



COUNTY OF JACKSON, MICHIGAN

**REQUEST FOR PROPOSAL
FOR
DESIGN AND CONSTRUCTION ADMINISTRATION
SERVICES
MINARD MILLS SITE DEVELOPMENT AND PARK
IMPROVEMENT PROJECT
PARMA, MI**

JC-907-101625



BID SUMMARY

Commodity/Service Being Requested: Design and Construction Administration Services

Type of Solicitation: Request for Proposal (RFP) – Jackson County is requesting bids for design and construction administration services. It is the intention of Jackson County to bid and award a Master Agreement to a contractor capable of providing design and construction administration services at Minard Mills County Park in Parma, Michigan.

Type of Resulting Contract: Jackson County will use the results of this process to award a contract to a Vendor capable of meeting the terms and conditions outlined in this RFP.

Resulting Contract Term: Jackson County will use the results of this process to award a contract for a term of one (1) year or longer to ensure full completion of the project.

ANTICIPATED TIMETABLE	
Release of RFP :	October 29, 2025
Site Visit/Pre-Bid (Highly Recommended) at 2:00 pm/EST:	November 4, 2025
Proposers Questions Due by (5:00 pm/EST):	November 6, 2025
Questions and Answers Posted:	November 10, 2025
Proposals Due by (10:00 am/ EST) *:	November 19, 2025

*Any response received later than the specified deadline will be disqualified.

Final Agreement Award Determination: Jackson County reserves the right to make one total award, one award for each section, multiple awards, or a combination of awards, and to exercise its judgment concerning the selection of one or more bids, the terms of any resultant agreement(s), and the determination of which, if any, bid(s) best serves the interests of Jackson County.

Site Visit: A meeting will be held on November 4, 2025 at 2:00 pm EST with potential vendors at Minard Mills County Park, 7100 Minard Road, Parma, MI 49269.

Contacts with Jackson County Personnel: All contact with Jackson County regarding this RFP or any matter relating thereto must be e-mailed as follows:

Email address: purchasing@mijackson.org

If it is discovered that a Proposer contacted and received information regarding this solicitation from any Jackson County personnel other than the Procurement Contact, Jackson County, in its sole discretion, may disqualify its proposal from further consideration. Only those communications made by Jackson County in writing will be binding with respect to this RFP.



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SECTION 1.0 – SCOPE OF WORK

1.1 Introduction

The Jackson County Parks Department is requesting proposals from qualified and experienced companies to provide Design and Construction Administration Services for the Minard Mills County Park located at 7100 Minard Road, Parma, Michigan, 49269. The County is seeking a consultant who is capable of partnering with the County to provide design, engineering, inspection, and construction administration services for site development and park improvements at the park. The DNR Trust Fund Board has approved Jackson County Parks grant application for site work and development. Jackson County Parks has been approved to utilize \$66,000 for design, engineering, and associated work for project administration. Per the requirements of the grant, these fees may not exceed 15% of the project cost, excluding design fees. The grant amount is \$200,000, and the County is matching \$200,000, for a total project cost budgeted at \$400,000. The proposed project includes replacement of existing pedestrian bridge, addition of a concrete access pathway, and improved accessibility within the park to connect with the picnic shelter, playground, and restroom building.

A conceptual site development plan is included as a reference. Refer to Exhibit A entitled, “Minard Mills Park Concept Plan.”

Design work will begin by the end of 2025. Construction will begin in 2026.

1.2 Minimum Qualifications

- a. The Bidder shall be organized for the purpose of providing design, engineering, inspection, and construction administration services and must have a minimum of five (5) years of experience with proven effectiveness in providing services for similar projects as described in the Scope of Work of this RFP for parks, public recreational areas, and facilities. Please provide company history.
- b. Please include in your proposal a description of your organization’s ability and experience to perform the work. Describe the approach your firm would take to successfully complete the tasks described in the Scope of Work including your staff’s ability and expertise in providing customer service, site evaluation and design planning, engineering, inspection, and construction administration.
- c. Submit examples of relevant work/design plans, drawings, schematics, construction documents, bid docs, etc. for projects like the one described in this RFP including references. Provide the names of the organizations that contracted with you for your design and construction administration services on these projects. Please include the contact person’s name and phone number for each organization.
- d. Bidder must have experience with all phases of similarly scoped DNR Trust Fund Grant projects and necessary components of grant fulfillment.
- e. The Bidder shall submit a list of five **(5) references**, including name of institution, address, contact person, and telephone number.
- f. The Bidder shall submit a list of subcontractors to be used and identify the work each subcontractor will be designated to do for the project. If your proposal is selected, references will be needed for each subcontractor.



