

REQUEST FOR PROPOSAL

GALLOWAY LAKE PARK CONCEPTUAL DESIGN SERVICES IN PONTIAC, MICHIGAN

ISSUED BY:

Pontiac Community Foundation

Central Office:

79 Oakland Ave
Pontiac, MI 48342

Mailing Address:

PO Box 431362
Pontiac, MI 48343

PROPOSAL DUE:

September 29, 2022 at 1:00 PM (local time)

PLAINLY MARKED WITH:

“GALLOWAY LAKE PARK CONCEPTUAL DESIGN”

Section 1: Introduction

Objective

The Pontiac Community Foundation invites all interested and qualified professional companies to submit a proposal for a one-time contract to complete the Conceptual Design Phase for Galloway Lake Park.

The selected consultant will work with the Project Team to conduct meaningful public engagement and create an overall conceptual site plan and preliminary cost estimate for the redevelopment of Galloway Lake Park. The selected consultant shall assess the existing conditions at the site and use feedback from the public input to determine the necessary infrastructure, utilities and equipment needed to upgrade the park.

These services will be conducted under the guidance of the Pontiac Community Foundation, in partnership with the City of Pontiac and the Friends of the Pontiac Parks Association, and shall be completed in accordance with all applicable federal, state and local regulations, policies and contractual guidelines.

Background Information

Galloway Lake Park is a large 63-acre urban community park located at 1460 N. Perry Street, Pontiac, Michigan. The parcel is currently owned and maintained by the City of Pontiac. It is uniquely situated with Galloway Lake and Galloway Creek forming the boundary to the east, Perry Street (BR I-75) and SMART Bus Route 796 to the north, former Grand Trunk Western Railroad (future rail-trail planned) to the west and single-family residential homes and apartments to the south. In addition, Herrington Elementary School, Pontiac High School and Pontiac Middle School are also nearby.

When it was originally developed as a park in the late 1970s, the City used grant funding from the U.S. Department of the Interior-Land and Water Conservation Fund to construct two lighted ball fields, four tennis courts, two basketball courts, a comfort station with restrooms and equipment storage, picnic areas, small playground, improved parking lots and a wooden fishing dock on Galloway Lake. The Ewalt Community Center was also constructed on the property circa 1977 and was a popular destination for youth of all ages to enjoy basketball and other indoor recreational activities.

Today, Galloway Lake Park is underutilized and many of the existing park amenities are in poor condition. The lack of ongoing maintenance and programming have caused this community gem to fall into disrepair and it has become a prime example of what happens when a community disinvests in parks. The two ball fields were removed and replaced with a soccer field circa 2013 when the Perry Street Pump Station was built. The comfort station/restroom building and the former Ewalt Community Center have been shuttered. The understory of the wooded areas and the riparian areas have become overgrown with invasive plants. The wooden fishing dock has exceeded its design life and is in need of replacement. In 2017, the City purchased the adjacent former GTW-Belt Line Railroad (commonly called the North Spur Trail) with the intent to convert it to a rail-trail for walking and biking. The trail is currently unimproved. None of the amenities at the park meet current ADA accessibility standards.

Recognizing the present degraded conditions, the Friends of the Pontiac Parks Association, in partnership with the City of Pontiac and the Pontiac Community Foundation, applied for and received a Design & Access Grant from the Community Foundation of Southeast Michigan. Area residents have expressed the need to reimagine and redevelop the park, and are eager to participate in the public engagement, pre-planning, design and development phases. Galloway Lake Park and the former Ewalt Community Center have amazing potential to provide both indoor and outdoor recreational opportunities, access to quality green space and desirable park amenities. Transforming these community treasures and creating a new vision for the park will have a positive impact on residents in multiple diverse neighborhoods, apartment complexes and schools.

