

Osceola County

Emergency Medical Services Department

Request for Proposal (RFP) for Architectural and Engineering Services

Osceola County is circulating this Request for Proposal (RFP) in order to solicit proposals from individuals or firms which are qualified to provide architectural and engineering services for the preparation and development of a signed set of construction plans for the construction of a meeting/training room for the Emergency Medical Services Department.

Proposals: Perspective bidders will deliver their proposal to the following address:

Osceola County Coordinator's Office
301 West Upton Avenue
Reed City, MI 49677

Due Date: March 12, 2019

Proposals received after cited time will be considered a late proposal and are not acceptable unless waived by the County Coordinator.

- Please use an envelope clearly marked "RFP for EMS Architectural and Engineering Services".
- Please direct procedural questions regarding this RFP to Susan Vander Pol, County Coordinator, at (231)832-6196 or svanderpol@osceola-county.org.
- Please direct technical questions regarding this RFP to Jeremy Beebe, EMS Director, at (231)832-6152 or jbeebe@oc-ems.com.

Scope of Project:

Osceola County is requesting that qualified individuals or firms submit a proposal to provide a signed set of construction plans and documents for the construction of a meeting/training room for the Emergency Medical Services Department. Due to the small scale of this project, it is the intent of Osceola County to act as its own project manager for the construction phase of this project.

The meeting/training room will be constructed at 22054 Professional Drive, Suite B, Reed City, MI 49677. This room will utilize a partially finished 1,000 square foot existing space, which is currently being utilized for storage. This proposed space has a dedicated HVAC unit installed to serve the space. It also has a separate exterior entrance and permits the shared use of existing restroom facilities. A proposed floor plan has been provided with this RFP for reference.

Individuals or firms wishing to view the proposed space may make arrangements by contacting Jeremy Beebe, EMS Director, at (231)832-6152 or jbeebe@oc-ems.com.

The expectation of Osceola County is the awarded individual or firm will present its final approved plans within 90 days of written award of proposal.

Selection Process:

If a proposal is selected, it will be the most advantageous regarding price, quality of service, the contractor's qualifications and capabilities to provide the specified service, and other factors that the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal. The County reserves the right to consider proposals for modifications at any time before a contract is awarded, and negotiations will be undertaken with the consultant whose proposal is deemed to best meet the County's specifications and needs.

Osceola County reserves the right to reject any and all proposals received in whole or in part, and to waive or not waive informalities or irregularities in the proposals or procedures and to accept or further negotiate costs, terms, or conditions of any proposal determined by the County to be in the best interest of the County, even though it is not the lowest priced proposal as a result of this RFP. Nothing in this document shall require the County to proceed with construction.

Licensing and Insurance:

The consultant shall be licensed in the appropriate fields that would apply to this contract. The consultant shall maintain professional liability, comprehensive general liability, automotive liability, and workers compensation insurance at levels required by State Statute.

Submittal Requirements:

The attached, "Proposal Submission Form", must also be filled out in completion and included with the proposal.

Perspective consultants will deliver their proposal to the following address:

Osceola County Coordinator's Office
301 West Upton Avenue
Reed City, MI 49677

By March 12, 2019

Please use an envelope clearly marked "**RFP for EMS Architectural and Engineering Services**".

Please direct procedural questions regarding this RFP to Susan Vander Pol, County Coordinator, at (231) 832-6196 or svanderpol@osceola-county.org.

Please direct technical questions regarding this RFP to Jeremy Beebe, EMS Director, at (231)832-6152 or jbeebe@oc-ems.com.

Thank you for your interest.

Proposal Submission Form

Osceola County EMS

Architectural and Engineering Services Project

The following proposal is submitted for the Osceola County Emergency Medical Services Design/Build project. The vendor has reviewed the Request for Proposals Specifications and submits the following:

PROPOSAL TOTAL: _____

Proposal total must be on a County form in a sealed envelope and clearly marked "RFP EMS Architectural and Engineering Services" and is due by **March 12, 2019**. No late proposals will be accepted unless waived by the County Coordinator.

No Vendor may withdraw a Proposal within 90 days of the Proposal Due Date.