- g. The Bidder shall **meet ALL insurance requirements** in regard to Workers' Compensation Insurance, Professional and Commercial General Liability Insurance and Motor Vehicle Insurance as outlined in this RFP.
- h. The Bidder must certify that they are not on any Federal, State, or local list of debarred or prohibited contractors.
- i. Bidders must complete the requested documentation in its entirety. Failure to submit completed forms and information identified in preparation of the proposal may result in disqualification of the proposal.

1.3 Description of Deliverables

Jackson County Parks is seeking a Design and Construction Administration Consultant with experience in design, engineering, creating conceptual to final design documents, providing cost estimates, preparing final drawings and specifications for construction documents, and providing construction administration services of parks, public recreational areas, and facilities. These services shall include, but are not limited to:

Produce design and construction documents suitable for use in bidding and construction documents for the site development and park improvements identified in the Minard Mills Park Concept Plan. Construction documents should include information to complete the following scope of work included within the project budget approved within the grant application:

- Site clearing, excavation, prep work, and restoration work
- Pedestrian walk bridge of approximately 60' X 8', including engineering and installation.
- Concrete walks to achieve park connectivity
- Small boardwalk for ADA accessibility
- Small HMA parking area
- Minor expansion of existing gravel parking lot
- Necessary site amenities as indicated in grant application (benches, trash receptacles, interpretive signage)
- Necessary signage (DNR plaque, parking, etc.)
- Design work to include all necessary engineering, construction and bid documents, inspections, construction administration, permitting, soil testing/borings, surveying, etc.

Produce detailed and fully coordinated construction and engineering designs, construction drawings, and specifications. Design plans include conceptual drawings, schematic drawings, etc.

Develop fully coordinated, detailed, and accurate construction documents with specifications.

Provide all necessary design revisions and or modifications as required.

Assist in the bidding process including, but not limited to distributing bid packages, participating in pre-bid conferences, assisting with response to bidder's questions, assisting in the evaluation process, assisting with construction contract technical specifications and related topics, and providing any other services as detailed in any resulting contract.



Provide construction administration services.

Budget should include all design fees, drawings/construction documents, geotechnical studies/testing services, site surveying, soil borings, permits, regulatory approvals, etc.

Supply all necessary designs, labor, equipment, supplies, permits, and testing documents required to complete the project per plans and in a timely, professional manner.

Design layout should allow for future expansion of compatible structures and additions, should future funding become available.

Vendor is responsible for verification of measurements and quantities prior to bid submission.

Ensure designs comply with relevant applicable codes and standards.

1.4 Jackson County Parks Responsibilities

Jackson County Parks is responsible for adhering to the terms and conditions of the DNR Trust Fund Grant agreement and submitting all necessary documentation in relation to the grant.

1.5 Product and Service Offerings

Jackson County is seeking a service provider that has the depth, breadth, and quality of resources necessary to provide design and engineering services. Vendors shall prepare a written bid to include, but not be limited to, the following terms and conditions:

- The Vendor will be required to furnish properly trained and equipped personnel capable of completing the project according to the provided plans and specifications.
- Proposer must include a detailed timeline from start to completion of the project described in Section 1.3 Description of Deliverables.

1.6 Delivery of Services

Vendor must supply an adequate number of personnel to complete the project by the deadline designated by Jackson County Parks. Vendor shall assure sufficient service as to provide design and construction documents as requested in the RFP.

Vendor shall supply a detailed planning process that includes a timeline of how its services will be implemented for this project. If there are services that might require a longer delivery time frame to complete the priorities identified in Section 1.3 Description of Deliverables, please denote this requirement for the respective structures in your response.

Vendor shall supply a detailed list of other venues where it has provided its services for a similar project as described in this RFP.

