



Request for Proposal Qualifications Based Selection

RFQ/P 5-2009

Bay County
Division on Aging
Community Center Kitchen
Feasibility Study

THOMAS HICKNER
BAY COUNTY EXECUTIVE

REQUEST FOR QUALIFICATIONS---THIS IS NOT AN OFFER

IF FOR ANY REASON YOU CANNOT BID, RETURN THIS FORM SO STATING TO INSURE THAT YOUR NAME MAY BE RETAINED ON OUR BIDDERS LIST

DATE OF REQUEST: APRIL 17, 2009

REFERENCE PROPOSAL NUMBER: RFQ/P 5-2009

MANDATORY WALK THROUGHS:

May 13, 2009, 9:00 AM
BAY COUNTY DIVISION ON AGING
COMMUNITY CENTER KITCHEN
800 J.F. KENNEDY DRIVE
BAY CITY, MI 48706

May 13, 2009, 10:30 AM
CANTEEN BUILDING
800 LIVINGSTON AVENUE
BAY CITY, MI 48708

PROPOSED DATE/TIME REQUIRED: June 5, 2009
2:00 PM

SUBMIT PROPOSAL TO: BAY COUNTY FINANCE DEPT.
ATTN: FRANCES HORGAN
BAY COUNTY BUILDING, 7TH FLOOR
515 CENTER AVENUE SUITE 701
BAY CITY, MI 48708-5128

MARK PROPOSAL: "BAY COUNTY DIVISION ON AGING
KITCHEN FEASIBILITY STUDY ---
DELIVER TO FINANCE DEPARTMENT
IMMEDIATELY"

The Bay County Finance Department, on behalf of the Bay County Division on Aging, is soliciting sealed letters of qualification from either qualified individuals or firms to conduct a feasibility study on site selection for improved kitchen facilities to be located on the grounds of the Bay County Community Center, located at 800 J.F. Kennedy Drive in Bay City or at the Canteen Building, located at 800 Livingston Avenue in Bay City. The study shall evaluate the merits of each location and provide recommendations for a preferred location and floor plan.

Depending upon the results of the feasibility study, funding for the renovation will be requested as needed; currently there are no funds assigned for the renovation dedicated to the project. They will be allocated when a course of action has been decided.

The individual or firm selected to carry out this service of the Bay County Division on Aging must be acceptable to the Bay County Executive and the Bay County Board of Commissioners.

I. SCOPE OF WORK:

The Division on Aging has maximized the kitchen and food storage space of their current facility at the Bay County Community Center and needs to explore ways to increase capacity and create a smoother work flow in order to process meals more efficiently.

The current facility has the capacity to produce 800 meals per meal period and would like to increase capacity to 1500 meals. There is an option to expand into the south parking lot.

The study should delineate costs related to construction, renovation and new equipment at either the Bay County Community Center, the current facility, located at 800 J.K. Kennedy Drive or at the Bay County Canteen Building, located at 800 Livingston Avenue in Bay City.

To aid in this process we have included an equipment "wish list" (**Exhibit A**) and a written description of the floor plan (**Exhibit B**). The floor plans will be provided at the mandatory walk through.

II. MODIFIED QUALIFICATIONS-BASED SELECTION (MQBS) PROCESS TO BE USED

The *Bay County Purchasing Policy* provides for the use of the Modified Qualifications Based Selection (MQBS) Process. This fair and rational procedure facilitates the selection of professional services on the basis of qualifications and competence in relation to the scope and needs of the particular project. For the Feasibility Study, the process is to be carried out through the establishment of a *Modified Qualifications Based Selection (MQBS) Committee*. The committee is charged to implement the MQBS process and provide recommendations to the Bay County Executive and Bay County Board of Commissioners. Members of a MQBS committee will review materials submitted by each person, compare, and rate them according to the selection requirements stated in this MQBS.

