

CHASSELL TOWNSHIP/EMERGENCY SERVICES  
REQUEST FOR PROPOSAL (RFP)  
ENGINEERING SERVICES/PROFESSIONAL ARCHITECTURAL HALL ADDITION

## **1. INTRODUCTION AND BACKGROUND**

Chassell Township is seeking qualified architectural and engineering firms to provide design, planning, and construction-related services for an addition to the existing Fire Hall, the relocation of Township administrative offices, and the relocation of the Department of Public Works. This project is part of a long-term strategy to improve public safety operations, expand municipal service capacity, and enhance community accessibility.

The current Fire Hall, located at 22115 7th Street, has served the community for more than 50 years. Due to increased call volume, equipment needs, and training requirements, the existing facility no longer provides adequate space for modern fire service operations. The Township intends to construct an addition that will support apparatus storage, training functions, improved staff accommodations, and overall operational efficiency.

At the same time, the Township Department of Public Works is housed in an aging, undersized facility that limits the delivery of services to residents. The Township plans to relocate these offices and equipment to a newly renovated or newly constructed space within the expanded Fire Hall footprint. Along with relocating the Township Administrative offices, creating a centralized municipal service hub. Bringing Fire and Township functions together will reduce operational costs, improve interdepartmental coordination, and increase public accessibility.

Through this Request for Proposals (RFP), the Township aims to select a qualified firm with demonstrated experience in municipal building design, fire service facility planning, and community-focused development. The Township intends to collaborate closely with the selected consultant to validate needs, develop conceptual and final designs, prepare construction documents, assist with cost estimating, and support the project through bidding and construction phases.

## **2. NATURE OF SERVICES REQUESTED**

Chassell Township is seeking a firm to provide architectural, engineering, construction inspection, and contract administration services for a Fire Hall Addition.

### 3. PROJECT/SCOPE OF WORK

**A. Design:** The selected firm will develop final design plans for review, comment, and approval by Chassell Township. The design will be based on an approximately 7,000 to 8,000 sq. ft. addition. The plans will become the property of Chassell Township.

**B. Construction and Bid Documents:** The selected firm will prepare material specifications and drawings for site, architectural, interior, mechanical, fire protection, and electrical bidding documents. The set of documents will be sufficient for Chassell Township to solicit public bids and to apply for local and State permitting. The selected firm will develop bidding materials including invitation to bid, instructions to bidders, and other forms and supplements required by Chassell Township as necessary to ensure that prospective bidders are fully informed as to construction and materials requirements. The selected firm will conduct a pre-bid meeting with bidders to describe the scope of the work. During the bidding period, the selected firm will receive and respond to requests for information from bidders, and coordinate with Chassell Township for responses and required modifications. Any approved modifications to the bidding documents will be issued by Addendum. Upon receipt of bid proposals, the selected firm will work with Chassell Township to evaluate and make a recommendation for the award.

**C. Construction Administration:** The selected firm will respond to contractor requests for information, review submittals, and review payment applications. The Township does not expect the scope of the construction to warrant a continuous on-site presence; however, the selected firm should plan on at least weekly project progress meetings with Chassell Township and general contractor, other meetings or site visits as needed, and include not fewer than four other (4) site visits during construction. The selected firm will also conduct a final walk through and develop a final punch list at substantial completion.

### 4. DELIVERABLES

The completion of the above tasks will lead to the following deliverables:

- Construction Plans and Specifications
- Bid Documents
- Project Budget
- Building elevations
- Schematic site plans

### 5. SELECTION CRITERIA

Each proposal will be evaluated based upon the documentation submitted and any interviews. The selection will be based on the following criteria:

- 45% Qualifications and experience
- 25% Project/Proposal approach
- 10% Anticipated Schedule
- 20% Fee Statement

*Chassell Township reserves the right to reject any or all proposals; to waive informalities and technicalities, and to accept any proposal which Chassell Township deems to be in the best interest of Chassell Township.*

## **6. INSURANCE REQUIREMENTS**

The successful firm shall agree to defend, indemnify and hold Chassell Township harmless from all losses, damages, and costs which arise because of the performance of this agreement, to the extent it is caused by the contractor, its subcontractor or anyone for whose act it may be liable. The selected firm shall carry insurance with the following limits:

- General Liability Insurance in the amount of \$1,000,000 including protection for bodily injury and property damage with a combined single limit of \$500,000 for bodily injury and \$500,000 for property damage for each occurrence.
- Professional Liability Insurance for negligence, in the amount of \$1,000,000 per claim and annual aggregate.
- Automobile Liability Insurance providing limits of \$1,000,000 per occurrence.
- Workers' Compensation Insurance, in accordance with Michigan law.