Permits, Licensure, and Insurance Requirements:



- Vendor and all subcontractors must be licensed and insured.
- Vendor shall submit proof of professional license, insurance, and business license upon award.

Subcontracting: Any person undertaking a part of the work under the terms of the contract, by virtue of an agreement with the Vendor, must receive the approval of the Jackson County's Department Director or designee prior to any such undertaking. The County may terminate the contract if the subcontracting is done without this approval.

Shipping Errors: The receiving agencies have been instructed to make immediate inspection on receipt of products/services and to process payment documents promptly. Payment documents, however, will be delayed if the work fails to comply with specification requirements.

1.7 Personnel

Personnel assigned to this project may be a combination of full-time and part-time employees of Vendor. Vendor will pay all wages and payroll taxes as well as applicable and mandated insurances to and on behalf of its employees, including but not limited to, workers' compensation insurance. Vendor releases and agrees to hold Client harmless from any liability resulting from claims made by any of the Vendor's employees who are working or have worked to the extent not caused by Client's negligence.

Vendor shall be responsible for all matters relating to screening, hiring, training, licensing, discipline, payroll/taxation, and unemployment for all of its employees and shall hold the Client harmless thereon. It is acknowledged that all personnel used by the Vendor are employees of the Vendor, whether part-time or full-time, and have no direct or indirect employment relationship with the Client.

1.8 Supervision

Vendor shall be solely responsible for the supervision of the personnel that it employs to provide the services required by the resulting contract. Vendor shall, as soon as safely possible, remove from service and replace any of its personnel that Client reasonably believes to be unqualified to perform his or her duties or is unable to perform their duties in a professional manner and properly interact with the Client's employees and the public. In the event any of the Vendor's personnel are replaced as herein provided, Vendor shall indemnify and hold Client harmless from any claims arising from the removal of any such personnel employed by the Vendor.

Vendor shall give Jackson County Parks a means of immediate communication regarding completion of the project, emergencies, or any other occasion that may arise. A cellular phone of the person(s) responsible for managing the contract must be provided.

Vendor shall ensure that its employees do not remove any of the Client's property from the work site without the Client's written permission. In the event any of the Client's property is so removed, the Vendor shall ensure that its employee has returned any property taken unless otherwise agreed in writing. In the event the property cannot be returned, the Vendor shall be responsible for reimbursing the Client for the value of the property not returned.



1.9 Service Capabilities

Communication Plan/Contract Management

Proposers shall identify their company standards of communication as they relate to contract performance, issue management, and change management. An issue is an identified event that, if not addressed, may affect schedule, scope, service, delivery, quality, or budget. A change is identified as a change in corporate leadership, structure, merger, or acquisition.

Primary Account Representative

Proposers must identify by name and location the primary account representatives and key contacts who will be responsible for the performance of a resulting contract, as well as contact persons for reports and bid documents. Include names, titles, address, phone number, and email addresses.

1.10 Customer Service

The County prefers that the Vendor have an accessible customer service department with an individual specifically assigned to Jackson County. Describe your company's Customer Service Department (designated customer service representative, designated delivery manager, hours of operation, number and location of service centers, regular and emergency response times, etc.)

1.11 Pricing Schedule

Respondents shall provide pricing on items and services they furnish on Attachment A – Pricing Sheet.

a. Vendor must complete the Design and Construction Services Pricing Response Form (Attachment A).

b. Billable work will begin at time Vendor or their employee(s) arrive on County job site.

1. Payment Terms

Bid pricing must reflect Net 30 payment terms.

2. Tax Excluded from Price

(a) Sales Tax: Jackson County and local units of government are exempt from sales tax for direct purchases. The Proposer's prices must not include sales tax.

(b) Federal Excise Tax: Jackson County and local units of government may be exempt from Federal Excise Tax, or the taxes may be reimbursable, if articles purchased under any resulting Contract are used for Jackson County's exclusive use. Certificates showing exclusive use for the purposes of substantiating a tax-free, or tax-reimbursable sale will be sent upon request. If a sale is tax exempt or tax reimbursable under the Internal Revenue Code, the Proposer's prices must not include the Federal Excise Tax.