The MQBS process to be used for this project involves a number of steps: (1) the Bay County Executive and Department Director approved the proposed general scope of the work, (2) a MQBS Committee is designated, (3) a schedule for selection of the individual or firm is established, (4) a list of professional proponents is developed, (5) qualification documents are gathered and evaluated, (6) a short list of proposers who received 75 points or more is prepared for further consideration with the top proposer(s) being interviewed and evaluated, (7) compensation requirements will at this time be opened for all proposers who receive 75 or more points (8) a Consultant is selected, (9) the fee is negotiated, (10) Corporation Counsel finalizes contract with the Consultant. If agreement cannot be reached with the highest ranked proposer negotiations are begun with the second highest ranked individual, and so on, until an agreement is finalized.

III. MQBS COMMITTEE MEMBERS

The MQBS Committee may include:

- Superintendent of Buildings and Grounds, Richard Pabalis
- Director - Division on Aging, Rebecca Reimann
- Home Services Manager, Paul Pabalis
- Bay County Health Director, Barbara MacGregor
- Interim Finance Officer, Tim Quinn
- Corporation Counsel, Martha Fitzhugh
- Purchasing Agent, Frances Horgan
- Chairman of the Board of Commissioners or Designee
- Board of Commissioners Financial Analyst, Robert Redmond

IV. POINT DISTRIBUTION TO BE USED FOR RATING QUALIFICATIONS OF PROPOSERS

A maximum of one hundred (100) points could be awarded for each proposer's qualifications, with a minimum of seventy-five (75) points needed to qualify. Qualifying scores will be assigned on the following basis:

- Credentials of proposer 1 to 25 points
- Resumes of key personnel 1 to 25 points
- Understanding of provider/project objectives 1 to 25 points
- Related projects of proposer 1 to 15 points
- References 1 to 10 points

Total Possible Qualifications Score: 100 Points

Proposers whose qualifications scores are below the minimum of seventy-five (75) points will be eliminated from further consideration. Proposers whose qualifications score at least seventy-five (75) points may be invited for an interview, for further questioning, as determined by Bay County, to be held at the Bay County Building, 515 Center Ave, Bay City, Michigan.

Following this procedure, a Contract will be presented to the selected proposer. If not executed by the proposer within 10 (ten) days after receipt, negotiations with the first-ranked proposer will be terminated, and Bay County reserves the right to open negotiations with the second-ranked proposer. This iterative process shall be continued until Bay County selects a firm to recommend to the Bay County Executive and Bay County Board of Commissioners.

V. CONTENT OF PROPOSAL REQUIRED TO BE CONSIDERED FOR THIS RFQ/P

Proponents will be evaluated on the following information.

It is required that narrative proposals be indexed and formatted in the same order and categories as noted below:

- A. PRICING SHEET (Utilize form labeled "ATTACHMENT A")
- B. CREDENTIALS OF PROPOSER (Label document as "ATTACHMENT B")
 - 1) Background and experience working with commercial kitchens.
 - 2) List your degrees, certifications, awards or citations.
 - 3) List your general experience and specific capabilities
- C. RESUMES OF KEY STAFF TO BE ASSIGNED TO THE PROJECT (Label document as "ATTACHMENT C")
- D. RELATED PROJECTS (Label document as "ATTACHMENT D")

The proposer will provide a description of the project completed for references listed in ATTACHMENT E.
- E. REFERENCES (Utilize form labeled "ATTACHMENT E")

The proposer will supply:

 - 1) Three (3) references of similar commercial kitchen projects within the state of Michigan.

F. UNDERSTANDING OF PROVIDER/PROJECT OBJECTIVES (Label document as "ATTACHMENT F")

Submit a concise statement pertinent to this RFQ/QBS expressing your understanding of the scope and responsibilities entailed in this RFQ/QBS request. Discuss any problems which can be anticipated and provide a narrative that addresses your proposed solutions to each of the problems identified.

G. NON-COLLUSIVE AGREEMENT (Sign Document labeled as "ATTACHMENT G")

All bidders are required to return the attached document certifying they have not been part of any collusion and that they are they are authorized to act as an agent for the company or firm they represent.

H. COPY OF CURRENT INSURANCE CERTIFICATE (Label document as "ATTACHMENT H")

I. COPY OF YOUR CURRENT CONTRACT (Label document as "ATTACHMENT I")

A copy of your standard current contract must be submitted, so if selected, the finalization of said contract may be expedited.

