Roof and/or Furnace systems. Additional information on schedule can be guided by the development of the Phase 100 Study.

OCCUPANCY

The Museum will remain open to the public throughout the information gathering, study, design, and construction phases. A portion of the site will be closed, as required, during construction. Field work by the PSC and construction scheduling must be coordinated with the Michigan Iron Industry Museum in advance to minimize disruption to their operation of the project site.

SERVICES REQUESTED

The Professional Services Contractor (PSC) shall provide Phase 100 Studies / Reports as detailed above and also provide Phase 500 Design Services for Scope Items 1 and 2. The PSC shall include any required Phase 300 Schematic Design tasks necessary to complete the studies /reports. Phases 600 and 700 will be addressed at a later date via a contract modification.

Professional Services shall include, but are not limited to, the following:

1. Proposed Outline for Phase 100 Study
   - A. Index
   - B. Background / summary of issue / purpose of study
   - C. Scope Item 1 – Design of roof replacement
     - i. Inspect roofing systems
     - ii. Obtain any attic access necessary to review roof deck or hidden conditions.
     - iii. Review record drawings (as-built plans)
     - iv. Prioritize repairs and replacements.
     - v. Provide cost estimates.
     - vi. Provide recommendation for Phase 500 Scope of work

D. Scope Item 2 – Replace furnaces and air conditioners and associated systems
   i. Inspect existing systems
   ii. Review record drawings (as-built plans)
   iii. Develop basis of design
   iv. Contrast what is needed to adequately address building's climate concerns with what the existing systems provide.
   v. Recommend one or more options for consideration
      1. Provide pros and cons
      2. Provide cost estimates
   vi. Provide recommendation for Phase 500 Scope of work

E. Scope Item 3 – ADA Accessibility renovations to restrooms
   i. Evaluate existing conditions
   ii. Review record drawings
   iii. Develop 2 conceptual designs
      1. 1 – minimum effort needed to reach ADA Accessibility compliance
      2. 1 – optimum effort needed to meet ADA Accessibility + form + optimum function
      3. Provide pros and cons
      4. Provide cost estimates
   ii. Provide recommendation for Phase 500 Scope of work

F. Scope Item 4 – ADA Accessibility for parking lot, accessible route, sidewalk, and entrance
   i. Perform expanded site survey and topographic analysis
   ii. Review record drawings
   iii. Review entrance features and evaluate for ADA accessibility compliance
   iv. Provide a minimum of 1 conceptual design option that provides
      1. Accessible Parking w/access aisle and signage
      2. Accessible route between parking and sidewalk
      3. Accessible sidewalk
      4. Accessible entrance

PROPOSAL REQUIREMENTS

Provide a complete PSC Proposal (Technical and Cost) for all required Professional Architectural and Engineering Services in compliance with the State of Michigan, Department of Technology Management and Budget (DTMB) Project Statement Form (DTMB-0427), the DTMB Billable Rate Professional Services Contract, the DTMB RFP Billable Rate Form (DMTB-0430), and the DTMB State Facilities Administration (SFA), Design and Construction Division (DCD) policies and procedures for the development of Contract Documents and Construction Administration.

1. The PSC shall demonstrate in their proposal appropriate project experience relevant to the work described/requested in the Project Statement and/or RFP.

2. Travel reimbursements and billing rates shall be in accordance with the DTMB Billable Rate Professional Services Contract.

3. PSC shall detail all labor required for each phase.
   a. PSC shall provide clear documentation of the number of meetings proposed during the study phase and during the design phase and indicate which meetings, if any, will need to be on-site.
   b. PSC shall detail the number of site inspections anticipated during the construction of the project in their proposal.
   c. The PSC shall detail the anticipated number of construction progress meetings anticipated during the project in their proposal. PSC shall assume that construction progress meetings will occur concurrently with some of the aforementioned site inspections.

4. PSC shall detail all reimbursable expenses for each phase. PSC must include the following services in their proposal. Please reference the ALLOWANCES section for allowance amounts to be included for items listed below.

a. Phase 100 Design Services

i. List and include all field services and testing required for the proper design of the project as reimbursable expenses.

1. A site survey and topographic survey for the areas of project work

ii. List and include all reimbursable expenses for plan review by LARA. This shall include application preparation, submission, and application fees.

iii. List and include any additional permitting or testing anticipated to be required as reimbursable expenses.

iv. List and include any other anticipated reimbursable expenses in the respective phase(s).

ALLOWANCES

Identify and itemize all reimbursable and travel expenses in the PSC Cost proposal as allowances. The allowance amount shall include the expenses for the scope of work indicated (permit fees, plan review fees, materials testing, effluent testing, etc.) as well as the PSC staff labor to perform the scope of work indicated for each respective allowance (i.e., PSC staff time spent filling out an application for plan review or collecting samples for hazardous materials testing would be included in the allowance). If the PSC feels the allowances listed are not adequate to cover their expenses and staff time for any allowance, the PSC shall state so in their proposal and include the additional amount they feel is needed to adequately complete the scope of work for the respective allowance.