Osceola County reserves the right to accept or reject any or all Proposals, in whole or in part, and to waiver irregularities in any proposal in the interest of the County.

General and Professional Liability Insurance Certificates must be provided to the County upon award of a project and before commencement of work.

CONTACT PERSON: _____

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____

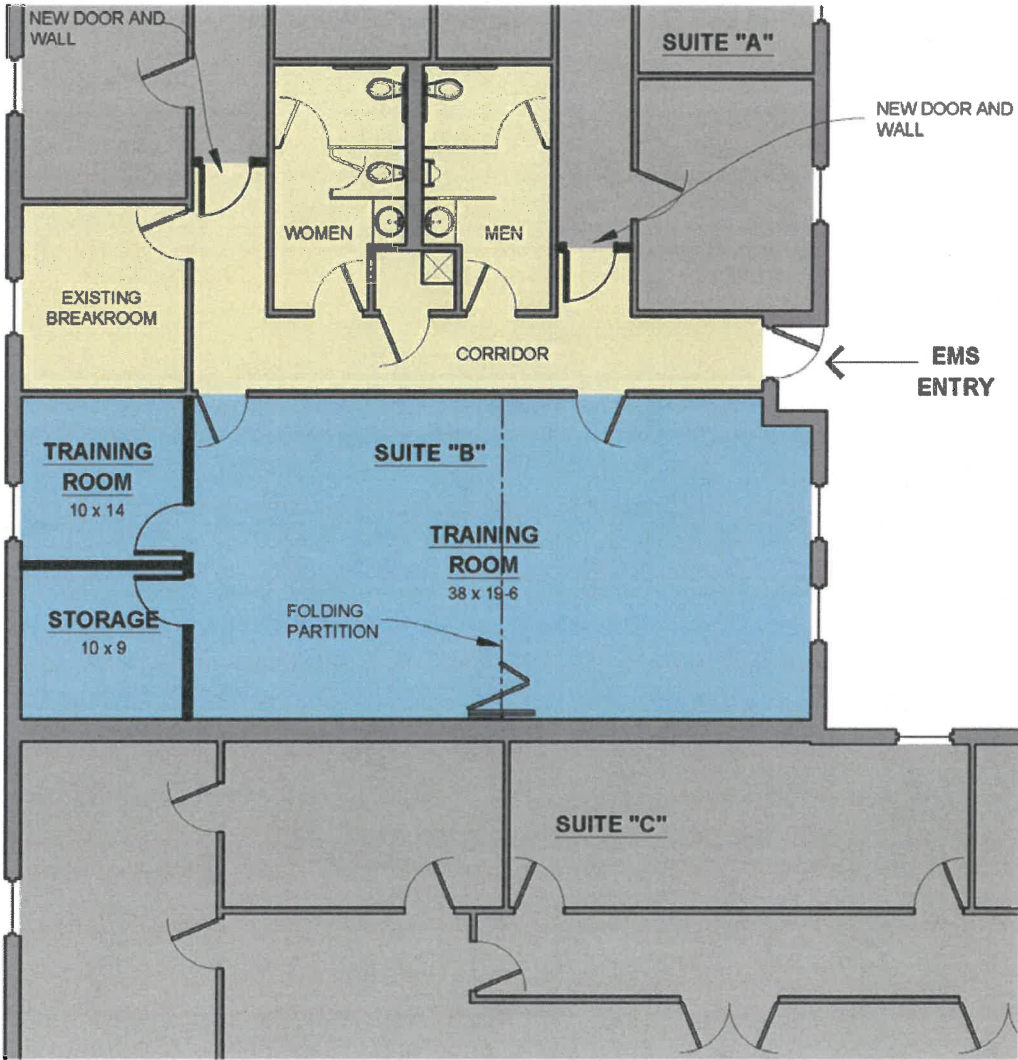
DATE: _____

SIGNATURE: _____

EMAIL ADDRESS: _____

C. Health Department Building – Option Two

Locate the EMS training into the Health Department Building Suite B (approximately 1,000 sq. ft.).



0 5 10 15 20 FEET
OPTION TWO - FLOOR PLAN NORTH