You are permitted to include a maximum of five (5) additional pages of information not included above, if you feel it may be useful and applicable to this RFQ/QBS.

VI. ADDITIONAL TERMS, CONDITIONS, AND REQUIREMENTS OF PROPOSER

REQUIREMENTS OF PROPOSER

A mandatory walk through of the facilities is planned for **May 14, 2009 starting at 10:30 a.m. commencing first at the Bay County Community Center. All vendors interested in submitting a proposal must attend the walk through. At this time drawings of the facility will be available.**

INSURANCE: Prior to execution of the contract for services the proposer shall submit a current certificate of professional liability insurance, in the minimum amount of \$1,000,000 per claim and \$1,000,000 annual aggregate, to Bay County and shall maintain and provide evidence of insurance coverage acceptable and as required by Bay County, if retained.

If proposer will retain employees, the proposer shall submit evidence of current workman's compensation insurance; and proposer shall submit evidence of automobile insurance in the minimum amount of \$500,000 per occurrence, and any other liability insurance coverage with carriers and limits acceptable to Bay County Corporation Counsel.

Continuation of Coverage: If any of the above coverage expires during the term of this contract, the Proponent shall deliver renewal certificates and/or policies to Bay County at least thirty (30) days prior to the expiration date.

GENERAL INSTRUCTIONS

The proposal must comply with the requirements detailed in this section. The proposer must submit a complete proposal that provides proof of experience and qualification to complete the required activities and the estimated costs to do so.

A complete proposal includes:

- 1) Attachments A-G
 - a. Attachment A – Pricing Sheet Cost Summary
 - b. Attachment B – Credentials of Proposer
 - c. Attachment C – Resumes of key staff to be assigned
 - d. Attachment D – Related projects
 - e. Attachment E – References
 - f. Attachment F – Understanding of Provider/Project Objectives
 - g. Attachment G – Non-Collusive Certificate – see attached
- 2) Attachment H - Copy of Insurance Certificate – requirements as listed above
- 3) Attachment I - Copy of your current contract for review

Proposals, including a separate sealed envelope with compensation requirements will be accepted by mail or hand delivery to the Bay County Finance Department, 7th Floor, 515 Center Avenue, Bay City, Michigan 48708-5128 no later than 2:00 P.M. on June 5, 2009.

To be considered, the Proposal must contain: **TWO SEALED ENVELOPES, ONE SEALED ENVELOPE CLEARLY MARKED "QUALIFICATIONS FOR BAY COUNTY DIVISION ON AGING FEASIBILITY STUDY" CONTAINING ONE (1) COPY INCLUDING ALL ATTACHMENTS, AND ONE SEALED ENVELOPE CLEARLY MARKED "COMPENSATION REQUIREMENTS"**.

BAY COUNTY WILL NOT ACCEPT PROPOSALS SENT BY FAX MACHINE OR E-MAIL.

GENERAL INFORMATION

ADDENDA: All additions, corrections or changes to the solicitation documents will be made by addenda only. Proposers shall not rely upon interpretations, corrections, or changes made in any other manner, whether by telephone or in person. Additions, corrections, and changes shall not be binding unless made by addenda. All addenda issued shall become part of the Contract documents. Addenda will be sent to all known potential bidders by e-mail.

CONTACT INFORMATION: To receive any and all future communications, possible bidders are asked to immediately send contact information by email to Frances Horgan, Bay County Purchasing Agent, at horganf@baycounty.net; failure to do so may limit your ability to submit a complete, competitive proposal.

TAX-EXEMPT STATUS: Bay County is a tax exempt entity. A tax exempt form will be provided to the successful proposer.

RESPONSIBILITY: Proposers are solely responsible for ensuring their response to this request is received by the Bay County Purchasing Agent in accordance with the solicitation requirements, before the date and time specified in this Request and at the place specified.

DELAYS: Bay County or its Purchasing Agent shall not be responsible for any delays in mail or by common carrier or mistaken delivery. Delivery of proposers response to this request shall be made to the Purchasing Agent, Bay County Building, 7th Floor, Suite 701, Bay City, MI 48708.