3. Special Incentives

Jackson County is interested in any other special programs and alternative recommendations that vendors may have. Please discuss these programs, such as customer employee retail discounts, return policies, trade-in programs allowing the return of new product not needed, quantity discounts, green product offering, Michigan made products, etc.

In addition to completing the pricing information in Attachment A, provide any additional comments regarding pricing, discounts being offered, and information on other cooperative contracts held by the Vendor.

1.12 Price Assurance

The awarded vendor agrees to provide pricing to Jackson County and its participating entities that are the lowest pricing available and the pricing shall remain so throughout the duration of the contract. The awarded vendor agrees to promptly lower the cost of any product/service purchased through Jackson County following a reduction in the manufacturer or publisher's direct cost. If respondent has existing cooperative contracts in place, Jackson County requests equal or better than pricing to be submitted.



SECTION 2.0 – BIDDER INFORMATION AND ACCEPTANCE

1. The undersigned declares that the Bid Documents, including, without limitation, any RFP Addenda and Exhibits have been read.
2. The undersigned is authorized, offers, and agrees to furnish the articles and/or services specified in accordance with the Specifications, Terms & Conditions of the Bid Documents of RFP JC-907-101625 – Design and Construction Administration Services.
3. The undersigned has reviewed the Bid Documents and fully understands the requirements in this Bid including, but not limited to, the requirements under the County Provisions, and that each Bidder who is awarded a contract shall be, in fact, a prime Contractor, not a subcontractor, to County, and agrees that its Bid, if accepted by County, will be the basis for the Bidder to enter into a contract with County in accordance with the intent of the Bid Documents.
4. The undersigned acknowledges receipt and acceptance of all addenda.
5. If selected for award, the following certifications will be required before work commences:
 - Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
 - Certification Regarding Nondiscrimination Under Federally and State Assisted Programs
 - Assurance Regarding Access to Records and Financial Statements
 - Iran Economic Sanctions Act
6. The undersigned acknowledges that Bidder will be in good standing in the State of Michigan, with all the necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this RFP and associated Bid Documents.
7. It is the responsibility of each bidder to be familiar with all of the specifications, terms and conditions and, if applicable, the site condition. By the submission of a Bid, the Bidder certifies that if awarded a contract they will make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.
8. Patent indemnity: Vendors who do business with the County shall hold the County of Jackson, its officers, agents and employees, harmless from liability of a nature or kind, including cost and expenses, for infringement or use of any patent, copyright or other proprietary right, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
9. Insurance certificates are not required at the time of submission. However, if awarded, the Contractor agrees to meet the minimum insurance requirements posted in the terms and conditions. This documentation must be provided to the County, prior to award, and shall include an insurance certificate and additional insured certificate, naming the County of Jackson, which meets the minimum insurance requirements, as stated in the terms and conditions.



2.1 Company Profile

Official Name of Bidder:		Type of Entity/Organization (check one): ☐ Corporation ☐ Joint Venture ☐ Limited Liability Partnership ☐ Partnership ☐ Limited Liability Corporation ☐ Non-Profit / Church ☐ Other: _____
Street Address:		
City:		
State:	Zip Code:	
Website:		
Primary Contact Name:		
Primary Contact Phone Number		
Primary Contact Email Address:		
Company's Dun & Bradstreet (D&B) number:		
Has your company been debarred by the Federal Government? ☐ Yes ☐ No <i>If yes, has it been lifted and if so, when?</i>		
Has your company been debarred by State Governments? ☐ Yes ☐ No <i>If yes, has it been lifted and if so, when?</i>		
Brief history of your company, including the year it was established:		
Signature:		
Name and Title of Signer:		
Date:		



2.2 References

Provide a minimum of five (5) customer references for product and/or services of similar scope within the past 5 years.

Entity Name:	
Contact Name:	Title:
City:	State:
Phone Number:	Years Serviced:
Description of Services:	
Annual Volume:	

Entity Name:	
Contact Name:	Title:
City:	State:
Phone Number:	Years Serviced:
Description of Services:	
Annual Volume:	

Entity Name:	
Contact Name:	Title:
City:	State:
Phone Number:	Years Serviced:
Description of Services:	
Annual Volume:	



Entity Name:	
Contact Name:	Title:
City:	State:
Phone Number:	Years Serviced:
Description of Services:	
Annual Volume:	

Entity Name:	
Contact Name:	Title:
City:	State:
Phone Number:	Years Serviced:
Description of Services:	
Annual Volume:	



SECTION 3.0 – BIDDING, EVALUATION, SELECTION, AND AWARD PROCESS

This section contains key project dates and activities as well as instructions to proposers on how to prepare and submit their proposal.