PSC shall include the following as reimbursable expense allowances in their proposal:

1. $1,000 reimbursable allowance for plan review and permit applications for completion of the following tasks:

   a. LARA BCC Application for Plan Examination for utility work

2. $8,000 reimbursable allowance for site survey, and topographic survey

3. $10,000 reimbursable for hazardous materials survey, specification, development of hazardous material abatement sheets during design, and onsite air monitoring and oversight during construction. Compliance with NESHAP is required. This applies to scope items 1-3.

4. PSC shall identify any additional permit applications/reviews, if any, that are anticipated and include it as a reimbursable cost allowance for permitting.

5. PSC shall Identify and itemize all reimbursable and travel expenses in the PSC Cost Proposal as allowed by the Sample Contract.

ADDITIONAL REQUIREMENTS

- Timely minutes from all meetings will be required per the PSC contract.
- PSC to follow DTMB naming convention of DTMB file number / project name / Y (contract) number / subject on all project documents.
- PSC shall provide sufficient back-up on all invoices for reimbursable expenses.
- PSC shall provide a progress summary e-mail to the project team every two weeks. Each progress summary shall document the prior two-weeks' progress by the PSC and display the initial project schedule and current schedule status.

- Work shall be conducted in a manner that complies with any Governor's Executive Order(s) and/or MDHHS Epidemic Order(s) related to COVID-19, and any DMVA policies currently or may come into in effect.

ATTACHMENTS

1. Plan sets
   a. 1A – 1983 Carp River Forge Iron Industry Museum, Original Plans (4 Parts)
   b. 1B - 1983 Carp River Forge Iron Industry Museum, Original Plans (4 Parts)
   c. 1C - 1983 Carp River Forge Iron Industry Museum, Supplemental drawings – Original Plans (2 Parts)
   d. 1D – 1992 Install Secondary Roof – Plans
   e. 1E – 2004 Addition and alterations (4 Parts)
   f. 1F – 2008 Entrance Road (and parking lot)
   g. 1G – 2018 Ice dam repairs

2. Misc. documents
   a. 2A – Roof analysis
   b. 2B – Accessible versus non accessible areas (Parking lot & sidewalk)

Please NOTE

- Proposal responses MUST be uploaded to SIGMA VSS. Please enter the total cost for all phases as the bid amount.
- Firms should only submit one (1) attachment (being less than 6 MB) for proposal submission. The attachment is to be the technical and cost proposal combined.
- Do not wait until just before the 2:00 p.m. solicitation deadline to submit your proposal response. SIGMA VSS will not allow a proposal to be submitted after 2:00 p.m., even if a portion of the proposal response has been uploaded.
- If you experience issues or have questions regarding your electronic submission, you **must** contact the SIGMA Help Desk for assistance prior to the 2:00 p.m., solicitation deadline. You may contact the SIGMA Help Desk by telephone at 517.284.0540 or toll-free at 888.734.9749. You may also email the SIGMA Help Desk at sigma-procurement-helpdesk@michigan.gov
- Please email the Design and Construction Contract Specialists if you are having SIGMA VSS issues. Please include your SIGMA ticket number and any supporting documentation (i.e., screenshots) to Anne Watros (WatrosA@michigan.gov) **and** Don Klein (KleinD4@michigan.gov).
- You may be asked by our contract specialists to email your proposal. Emailed submissions will require DCD approval and will be handled on a case-by-case basis.
- Approved emailed submissions MUST be received prior to 2:00 p.m. deadline to be considered responsive and responsible.
- Responses should not be emailed to the Project Director.

NIGP CODES
90607, 90610, 90638, 90644, 92507, 92517, 92533 and 92567

DESIRED SCHEDULE OF WORK
DNR wishes to have Phase 100 completed by June 23, 2023. Please provide a detailed Phase 100 development schedule (including key tasks and milestone dates) with the PSC Proposal.

ACCEPTING RFP QUESTIONS UNTIL:
Please do not submit online questions via VSS. ALL RFP questions should be emailed to Jeff Barsch at barschj@michigan.gov address no later than 12:00 p.m., Eastern on Wednesday, February 1, 2023

REFERENCE STANDARDS: This project will comply with all codes, standards, regulations, and workers' safety rules that are administered by federal agencies (EPA, OSHA, and DOT), state agencies (DHHS, EGLE, DNR, and MIOSHA), and any other local regulations and standards that may apply.

This form is required to be a part of the professional service contract. (Authority: 1984 PA 431)