RFQ/QBS DELIVERIES: Deliveries made before the due date and time but to the wrong office will be considered non-responsive unless re-delivery is made to the office specified before the due date and time specified in this Request.

EXCLUSION: Bidding on this Feasibility Study does not preclude you from bidding on the project.

Bay County's award of any bid is subject to and conditioned upon the approval of a formal contract for services between Bay County and the selected individual or firm within ten (10) days after the date that the proposer receives such contract from Bay County. In submitting a proposal, the bidder acknowledges that the contents of this RFQ/MQBS will become incorporated within the contract and that this RFQ/MQBS does not include every term and provision which shall appear in the final contract. In the event that the proposer fails to execute the formal contract within the stated time period, Bay County may reject the selected proposer, and proceed to accept another qualified proposal, or reject all proposals.

The individual or firm to which this contract is awarded shall not be entitled to any additional or increased fees by reason of conditions being different from those anticipated or by reason of their failure to thoroughly acquaint themselves with the conditions except as specified in the Contract.

In accordance with the Constitution of the state of Michigan 1963, Article I – Declaration of Rights, §26.- Affirmative action, Bay County shall not discriminate against, or grant preferential treatment to, any individual or group on the basis of race, sex, color, ethnicity, or national origin in the operation of public employment, public education, or public contracting. As permitted by the Constitution, Bay County will utilize bona fide qualifications based on sex that are reasonably necessary to the normal operation of public employment, public education, or public contracting. Bay County may suspend compliance with §26 where such action must be taken to establish or maintain eligibility for any federal program, if ineligibility would result in a loss of federal funds to Bay County.

Except as modified in the preceding paragraph, any individual or business entity providing goods and/or services to Bay County shall be required to comply with current provisions of the Equal Opportunity Act For Individuals With Disabilities (42 USCA § 12101 et seq.) and Equal Employment Opportunities (42 USCA § 2000e) in projects receiving federal assistance and the Elliot-Larsen Civil Rights Act (MCL 37.1201 et seq.) and the Michigan Person's with Disabilities Civil Rights Act (MCL 3701101 et seq.). Such individual or business entity shall not discriminate against any individual with respect to hire, tenure, terms, conditions or privileges of employment because of a physical disability that is unrelated to the individual's ability to perform the duties of a particular job position, or because of race, color, religion, national origin, age, sex, height, weight, or marital status. Breach of this covenant except as modified by Constitution Article 1, §26, shall be regarded as a material breach of any transaction or contract between Bay County and the individual or business entity. Bay County shall vigorously enforce these covenants through use of sanctions available within the Bay County Purchasing Policy or legal action.

Bay County reserves the right to accept or reject any or all submissions and waive any irregularities and to make the final determination as to the best qualified proposal.

All questions about this RFQ/MQBS must be directed via email, to:

Frances Horgan, Purchasing Agent

Bay County Finance Department

Bay County Building, 7th Floor

515 Center Ave

Bay City, MI 48708-5128

e-mail: horganf@baycounty.net

Written questions received by Noon on May29, 2009 will be answered and responses will be returned in writing to all potential proponents, including email and facsimile response.

In the event a proponent disagrees with the recommendation made as to the award as made by Bay County Finance Officer, the individual may obtain from the Finance Department a Bid Protest Form which may be completed and returned to Frances Horgan, Purchasing Agent, Bay County Finance Department, Bay County Building, 7th Floor, 515 Center Avenue, Bay City, Michigan, 48708-5128, (989) 895-4037, within ten (10) working days of the Notice of Bid action.