ANTICIPATED TIMETABLE	
Release of RFP:	October 29, 2025
Site Visit/Pre-Bid (Highly Recommended) at 2:00 pm EST:	November 4, 2025
Proposers Questions Due:	November 6, 2025
Questions and Answers Posted:	November 10, 2025
Proposals Due by (10:00 am/ EST) *:	November 19, 2025

*Any response received later than the specified deadline will be disqualified.

3.1 Jackson County Responsibility

Jackson County is not responsible for representations made by any of its officers or employees prior to the execution of the Master Agreement unless such understanding or representation is included in the Master Agreement.

3.2 Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at Jackson County Administrator/Purchasing agent designee's sole judgment and his/her judgment shall be final.

3.3 Site Visit – Highly Recommended

A site visit has been scheduled for November 4, 2025, at Minard Mills County Park, 7100 Minard Road, Parma, MI 49269 at 2:00 pm EST.

3.4 Proposers Questions

Proposers may submit written questions regarding this RFP by e-mail to the address identified below. All questions must be received by 5:00 pm EST (Eastern Standard Time) no later than November 6, 2025. All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the RFP.

When submitting questions please specify the RFP section and paragraph number, and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFP. Jackson County reserves the right to group similar questions when providing answers. Questions should be addressed to:



Email address: purchasing@mijackson.org

Jackson County may modify the RFP at any time during the bid process. All changes to the RFP will be posted under the bid number and each posting officially revises the RFP.

3.5 Preparation of the Proposal

Each Proposer must submit a complete proposal in response to this RFP. The proposal must remain valid for at least 120 days from the due date for responses to this RFP.

All proposals should include the following:

1. Cover Letter – introducing the firm and providing a brief synopsis of their experience in providing the services being requested in the RFP.
2. Executive Summary – briefly outlining the firm's response to the RFP, their qualifications, and other pertinent information which might assist the evaluation team in evaluating the firm's proposal.
3. Firm's response to the **Scope of Work outlined in Section 1** of the RFP.
 - a. Bidders must complete the requested documentation in its entirety. Failure to submit completed forms and information identified in preparation of the proposal may result in disqualification of the proposal.
4. Letter of Transmittal – containing the following information:
 - a. Companies which will be providing the services required in the RFP and identifying any subcontractors (if known) which will be used.
 - b. Point of contact for RFP clarification or additional information.
 - c. Person authorized to legally obligate the vendor.
 - d. Contact information to include name, address, phone, fax, and/or email.
 - e. Statement of no inducement: a statement certifying that no attempt has been made or will be made by the vendor to induce any other person or vendor to submit or not to submit a bid with regard to this RFP. Furthermore, this is to certify that the bid contained herein is submitted in good faith and not pursuant to any agreement or discussion with, or inducement from, any vendor or person to submit a complementary or other non-competitive bid.
 - f. Statement of no investigation/conviction: a statement certifying that the bidder, its affiliates, parent company, subsidiaries, officers, directors, subcontractors, and employees are not currently under investigation by any governmental agency and have not in the last five years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or the performance of any public contract.
5. Vendor's Experience – Given the project objectives, the firm should demonstrate an established competence with respect to providing Design and Engineering Services. The firm



should list at least five (5) references from County or other governmental entities within the State of Michigan.

- a. Proposals should include in this section a listing of qualifying experience, including the name of the County or governmental entity and the number of years of providing service to that entity. Additionally, include the name, address, and phone number of the official responsible for the client organization who may be contacted.

6. Vendor's Insurance Requirements – Vendor shall furnish Jackson County with certificates of insurance indicating proof of insurance and level of insurance in the following areas:

- a. Workers Compensation
- b. Employer's Liability
- c. Commercial General Liability (or Comprehensive)
- d. Motor Vehicle Insurance

7. Indemnification - The vendor shall hold harmless, defend, and indemnify Jackson County, its officers, and employees, from all claims of bodily injury, including death, and property damage arising from or alleged to be caused by the vendor's acts or omissions related to the performance of the contract.

