

**BATTLE CREEK UNLIMITED**  
**REQUEST FOR PROPOSALS**  
**FOR**  
**Preliminary Engineering Report**  
**Southwest Michigan Food Accelerator**

**SECTION 1.0**

**GENERAL INFORMATION FOR THE RESPONDING FIRM**

**1.1 ISSUING OFFICE**

This RFP is issued for Battle Creek Unlimited which shall be referred to as the "Issuing Office."

**1.2 PURPOSE**

This RFP provides prospective respondents with essential information to enable them to prepare and submit a proposal for consideration by Battle Creek Unlimited, to provide a preliminary engineering report to be used as part of the full application for a US EDA grant.

**1.3 PROPOSALS**

All proposals received by Battle Creek Unlimited in response to this RFP will be retained. To be considered the contractors:

- A. Must submit a complete response to this RFP.
- B. Must submit at least one copy of a proposal directed to: SW Michigan Accelerator Bid Proposals, Battle Creek Unlimited, 4950 West Dickman Road, Suite 1, Battle Creek, Michigan 49037.

**1.4 REJECTION OF PROPOSALS**

The Issuing Office reserves the right to reject any and all proposals received as a result of this RFP.

**1.5 PRE-PROPOSAL ASSISTANCE**

All questions relative to the development of this proposal are to be directed to the Shabaka Gibson, in writing, via Battle Creek Unlimited, 4950 West Dickman Road, Suite 1, Battle Creek, Michigan, 49037 or [gibson@bcunlimited.org](mailto:gibson@bcunlimited.org).

**1.6 SPECIAL INFORMATION**

- A. Addenda to the RFP  
In the event it becomes necessary to revise any part of the RFP, addenda will be provided to all firms who received the basic RFP.
- B. Response Date

Proposals must arrive at Battle Creek Unlimited, 4950 West Dickman Road, Suite 1, Battle Creek, Michigan, 49037, on or before Oct. 4, 2019 by 5:00 p.m (est). Firms mailing proposals should allow normal mail delivery time to ensure timely receipt of the proposal. Proposals can also be emailed to [gibson@bcunlimited.com](mailto:gibson@bcunlimited.com).

C. Incurring Costs

Battle Creek Unlimited is not liable for any costs incurred by firms prior to issuance of a contract.

D. News Release

News releases pertaining to this RFP or the services, study or project to which it relates will not be made without prior approval, and then only in coordination with the Issuing Office.

E. Acceptance of Proposal Content

The contents of the proposal of the successful firm may become contractual obligation if a contract ensues. Failure of the successful bidder to accept these obligations could result in cancellation of the selection.

F. Type of Content

This contract will grant exclusive rights to the selected contractor for engineering services, with such rights dependent upon the proposal(s) selected.

G. Contract Award

Battle Creek Unlimited reserves the sole right to award the contract for engineering services for this project.

H. Contract Term

The term of the contract will be for preliminary engineering services only. Additionally, the selection of the contractor does not guarantee that the selectee will receive future engineering work related to this project. **The work must be completed and report received by October 17, 2019.**

I. Contract Termination

The contract may be terminated by written notice to the other party with a 15-day notice. In the event of termination, payment will be made only for time charges incurred through the date of termination.

J. Independent Price Determination

1. By submission of a proposal, the offeror certifies that in connection with this proposal:
  - a. The fees in the proposal have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such fees with any other offeror or with any competitor; and
  - b. Unless otherwise required by law, the fees which have been quotes in the proposal have not been knowingly disclosed by the offeror directly or indirectly to any other offeror or to any competitor; and

- c. No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
2. Each person signing the proposal certifies that:
- a. He is the person in the offeror's organization legally responsible within that organization for the decision as to the prices being offered in the proposal and that he has not participated, and will not participate, in any action contrary to (a), (b) and (c) above; or,
  - b. He is not the person in the offeror's organization responsible for the decision as to the prices being offered in the proposal but that he has been authorized in writing to act as agent for the persons legally responsible for such decision by certifying that such persons have not participated, and will not participate, in any action contrary to (a), (b) and (c) above, and as their agent does hereby so certify; and that he has not participated, and will not participate, in any action contrary to (a), (b) and (c) above.
  - c. A proposal will not be considered for award if the proposal has been altered so as to delete or modify (a), (b) or (c) above. If (b) has been modified or deleted, the proposal will not be considered for award unless the offeror furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.
- K. Civil Rights
- The underwriting firm selected must comply with all local, state and federal civil rights and equal opportunity laws. Firms with a proven history of equal opportunity employment will be given additional advantage.