The community is firmly behind the creation of a concept plan that is led by the community and will be integral to the development of the final design for a park that will meet the needs of this diverse community and sets a new precedent for public engagement. Grant funds will be used to conduct meaningful public engagement and create a new vision for the park that will transform it back into a popular recreation destination for residents of all ages and abilities. Proposed upgrades at the Galloway Lake Park may include:

- Pathway loop in the park extending from the park entrance and link to the former Ewalt Center, North Spur Trail, lake access site and other key features
- Vehicular parking areas
- Pavilions with picnic tables
- Fishing pier and canoe/kayak launch
- Restrooms including a family restroom
- Site furniture such as benches, small shade shelters, trash receptacles, bike racks and charcoal grills
- Inclusive playground equipment that exceeds the ADA guidelines for accessibility
- Communication boards near playground equipment to allow park users to point to pictures on the display and express their thoughts and feelings
- Perimeter fencing or boundary markers (wildlife and water-fowl friendly) to delineate park property boundaries
- Enhanced connectivity to the North Spur Trail and SMART Bus Route 796 on Perry Street

A Community Advisory Team was assembled to guide this project and is comprised of long-standing Pontiac residents and members of City Council District-5. This project is an extension of the recently updated Parks and Recreation Master Plan and this group will also assist with community engagement for this project.

Site Restrictions

The Oakland County Water Resources Commissioner's Office (WRC) owns and operates two buildings on the park grounds—the Bay Street Lift Station and the Perry Street Force Main/Pump Station. A construction project slated for 2022 will link the two buildings via underground pipes. This underground infrastructure will be located on permanent easements, which limit the type of development that can be constructed on top of them. These easements, along with any other utilities, will need to be taken into consideration for the final site plan design and may include ITC Transmission, DTE, Consumers Energy, City water and sewer.

In addition, because the City used grants from the Land and Water Conservation Fund to develop the park, the property is encumbered in perpetuity for public outdoor recreational use. The City must also request approval from the Michigan Department of Natural Resources (DNR) to make significant changes in the public outdoor recreation uses of the site. For example, if a passive recreation use is to be replaced with a more active form of recreation that would interfere with the originally intended use, then the City must first work with the DNR to obtain approval.

The former Ewalt Center is owned by the City of Pontiac and has been closed for more than a decade. In 2021, a feasibility study was completed for the 25,000 square foot facility. Updates and repairs, as outlined in the feasibility study, would transform the building and provide programs and activities for youth and residents. The selected consultant shall incorporate pedestrian access and vehicular parking to the former Ewalt Center into the concept site plan design, but no further design work for the Ewalt Center is anticipated to be done by the selected consultant.

Local Community Engagement

One of the biggest challenges at the park is the lack of clean and safe public spaces for many low income and marginalized communities. One of the highest priorities for Pontiac residents in recent surveys is to see their parks better maintained and upgraded. The redevelopment of Galloway Lake Park will create a community inspired, inclusive environment that can connect diverse neighborhoods and communities allowing them to experience nature and green space-just a short walk from home, as well as build avenues for increased community development, recreation and engagement.

This project will be the first park developed in the city fully led by the community. This planned and mandated inclusiveness will effectively give area residents, including low income and marginalized residents, a controlling voice in what they want to see in *their* park.

Parks, trails and green spaces are essential infrastructure. Safe, well-maintained parks promote inclusiveness because they are open to everyone, providing Pontiac residents with much needed peaceful greenspaces to gather, walk, talk and heal especially after the COVID-19 Pandemic.

In addition, residents would like to improve walking and biking facilities and amenities in and around the park to encourage active transportation and reduce chronic disease risk factors. Providing access to the park through alternative modes of transportation like walking, biking and transit will also serve residents in the northeast part of the city with high percentage of low-income households that may not have access to a motor vehicle.

Figure 1. Galloway Lake Park Map



GALLOWAY LAKE PARK

CITY OF PONTIAC, MICHIGAN

1460 N. Perry Street || Park Hours: Dawn to Dusk ||

Section 2: Scope of Work

Project Scope

This is a design only project. Working with available plans, GIS data, aerial photography, accepted design standards and guidelines, the selected consultant shall assess the current conditions at Galloway Lake Park, analyze public input and then prepare a conceptual site plan that specifies all changes or corrections necessary to upgrade the park and comply with the most current federal, state and local design standards.