ADA Assistance: Bay County will provide necessary and reasonable auxiliary aids and services, such as a signer for the hearing impaired and audio tapes of printed materials being considered, to individuals with disabilities upon 10 days notice to Bay County. Individuals with disabilities requiring auxiliary aids or services should contact Bay County by writing or calling:

Michael Gray, Assistant County Executive for Administrative Services
Office of the Bay County Executive
Bay County Building, Suite 401
515 Center Avenue
Bay City, MI 48708-5128
Telephone (989) 895-4013
TDD (989) 895-4049

--OR--

Frances Horgan, Purchasing Agent
Bay County Finance
Bay County Building, Suite 701
515 Center Ave
Bay City, MI 48708-5128
Telephone: (989) 895-4037
email: horganf@baycounty.net

**THIS QUALIFICATION PROCESS WILL BE CONDUCTED IN CONFORMITY WITH
THE BAY COUNTY PURCHASING POLICY**

KITCHEN EQUIPMENT LIST

Quantity	Description
1 ea	60 inch Gas Range <ul style="list-style-type: none"> • Back splash • Shelf • Ten (10) burner top • Convection oven • Heavy duty locking casters • Quick connect gas lines • Restraining device
1 ea	36 inch Gas Range <ul style="list-style-type: none"> • Back splash • Shelf • Six (6) burner top • Convection oven • Heavy duty locking casters • Quick connect gas lines • Restraining device
5 ea	Double Stack Gas Convection Ovens <ul style="list-style-type: none"> • Capacity per oven: four (4) inch deep pan capacity, eight (8) per oven • Heavy duty locking casters • Quick connect gas lines • Restraining device
1 ea	Gas Tilting Braising Pan/Skillet <ul style="list-style-type: none"> • Heavy duty locking casters • Quick connect gas lines • Restraining device
2 ea	Electric Two (2) Compartment Convection Steamers <ul style="list-style-type: none"> • Capacity per compartment: up to ten (10) 12" x 20" x 2.5" pan • Heavy duty locking casters
4 ea	Hand washing sinks
1 ea	Twenty-Six (26) long dishwashing station with rinse hose
1 ea	Home grade washing machine
1 ea	Home grade dryer
2 ea	Five (5) foot coat racks
1 ea	Four (4) foot locker system with a minimum of 12 individual lockers
2 ea	Walk-in coolers: 8' x 16'

EXHIBIT A CONT.

Quantity	Description
1 ea	Walk-in Freezer: 8' x 16'
1 ea	Walk-in Freezer: 8' x 12'
1 ea	Air door for entry way entrance into kitchen: forty-eight (48) inch opening required.
1 ea	Electric Double Basket Fryer <ul style="list-style-type: none"> • Enclosed filtering system • Heavy duty locking casters
1 ea	Walk Thru Blast Chiller: 4' wide x 3' deep
3 ea	Four (4) foot work top with under counter reach-in coolers
3 ea	Aluminum Dunnage Rack 3' x 20"
8 ea	Lakeside Heavy Duty utility carts – metal – 38" x 22" x 37"
2 ea	Stainless steel work table for commercial mixers: 3" long x 30" deep x 24" high
4 ea	Stainless steel prep tables with bottom shelving: 8' x 30"
4 ea	Stainless steel prep tables with bottom shelving: 6' x 30"
1 ea	Twelve (12) foot stainless steel wash table and sink with two (2) hanging pre-wash hoses
2 ea	Six (6) foot stainless steel wall mounted shelves
3 ea	Five (5) foot stainless steel wall mounted shelves
3 ea	Four (4) foot stainless steel wall mounted shelves
1 ea	Full size manual commercial slicer
2 ea	Commercial grade can openers
1 ea	Bench top commercial grade mixer twelve (12) quart capacity with attachments
1 ea	Bench top commercial grade mixer twenty (20) quart capacity with attachments
2 ea	Hand carts
3 ea	Large cutting boards
1 set	Color coded cutting boards
51 sets	Five (5) foot wire shelves (204 shelves and 204 posts)
1 ea	Computer system for Lead Cook

HOME SERVICES MANAGER OFFICE AND STAFF MEETING ROOM

Quantity	Description
1 ea	Sixteen (16) foot desk/work station for drivers, must include mail box shelving unit for forty (40) staff
1 ea	Eight (8) foot kitchenette counter with cabinets above and below, with built in sink
1 ea	Residential 20 cubic foot refrigerator
1 ea	Residential medium size microwave
1 ea	New phone system for Central Kitchen

Overview of Central Kitchen Layout

See: "Preliminary Floor Plan" to be provided at walk through

The new central kitchen and adjoining rooms will be redesigned with a new central heating and AC unit with appropriate ducting and venting through-out the new floor plan. The kitchen will have the appropriate make up air unit installed with heating and AC as well. All wiring, gas lines, lighting and ceiling tiles will be replaced to meet all new equipment and changes in location of such equipment through out the new floor plan.