## SECTION 2.0

### SCOPE OF WORK

#### 2.1 INTRODUCTION

Battle Creek Unlimited is seeking a qualified, established, professional, engineering firm to generate a preliminary engineering report to accompany a US EDA grant application. The scope of work described below is determined by the US EDA guidelines.

In addition to responding to the description below, please provide qualifications of the firm and personnel assigned to the project. Additionally, provide at least two references.

#### 2.2 PROJECT DESCRIPTION

Battle Creek Unlimited is seeking a preliminary engineering report for the building located at 30 W. Van Buren Street, Battle Creek, MI 49017. The report requirements listed below are based on the minimum requirements outlined by US EDA. It is recommended that bidders reach out to [gibson@bcunlimited.org](mailto:gibson@bcunlimited.org) for clarification on any point listed below.

At a minimum the report must provide the following:

- A. Description of project components. Provide a general description of all project components involved in the project. Indicate whether the project involves the construction of new infrastructure or facilities or the renovation or replacement of existing ones. Describe each of the project components in terms of dimensions, quantities, capacities, square footage, etc.
- B. A statement verifying that the project components described in the engineering report are consistent with the EDA investment project description that is provided in Section B.2 of Form ED-900. Engineering reports that describe project components that are inconsistent with the EDA investment project description in Section B.2 of Form ED-900 will not be considered valid.
- C. Drawings showing the general layout and location of the existing site conditions and of the project components as well as location of any project beneficiary identified in Section B.9 of Form ED-900 that provide economic justification for the project, if any. Rough dimensions and quantities for major project components should be shown and labeled on the drawings. Drawings should clearly identify the project components that are being proposed. Applicants are encouraged to clarify such drawings, for example, through color coding, labeling, and other appropriate methods.
- D. A feasibility analysis for the constructability of the project. Include a review of the existing conditions and note particular features, alignments, and circumstances affecting construction of project components.
- E. The proposed method of construction. Indicate whether construction procurement will be done through competitive bid or other method. Indicate if any portion of the project is to be done by design/build, construction management at risk, the applicant's own forces, or a third-party

construction manager. If an alternate construction procurement method (other than traditional design/bid/build with sealed competitive bid process) is proposed, a construction services procurement plan must be provided to EDA for approval in accordance with EDA's regulation at 13 C.F.R. § 305.6(a).

- F. The number of construction contracts anticipated. If multiple contracts are proposed, describe the project components included in each contract. If separate contracts are anticipated for demolition or site work, the budget information cost classification should reflect the estimated costs for these components. If project phasing is proposed, a project phasing request must be provided to EDA for approval per EDA's regulation at 13 C.F.R. § 305.9(a).
- G. A current detailed construction cost estimate for each of the project components. Show quantities, unit prices, and total costs and provide a basis for the determination of construction contingencies. The total of this estimate should match the construction line item of the SF-424C.
- H. Real property acquisition. If the budget includes costs for acquisition of real property, include a current fair market value appraisal completed by a certified appraiser for the property to be purchased.
- I. A list of all permits required for the proposed project and their current status. Identify all permits required; include the timeline to obtain the permits and discuss how the permitting relates to the overall project schedule. If the project crosses a railroad right-of-way or is within a railroad right-of-way, explain any permitting or approvals that may be required from the railroad or other authority and the timeframe for obtaining these permits or approvals.
- J. An overall estimated project schedule. This schedule should agree with the project schedule outlined in the ED-900. Include the number of months for each of the following:
  - i. design period;
  - ii. period of time to obtain required permits;
  - iii. period of time to obtain any required easements or rights-of-way;
  - iv. solicitation of bids and awarding of contracts, and
  - v. construction period.
- K. Overall project budget breakdown. For each "cost classifications" line item that the applicant indicates will be included in the project budget on Form SF-424C, the applicant must provide a breakdown of the proposed project costs and tasks that is consistent with the detailed construction cost estimate for the project provided in the PER.

## **SECTION 3.0**

### **CRITERIA FOR SELECTION**

All proposals received will be evaluated by Battle Creek Unlimited for the purpose of selecting a firm with whom a contract will be signed. The following factors will be considered in making the selection.

- A. Qualifications of firm
- B. Proposed services
- C. References