Note: The following information will be provided to the selected consultant:

- Aerial photography
- GIS data including contour lines
- 2021 Ewalt Center Feasibility Study
- WRC Permanent Easement Recorded Documents
- City of Pontiac Parks & Recreation Master Plan 2021-2025
- Complete Streets Pontiac Plan

Services Required

Professional conceptual design services for Galloway Lake Park may include a multi-disciplinary team with a registered landscape architect, professional planner, registered civil engineer, licensed land surveyor, and other disciplines/experience as needed, but not limited to: urban communities, parks and recreation, public engagement, wetland/riparian delineation, geotechnical investigation, topographic survey, threatened and endangered species, stormwater drainage, former railroad rights-of-way, utilities and permits.

Requirements

The selected consultant shall have the ability to:

1. Work effectively with the Pontiac Community Foundation with respect to any of the services required
2. Understand urban park design and proximity to the North Spur Trail
3. Incorporate accepted design standards within any proposed designs
4. Work within the project budget
5. Compile a preliminary cost estimate for construction anticipated in 2025
6. Identify the most cost-effective materials and design for proposed park improvements
7. Create and produce high-quality, original digital graphics. This includes having both human talent as well as technical resources.
8. Work with residents, stakeholders and community groups on issues related to park planning, environmental stewardship and community development
9. Demonstrate organizational capacity to manage project

Anticipated Deliverables and Specific Tasks

The intent of this document is to provide interested and qualified professional companies with enough information to enable them to prepare and submit a proposal for consideration to the Pontiac Community Foundation for the following:

TASK 1: Meaningful Public Engagement

The selected consultant shall work with the Community Advisory Team to:

- a. Conduct and analyze feedback/results from online and visual preference surveys
- b. Hold up to (4) focus group sessions (may be virtual) with emergency responders, school district representatives, DPW/City Park staff, business owners, etc.
- c. After Task 5 c. is completed, conduct an online survey to gather public response to Preliminary Concept Plan

TASK 2: Public Design Charrette

The selected consultant shall prepare necessary materials and coordinate/facilitate an intensive design charrette which may include:

- a. Project Overview and Goals for the Charrette
- b. Presentations by experts to support the work to be done
- c. Guided Awareness Walk of the park
- d. Facilitate small groups with carefully crafted activities, graphic design and report-out sessions with the intent of reaching consensus on P.A.R.K. (What to Preserve, Add, Remove, Keep Out)
- e. Prepare a preliminary draft Concept Site Plan after reaching consensus

TASK 3: Concept Site Plan

It is essential for the selected consultant to prepare a Concept Site Plan that:

- a. Focuses on feedback and results from public engagement and public design charrette
- b. Applies Universal Design Principles
- c. Incorporates Crime Prevention Through Environmental Design (CPTED) Principles
- d. Considers best management practices for sustainable design, construction and maintenance
- e. Considers future programming needs and recreational trends
- f. Designs using long lasting and vandal resistant materials
- g. Determines the appropriate type, size and location of proposed amenities/equipment
- h. Reduces future maintenance needs
- i. Protects, enhances, honors and conserves the park's natural resources and cultural heritage
- j. Incorporates opportunities for fishing, wildlife observation, lake access, and other community recreational goals as referenced in applicable plan documents (i.e., the City of Pontiac Parks and Recreation Plan)
- k. Identify appropriate locations, basic design and content of interpretive and wayfinding signage

TASK 4: Preliminary Cost Estimate

The selected consultant shall prepare a preliminary cost estimate and include the following:

- a. Based on projected 2025 construction costs
- b. Project Pay Items Based on a Unit Price for the specified Quantity
- c. Recommend the most cost-effective solutions for necessary utilities, removals, new infrastructure/equipment
- d. Pre-Construction Audio/Video DVD Fee
- e. Permits Fees including, but not limited to: Pontiac, MDOT, SHPO, EGLE, DNR, WRC, Utilities (approx. 1%)
- f. Traffic Control, as needed
- g. Mobilization (approx. 10%)
- h. Preliminary/Design Engineering (approx. 10%)
- i. Construction Engineering/Inspection Fee/Contract Administration (approx. 15%)
- j. Materials Testing (approx. 3%)
- k. Grant Administrative Fee (approx. 3%)
- l. Contingency (approx. 20%)
- m. Develop a preliminary annual maintenance budget