8. Billing Procedures - The vendor will describe their firm's billing procedures in detail. The proposal should include a sample invoice and detailed explanation.

9. Company Profile (Section 2.1).

10. References (Section 2.2).

11. Attachment A – Pricing Sheet. Bidders shall supply total project price on this document. Pricing includes design costs, fees, drawings, structure cost, miscellaneous costs, etc.

3.6 Bid Submission Deadline

The Deadline for receipt of Bids is: November 19, 2025, 10:00 AM EST (the "Due Date").

1. Submit an electronic version of your Bid to Jackson County via email to purchasing@mijackson.org not later than **10:00 a.m. on November 19, 2025**. Jackson County has no obligation to consider any proposal that is not timely received. Note: Timely delivery is regarded as to the time and date that the e-mail arrives within Jackson County not when the e-mail was sent. Proposals will not be accepted via U.S. mail or any other delivery method.
2. APPLICANTS ARE RESPONSIBLE FOR ASSURING THAT THE FOLLOWING IDENTIFYING INFORMATION APPEARS IN THE SUBJECT LINE OF YOUR EMAIL: "RFP JC-907-101625" with Company Name, and "message 1 of 3" as appropriate if the proposal consists of multiple emails. Note: All e-mails from a Proposer must be received



by Jackson County by the stated time and date in order for the proposals to be deemed submitted on time.

3. No Bid may be withdrawn after the deadline for submission.

3.7 Adherence to Mandatory Requirements (Pass/Fail)

Jackson County Administrator or designee shall review RFP responses and determine if the Proposer meets the minimum requirements as outlined in this RFP.

Failure of the proposer to comply with the minimum mandatory requirements may eliminate its proposal from any further consideration. Jackson County may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

3.8 Evaluation Process

All bids will be reviewed for compliance with the mandatory requirements stated within this RFP. Bids not meeting the mandatory requirements will be deemed non-responsive and eliminated from further consideration. Jackson County may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

- A. Jackson County may contact the Proposer for clarification of the Proposer's Bid.
- B. Jackson County may use other sources of information to perform the evaluation.
- C. Jackson County may require the Proposer to submit additional and/or supporting materials.

Responsive bids will be evaluated on the factors identified in this RFP. The Proposer(s) whose bid is advantageous to the County, taking into consideration the evaluation factors, will be recommended for award approval. Jackson County reserves the right to enter into final negotiations and cost-saving proposals with selected vendor.

After a prospective vendor has been selected, Jackson County and the prospective vendor(s) will negotiate a Master Agreement. If a satisfactory Master Agreement cannot be negotiated, Jackson County may, at its sole discretion, begin negotiations with the next qualified proposer who submitted a proposal.

3.9 Evaluation Criteria

It is the intent of Jackson County to conduct a comprehensive, fair, and impartial evaluation of the bids received in response to this Request for Proposal. Proposals will be evaluated based upon the criteria below which are determined to be the most critical including qualifications, experience, and timeliness which could be overriding factors, and price may not be determinative in the issuance of a contract or award. The selected bid will be the response deemed most advantageous to Jackson County based on the following criteria:

1. Evaluation Factors for Statement of Work/Description of Estimated Timeline for



- Completion of Project (Section 1) – 40 points
- a. Experience with similarly scoped projects - historically, significant structures, general building designs, etc.
 - b. Past project list of similar scope with contact information for those projects. Information such as bid docs, drawings, etc. for these projects.
2. Company Profile (Section 2.1) - 10 points
 3. References and Experience (Section 2.2) – 30 points
 4. Pricing (Attachment A) – 20 points
 - a. Capability of providing services within budgeted price

The County of Jackson reserves the right to request references in addition to those provided by the proposer, to investigate any references or representatives of projects that the proposer worked on whether or not furnished by the proposer, and to investigate the past performance of any proposer. The County of Jackson investigation of proposer qualifications may include inquiry into the proposer's performance of similar services, compliance with specifications and contractual obligations, completion, or delivery of services on schedule, proposer's lawful payment of suppliers, subcontractors, and workers, and other relevant matters.