The firm shall provide copies of all certificates of insurance prior to commencement of work. The certificates shall name Chassell Township as additional insured. An insurance carrier authorized to do business within the State of Michigan shall issue these certificates. The certificates shall contain a provision that coverage afforded under the insurance policies will not be canceled or materially changed unless at least thirty (30) calendar days prior written notice by registered letter has been given to Chassell Township.

## **7.Funding**

Any contract awarded as a result of this Request for Proposal is contingent upon the availability of funding, as determined by the Township Board.

## **8. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES**

- **Issue request for proposals May 1, 2026**
- **Proposals due June 29, 2026**
- **Evaluates proposals week of July 6, 2026**

- **Approval of contract July 8, 2026**
- **Project Begins week of: TBD**
- **Project Concludes: TBD**

## **9. SUBMISSION REQUIREMENTS**

### **A. Submittal Documents:**

- a. Ten (10) hard copies of the proposal, including attachments.
- b. One (1) electronic copy
- c. Cost proposal and proposed schedule of progress payments. Chassell Township will withhold ten percent (10%) of each progress payment (retainage). The retainage shall be released upon satisfactory completion of the project.

### **B. Submittal Content: Each Submittal shall be organized in the following order:**

- a. Cover:
  - Shall be titled: "Services for the Hall Addition for Chassell Township "
- b. First page
  - Name of the firm, project team manager, submittal date.
- c. Table of Contents:
  - Include a table of contents with page numbers
- d. Transmittal Letter (contents):
  - Introduction of the firm;
  - Summarize why the Respondent believes itself to be the most qualified;
  - Statement that to the best of the Respondent's abilities, all information contained in the RFP submittal is complete and accurate;
  - Statement granting Chassell Township and its representative authorization to contact any previous client of the Respondent (or a Respondent's Team Member) for purposes of ascertaining an independent evaluation of the Respondent's or a Respondent's Team member's performance; and
  - At least one copy of the transmittal letter must have the original signature of an officer of the principal responding firm.

### **C. Proposal**

- a. Provide a detailed description of the firm's proposed approach to the project and how it intends to ensure that Chassell Township's needs will be met.
- b. Include a projected timeline to reach progress milestones, and ultimately, successful completion of the project.
- c. Detail the amount of effort, in hours, dedicated to each phase of the project by the project/design team.

### **D. Summary of Relevant Projects**

a. List projects you believe demonstrate an ability to successfully meet the requirements of this RFP. List no more than six (6) relevant projects. A relevant project is one which best exemplifies your qualifications. It should involve planning clients, and detail the services you provided:

- Name of Project
- Plan or Planning Project Objectives
- Client
- Total Project Cost
- Project Description, including Public Process
- Describe the Services Your Firm Provided and Any Project Partners
- Projects Consistency with Budget and Timeline/Deadlines
- Reference List Related to these Projects

#### **E. Consulting Service Rate Structure**

- a. Provide a rate sheet for the consultant team members that would be involved in the planning process or a proposed cost structure for the project for consideration. The final project scope of work and costs will be negotiated with the most qualified firm.
- b. A detailed estimate of the total project cost to be billed under a contract with the selected firm.
- c. Description and estimate of costs, (including specialized services, permits, etc.) that will be the Owner's responsibility and paid for outside of the contract with the selected firm.

#### **F. Design Team Resumes**

a. Provide resumes and qualifications of the primary members of the team that will be assigned to work on, and be responsible for the successful completion of the project.

Submittals shall be delivered to the following addressee on or before June 29, 2026, 3PM

Lynn Gierke  
Chassell Township Supervisor  
41950 Willson Memorial Dr., PO Box 438  
Chassell, Michigan 49916  
[ChassellTownshipSupervisor@gmail.com](mailto:ChassellTownshipSupervisor@gmail.com)

Chassell Township welcomes questions on or before June 29, 2026 regarding this solicitation. Questions should be emailed to: [ChassellTownshipSupervisor@gmail.com](mailto:ChassellTownshipSupervisor@gmail.com)