TASK 5: Project Meetings

The selected consultant shall coordinate, facilitate and/or attend the following project-related meetings:

- a. One (1) project kick-off meeting to discuss Scope of Work, schedule, and administrative procedures
- b. Regular Progress Meetings as needed with the Community Advisory Team to discuss community engagement, development of the preliminary Concept Site Plan, prepare for the Design Charrette, and review any edits needed for the final version of the Concept Site Plan
- c. One (1) public meeting to unveil Preliminary Concept Site Plan
- d. One (1) public meeting with City Council to present Final Concept Plans, Cost Estimate and Project Details.

TASK 6: Marketing and Outreach Materials

The selected consultant shall also develop the following materials for the Project Team to share with residents and prospective funders and includes the final Concept Site Plan, park redevelopment description, and other relevant information

- a. Three (3) conceptual renderings of playground equipment, site furniture, lake access improvements, or other key features proposed at the park
- b. One (1) Poster (24" x 36" or 36" x 42")
- c. One (1) Tri-Fold Brochure (8.5" x 11") to communicate the Galloway Lake Park concept to the general public and will focus on public awareness of the redevelopment opportunities
- d. Provide copies of project files, graphics and supporting documents relevant to the final design (PDF, CAD DWG, or other agreed upon file type) (printing of hard copies is not needed)

Section 3: Instructions to Respondents

RFP Issuer

This RFP is issued by the Pontiac Community Foundation, an independent 501(c)(3) non-profit organization located in Pontiac, Michigan. The contact person for this RFP is Jonathan Borowski — Director of Business and Finance, Pontiac Community Foundation, finance@pontiaccommunityfoundation.org or (248) 246-6606.

All prospective Offerors must send an e-mail response to Jonathan Borowski (finance@pontiaccommunityfoundation.org) with the following information Firm Name, Project Name, Contact Person, Telephone Number and Email Address on or before September 7, 2022.

Questions or Clarifications of Requirements

Any interpretation, correction or change of this document will be made only by written addendum hereto. Any interpretation, correction or change made in any other manner will not be binding on the Pontiac Community Foundation and Offerors shall not rely thereon. All inquiries are to be made in writing to Jonathan Borowski and be received no later than Wednesday, September 7, 2022 by 4:00 p.m. (local time). These may be hand-delivered, mailed or emailed to finance@pontiaccommunityfoundation.org.

A written response, if provided, will be in the form of an addendum and will be sent to all document holders on file with the Pontiac Community Foundation. Any addendums issued will be located on the Pontiac Community Foundation website: <https://pontiaccommunityfoundation.org> and BidNet: <https://www.bidnetdirect.com/mitn>. Its receipt must be duly acknowledged with any submission. Please refer to website for any addenda that may be issued.

Offerors that submit proposals before the deadline are advised to continue to monitor websites for any addenda that may be issued. Request for Proposal will also be available upon request through the Pontiac Community Foundation Central Office, located at 79 Oakland Avenue, Pontiac, Michigan 48342.

The selected consultant shall agree to indemnify, defend and hold harmless the Pontiac Community Foundation, City of Pontiac, Friends of the Pontiac Parks Association, its officers, agents and employees from and against all claims, losses, costs or damages caused by its acts or those of its agents, or anyone for whom the consultant may be responsible. The Pontiac Community Foundation disclaims any responsibility for injury to Offerors, their agents or to others while examining the work site or at any other time.

Proposal Submission

All sealed proposals are due on or before Thursday, September 29, 2022 at 1:00 p.m. (local time). Electronic proposal submittal is encouraged. Any Offeror wishing to submit a paper proposal should contact Jonathan Borowski (finance@pontiaccommunityfoundation.org) for specific instructions. Late Proposals will not be considered. The Offeror accepts all responsibility for timely delivery of the proposal.

All electronic submissions should be emailed to Jonathan Borowski at:
(finance@pontiaccommunityfoundation.org).