3.10 Optional Tools to Enhance Evaluation Process

Jackson County during the evaluation of proposals may find it necessary to utilize one or multiple tools, as listed below, to facilitate their understanding of the proposal(s) in order to select the best offering to Jackson County:

- Clarifications
- Deficiency Report
- Oral Presentation
- Site Visit
- Best and Final Offer (BAFO)
- Negotiations

3.11 Jackson County Option to Reject Proposals

Jackson County may, in its sole and absolute discretion, reject any or all proposals submitted in response to this RFP. Jackson County shall not be liable for any costs incurred by the Proposer in connection with the preparation and submission of any proposal. Jackson County reserves the right to waive inconsequential disparities in a submitted proposal.

3.12 Freedom of Information Act

This contract and all information submitted to Jackson County by the Contractor and Proposers is subject to the Michigan Freedom of Information Act (FOIA), 1976 PA 442, MCL 15.231, et seq.

Jackson County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the Michigan Freedom of Information Act or otherwise by law. The Proposer(s) must specifically label only those



provisions of the proposal, which are actually trade secrets, confidential, or proprietary in nature. A blanket statement of confidentiality or the marking of each page of the proposal as "Trade Secret", "Confidential", or "Proprietary" shall not be permitted. Any such designation will be disregarded.

By submitting a response to this RFP, the Proposer shall be deemed to have agreed to indemnify and hold harmless Jackson County for any liability arising from or in connection with Jackson County's failure to disclose, in response to a request under the Michigan Freedom of Information Act, any portion or portions of the Proposer's response to this RFP which have been marked "Trade Secret," "Confidential," or "Proprietary."

3.13 Contacts with Jackson County Personnel

All contact with Jackson County regarding this RFP or any matter relating thereto must be in e-mailed as follows:

Email address: purchasing@mijackson.org

If it is discovered that a Proposer contacted and received information regarding this solicitation from any Jackson County personnel other than the Procurement Contact, Jackson County, in its sole discretion, may disqualify its proposal from further consideration. Only those communications made by Jackson County in writing will be binding with respect to this RFP.

3.14 Final Agreement Award Determination

Jackson County reserves the right to make one total award, one award for each section, multiple awards, or a combination of awards, and to exercise its judgment concerning the selection of one or more proposals, the terms of any resultant agreement(s), and the determination of which, if any, proposal(s) best serves the interests of Jackson County.

3.15 Cancellation

An IFB, RFP, RFP, or other solicitation may be cancelled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation, when it is in the best interest of the County in accordance with regulations.



ATTACHMENT A – PRICING SHEET

RFP JC-907-101625

Design and Construction Administration Services

Failure to complete this form may result in your Bid being deemed non-responsive and rejected without further evaluation.

1. Pricing shall remain as bid for the entire project. Total cost for design, engineering, and associated work for project administration is \$66,000.
2. Complete and submit this price sheet with the bid response adhering to the budgeted amount of \$66,000
3. Proposed pricing for Minard Mills County Park is to include all necessary labor, materials, permitting, shipping, and all associated costs to complete the project in a professional manner, within proposed price and timeline.

Category	Cost
Design for pedestrian walk bridge, 60" x 8", including engineering and installation	\$
Design of concrete walks connecting picnic shelter, playground, and restroom building	\$
Design boardwalk with ADA accessibility	\$
Design Small Hot Mix Asphalt (HMA) parking area	\$
Design minor expansion of existing gravel parking lot	\$
Design of site amenities and signage	\$
Sub-total Costs	\$
Assistance in Bidding and Evaluation Process, Technical Specifications and Related Topics, etc.	\$
Miscellaneous – Design Fees, Drawings – Conceptual/Schematics, Mappings, Geotechnical Studies/Testing Services, Regulatory Approvals, Permits, Site Surveys, Soil Borings, and Other (please list):	\$
Explanation of Miscellaneous Costs:	
Perform Construction Administration Services	\$
Sub-total Costs	\$
Total Project Cost	\$



Additional Comments:	
Bidder Name:	
Signature:	Date:
Company Name:	Address:



Exhibit A Minard Falls Park Conceptual Plan