- A/B.** This will serve as the Home Services Managers Office and Staff meeting room. There will be a new phone system in place and wiring for internet and phone for the Home Services Managers office. New enclosed counter storage units with overhead cabinets will be built on the east wall of the office and meeting room. There will also be enclosed cabinets and overhead storage space on the north wall with wiring for television, cable and two (2) separate phone lines for a phone and fax machine. The office and meeting room will be designed and furnished with new décor, carpeting, window coverings and furniture.
- C.** There will be a corridor leading into the old building from the new kitchen.
- D.** There will be a new office built for the lead cook and kitchen assistant to share. It will include a large window facing the kitchen. There will be an internet line and two (2) phone lines run to this office. The office and meeting room will be designed and furnished with new décor, carpeting, window coverings and furniture.

The new kitchen will need two (2) circuit panels and new plumbing and floor drains installed. The new make up air unit will be incorporated into the floor plan. There will be an eight (8') foot trough and water supply for the tilt skillet and steam ovens. There will be a new twenty-six (26') foot long dishwashing station with a pre rinse and garbage disposal followed by a three (3) tub sink and large drying area.

The main kitchen will have a men's and woman's restroom and a utility closet. There will also be multiple shelving units throughout the kitchen for storage of food, supplies and pots & pans. There will be four (4) new walk-in coolers and freezers with a new entry way from outside with two (2) sets of automatic opening doors and one (1) air door leading into the kitchen.

- F.** This area will be used for the blast freezer and existing reach in coolers and freezers. Proper electrical supplies will be needed.
- G.** This area will be used for washing and storing large food delivery equipment like coolers, Cambro transporters and heat bags. There will need to be tiled floors and floor drains. Plumbing will be needed for the work station sink and wall mounted rinse hoses.
- H.** This will be the employee break room and driver station room. This will include a sixteen (16') foot desk work area, two (2) phones, fax machine and forty (40) slot mail box system. There will be two (2) windows installed in the existing wall facing west. The desk work station and break room will be designed and furnished with new décor, carpeting, window coverings and furniture. There will also be an eight (8') foot long kitchen counter with cabinets below and above with a sink. Included will be a residential twenty (20') cubic foot refrigerator and medium size microwave.
- I.** The loading area of the building will have a covered structure for loading and unloading of vehicles, including deliveries from semi-trucks and home delivery vehicles.

PRICING SHEET COST SUMMARY

Please indicate what the cost to Bay County will be for your firm to complete the Feasibility Study

\$ _____

Please indicate what cost will be associated for your firm to create alternate bid specification, drawings and equipment list needed to replace those provided by Bay County

\$ _____

TOTAL PROJECT COST:

\$ _____

REFERENCES

1. Company Name _____
Address _____

Phone/Fax () _____ () _____
Contact Person _____
(PLEASE PRINT)
Date of Service _____
Service Performed _____

2. Company Name _____
Address _____

Phone/Fax () _____ () _____
Contact Person _____
(PLEASE PRINT)
Date of Service _____
Service Performed _____

REFERENCES

3. Company Name _____
Address _____
Phone/Fax () () _____
Contact Person _____
(PLEASE PRINT)
Date of Service _____
Service Performed _____

CERTIFICATION

The individual signing below certifies:

- 1. They are fully authorized to submit this bid, including all assurances, understanding and representations contained within it which shall be enforceable as specified.
- 2. The individual has been duly authorized to act as the official representative of the bidder, to provide additional information as required and, if selected, to consummate the transaction subject to additional, reasonable standard terms and conditions presented by Bay County.
- 3. This proposal was solely developed and prepared without any collusion with any competing bidder and/or Bay County employee.
- 4. The content of this proposal has not and will not knowingly be disclosed to any competing or potentially competing bidder prior to the proposal opening date, time, and location indicated.
- 5. That the signer took no action to persuade any person, partnership, or corporation to submit or withhold a bid.

Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Date: _____