Electronic submissions must include:

1. Qualification Materials – PDF #1

- Provide in a single unencrypted electronic file in Portable Document Format (PDF) of the Proposal that contains the information responsive to all items as described in this RFP. Adobe PDF format is required for attachment.
- If the document is too extensive to email, the Offeror may provide an email with a link to a secure server and request the Proposal be downloaded.
- All qualification material is to be provided as one single document.

2. Fee Proposal – PDF #2

- Provide a single unencrypted electronic PDF file describing the Fee proposal.
- The fee proposal should include a description of proposed timeline including anticipated start and end dates for this project. This information should include detail showing specific anticipated resources and costs.
- Cost data shall not be included in the qualifications response material (PDF #1 above). Failure to comply may result in disqualification.

Evaluation of Proposals

Proposals submitted by September 29, 2022 will be evaluated by a review committee based upon the Offeror’s demonstrated ability and specific approaches to best meeting the project needs, including but not limited to: understanding of the project, recent experience with this type of work, experience of the personnel assigned to this project, familiarity with the City of Pontiac, familiarity with urban park design, and compensation for services (fee proposal). The Offeror may be called to provide an oral presentation to the review committee before a contract is awarded.

Based on the written proposal and, if necessary, oral presentation, the Offeror that best meets the project’s needs will be recommended to the Pontiac Community Foundation Board of Directors for acceptance.

The Pontiac Community Foundation reserves the right of not selecting any consultant, rejecting all proposals, or canceling the project prior to contract execution without any compensation to the Offeror.

No Compensation for Preparation Costs of Proposal

The Offeror agrees and understands that submission of a Proposal responding to this request is a voluntary action on the part of the Offeror. The Pontiac Community Foundation will not pay any fees to or reimburse any costs incurred by a proposing Offeror in the preparation of its Proposal or oral presentations for obtaining a contract for the conceptual design services.

Schedule

The following is the solicitation schedule for this procurement. It is for informational purposes only and is subject to change at the discretion of the Pontiac Community Foundation.

Activity/Event	Anticipated Date
Issue Request for Proposal	Friday, August 26, 2022
Questions Regarding RFP Due	Wednesday, September 7, 2022 by 4:00 p.m. (local time)
Responses to Questions Issued	Friday, September 9, 2022 by 4:00 p.m. (local time)
Responses to RFP Due	Thursday, September 29, 2022 by 1:00 p.m. (local time)
Interviews (if needed)	Early October 2022
Finalist Selected	Mid-October 2022
Project Completion	Wednesday, May 31, 2023

Proposal Terms and Requirements

This RFP in no manner obligates the Pontiac Community Foundation to the eventual purchase of any products or services described, implied, or which may be proposed. This RFP may be terminated and withdrawn by the Pontiac Community Foundation without penalty or obligation at any time.

Expenses for developing and presenting responses to this RFP shall be the entire responsibility of the Offeror and shall not be chargeable to the Pontiac Community Foundation. All supporting documentation submitted with this proposal will become the property of the Pontiac Community Foundation.

The Offeror affirms that to the best of its knowledge there exists no actual or potential conflict-of-interest between the Offeror's family, business, or financial interests and providing the Services. The Offeror will not attempt to influence any City of Pontiac employee, City of Pontiac elected official, City of Pontiac Councilmember or Pontiac Community Foundation employee or Board Member by the direct or indirect offer of anything of value. The Offeror also affirms that neither the Offeror nor any of its employees has paid or agreed to pay any person, other than bona fide employees and consultants working solely for the Offeror, any fee, commission, percentage, brokerage fee, gift or any other consideration contingent upon or resulting from the execution of an Agreement.

In the event of change in either Offeror's interests or Services under an Agreement, the Offeror will inform the Pontiac Community Foundation regarding all possible conflicts-of-interest which may arise as a result of such change. The Offeror agrees that conflicts-of-interest will be resolved to the Pontiac Community Foundation's satisfaction or the Pontiac Community Foundation may terminate the Agreement.

Staffing

This is anticipated to be a short duration project that may involve several disciplines all on a contractual basis. The Offeror shall furnish all services and labor necessary to conduct and complete the conceptual design services described herein. The Offeror shall also furnish all materials, equipment, supplies, and incidentals necessary to carry out this work. The Offeror agrees to demonstrate knowledge of, and performance in compliance with, the standard design and construction practices of the National Recreation and Park Association and City of Pontiac Procedures and Regulations.

The selected Offeror will identify one (1) person to serve as project manager and as a point of contact to schedule all needed services. The selected Offeror will provide all staffing as necessary to conduct conceptual design services. The Offeror shall notify the Pontiac Community Foundation, in writing, prior to any personnel changes from those specified in the Offeror’s original approved proposal. Any personnel substitutions are subject to the review and approval of the Pontiac Community Foundation.

The selected consultant project manager will report directly to Jonathan Borowski, Director of Business and Finance of the Pontiac Community Foundation. The selected consultant will coordinate with the Pontiac Community Foundation at the start of the project in order to get familiarized with the locations, specifications, contract documents, progress of work, and to clearly define roles and responsibilities.

Project manager will manage the project and ensure that project milestones, schedule, remaining effort, etc. are communicated clearly. Project manager will maintain communication with Jonathan Borowski, Director of Business and Finance of the Pontiac Community Foundation. Project manager will coordinate all project activities and will arrange and attend project communication and update meetings with Jonathan Borowski, Director of Business and Finance of the Pontiac Community Foundation as needed.

The Offeror staff shall provide their own transportation to, from and on the project site to perform the services outlined herein.

Changes to Scope of Work

No changes in scope are anticipated due to the size of this project. However, if unforeseen conditions require a change, it shall be the responsibility of the selected consultant’s assigned Project Manager to document the need, assess the cost impact to the project and obtain approval from the Pontiac Community Foundation prior to any adjustment of scope. The Pontiac Community Foundation will not be obligated for any unapproved expansion of scope or unauthorized additional expense.

Section 4: Minimum Information Required

Proposal Content Requirements

All proposals must be organized in accordance with the format listed below. The following represent minimum qualification requirements. Conciseness and clarity of content are emphasized and encouraged. Preferred classifications are multi-disciplinary firm with expertise in landscape architecture, urban design, civil engineering, and community engagement. Ideal candidates will demonstrate their experience designing projects consistent with federal, state and local standards and guidelines.

1. Cover Citation –

Proposal Addressed to:
Jonathan Borowski — Director of Business and Finance
Pontiac Community Foundation
PO Box 431362
Pontiac, MI 48343

Plainly marked with: "GALLOWAY LAKE PARK CONCEPTUAL DESIGN"

2. Letter of Transmittal

The transmittal letter must include the following:

- a) Brief statement of understanding of the work to be performed and a positive commitment to perform the work within the proposed time period.

- b) Name of the contact person or representative for the firm, their title, address, phone number and email address. State whether the contact person is authorized to bind the firm. If not, indicate who is authorized to sign on behalf of the firm.

3. Firm Profile

Provide a company profile for the primary firm and all partner companies including:

- a) The name and business address of the firm and principal who would be responsible for the work.

- b) Current resumes of the proposed project manager and key personnel to be assigned to the project.

- c) Provide profiles of at least two (2) examples completed in the last 5 years that demonstrate your team's expertise in park design or related projects for projects of similar size and character with approximate costs and date completed.

- d) A list of professional references complete with current names, addresses, and phone numbers of at least three (3) projects that can provide information on the Offeror's qualifications and performance. The reference shall have been involved in a similar project with the Offeror.

- e) Identify the location of the office from which the assigned team will operate.

- f) An assessment of the anticipated timeline for project completion and statement documenting necessary resources will be available in the time frame proposed.

4. Statement of Work

Identify and outline what the firm proposes to do. Describe your firm's approach to performing the specific services required. Define the specific deliverables you will provide.

5. Project Approach & Preliminary Milestone Work Plan

Describe your firm's overall proposed approach to the project and the scope requirements indicated in this RFP. Provide a milestone work plan which outlines your approach including project dates, schedules, Kick-off meeting, and ability to obtain information from the key project stakeholders.

Note: To comply with the conditions of the grant funding, the Galloway Lake Park Conceptual Design project must be completed on or before May 31, 2023

6. Hardware/Software Capabilities

Provide a current listing of software and hardware used by your company. Verify your ability to utilize County GIS data if appropriate. Verify your firm's ability to provide all deliverables in Adobe PDF, CAD DWG, or other agreed upon file type.

7. Addenda

Any addenda issued subsequent to the release of this RFP must be signed and returned with the respondent's proposal. Failure to return signed addenda may be cause for the proposal to be considered non-responsive.

8. Fee Proposal

The fee proposal must be submitted as a separate document. The fee proposal should expand on #5 above and include specific tasks as identified in the Scope of Work and submitted as "not to exceed" cost figures and separate cost breakdown by Hours and Cost for the work. Any proposal not complying with this requirement may be subject to disqualification.

Offerors shall be capable of justifying the details of the fee proposal relative to personnel costs, overhead, how the overhead rate is derived, material and time.

The proposal should also include an itemized list of all reimbursable costs, if any, related to this project. Such cost shall be represented as a not to exceed amount and billed at actual costs. These costs may include, but are not limited to, computer plotting or document printing. No premium or add-on costs to expenses are permitted. Receipts or detailed breakdowns for all agreed expense items will be required with any invoices.

Due to the short-term nature of this project, it is expected the Offeror's Fee Proposal should identify a minimal number of payment intervals. A schedule such as: 1) project initiation, 2) "substantial completion" and 3) 10% retainage to be paid following delivery and acceptance of all final project documents and drawings. The final payment of retainage to be adjusted to include any agreed costs for unanticipated expenses or changes in Scope of Work. The Offeror's Fee Proposal must propose a specific schedule. The Proposal shall also define a milestone for "substantial completion."

The total fee proposal may be adjusted after negotiations with the Pontiac Community Foundation and prior to signing a formal contract, if justified.

The Pontiac Community Foundation, located at 79 Oakland Avenue, Pontiac, Michigan 48342, will also serve as the fiduciary for this project.

BUDGET

BUDGET KEY POINTS:

- Maximum total project budget:
 \$20,000 Maximum (contractual) for professional services

DETAILED TASK AND COST INFORMATION TEMPLATE

Provide a complete Fee Proposal by task including hourly rates for all personnel and services fee schedule. Clearly define all relative direct and indirect costs. If you charge for administrative overhead, please explain. Use the following as a guide.

Offerors may also choose to submit an alternative Fee Proposal if there are efficiencies that can be made in the overall process, anticipated deliverables and specific tasks. Clearly explain any such modifications to the project on a separate page in the Fee Proposal (PDF# 2).

Task	Hours	Fee
#1: Meaningful Public Engagement		\$0
#2: Public Design Charrette		\$0
#3: Concept Site Plan		\$0
#4: Preliminary Cost Estimate		\$0
#5: Project Meetings		\$0
#6: Marketing and Outreach Materials		\$0
Not to Exceed Project Cost		\$0

NOTE

THE PONTIAC COMMUNITY FOUNDATION RESERVES THE FOLLOWING RIGHTS: TO ACCEPT OR REJECT ANY PROPOSAL; TO REJECT ALL PROPOSALS; TO WAIVE ANY FORMALITIES OR IRREGULARITIES CONTAINED IN A PROPOSAL THAT DO NOT COMPLY WITH THE TERMS AND CONDITIONS OF THIS REQUEST FOR PROPOSALS, ANY MODIFICATIONS TO THIS REQUEST FOR PROPOSALS, OR ANY SPECIFICATIONS; TO WAIVE THE INTERVIEW PROCESS AND EVALUATE THE OFFERORS BASED ON THEIR PROPOSALS AND FEE SCHEDULES ALONE; TO SELECT THE PROPOSAL AND/OR ITEMS THAT IN THE SOLE AND ABSOLUTE DISCRETION OF THE PONTIAC COMMUNITY FOUNDATION ARE IN THE PONTIAC COMMUNITY FOUNDATION’S BEST INTEREST WHETHER OR NOT THE PROPOSAL SELECTED IS THE LOWEST MONETARY PROPOSAL RECEIVED.