

**DELTA COUNTY BOARD
OF COMMISSIONERS**
310 Ludington Street, Suite 222
Escanaba, Mi 49829

Friend of the Court Security Renovations (Design-Build)

Request for Proposals

1.1 Purpose

Delta County is requesting sealed proposals to design and renovate the current Friend of the Court office and hearing room to provide more security to the staff and public. This will include security upgrades and renovations noted in the scope of work below.

1.2 Scope of Work

Delta County would like to construct a more secure Friend of the Court office and hearing room. This would include relocating the door to provide a more direct access to the hearing room. The renovation will also require moving a wall to relocate an office. The following is a non-exhaustive list of the expectations for the scope of work to be provided by all bidders:

- Design all parameters of the project together with input from the Friend of the Court Director, County Maintenance Director, IT Director and Courthouse Security.
- Remove existing cabinets and countertop on west wall in office area. There will also be hot water heating lines under cabinets that will need to be removed. These lines will be piped into new commercial high capacity baseboard. There will be valves and bleeder valves added to baseboard. New tie in points will be in tunnel in basement.
- Remove workstations from old jail facility and install in office area.
- Build one 8' wall and one 6' wall in office area. Install one 36" ballistic door with card reader. Exterior of these two walls must be bullet proof drywall. The existing wall that the 8' wall ties into must have drywall removed and replaced with bullet proof drywall. There is an electric sub panel in this wall that will need to be relocated so that it will not be accessible to the public.
- Door frames will need CAT6 wiring ran to the basement closet and cut-outs in the frames to allow for installation of electric strikes and access control.
- Any grid work/tiles that are removed from existing office must be replaced to match existing tiles.
- Relocate referee's office to north side of existing courtroom. Construct a 16' wall with a 36" door.

- Remove and relocate judge's bench, remove and relocate public benches.
- Existing drywall between courtroom and office area must be removed and replaced with bulletproof drywall on the courtroom side.
- All ceiling tile and grid work in referee's office and new courtroom must be replaced.
- Remove and relocate cast iron drain line in center of courtroom.
- Reconfigure VAV boxes in ductwork and thermostats in courtroom and referee's office.
- CAT6 wiring for security cameras and computers will need to be ran to basement closet.
- All electrical outlets, lighting, and IT lines must be installed per code and verified with owner. Lighting fixtures in grid work may need to be relocated.
- Baseboard heat in new courtroom must be relocated.
- Courtroom and referee's office sprinkler heads must be moved according to code.
- All drywall in the courtroom area, referee area and office area must be finished smooth.
- Relocate existing door into the hearing room.
- All doors and locks must be verified with the owner.

1.3 Work Hours

Work must be done in a way to minimize disruption to Courts in the building. Court hours are 8-4:30. Most work may need to be done from 6-8 am, or from 4:30-11 pm.

1.4 Required Meeting with Maintenance Director and County Personnel

All bidders on the project are required to meet with the County Maintenance Director, Cory Schroder (906-241-2083), to go over the scope of work, prior to submitting their bid.

1.5 Required Submission Documents

1. Vendor Experience and Qualifications (1 page)
2. Proof of Liability Insurance (1 page)
3. Timeline of work if selected (1 page)
4. Cost proposal (1 page)

1.6 Schedule of Events

Proposals must be received, in a sealed envelope in the Administrative Office, Delta County Courthouse, 310 Ludington St, Suite 222 Escanaba MI 49829, no later than **September 30th 2019 at 4:00 p.m.** Proposals will be opened at the Delta County Board meeting on October 1st, 2019, in the Delta County Service Center Board Room at 5:15 p.m. A decision will be made at a later date following a review of the proposals received. Proposals received after 4:00 p.m on September 30th, 2019 will not be opened or eligible for consideration. The Delta County Board of Commissioners will make a selection based on its current approved procurement policy.

1.7 Amendments to Proposals

Amendments to or withdrawals of proposals will only be allowed if acceptable requests are received prior to the deadline. No amendments or withdrawals will be accepted after the deadline unless they are in response to the County's request.

1.8 Required Review

Defects: Vendors shall carefully review this RFP for defects and questionable or objectionable matter. Comments concerning defects and questionable material must be made in writing and received by Tom Sabor, Interim Delta County Administrator, 310 Ludington Street Suite 222, Escanaba, MI 49829. Telephone conversations are not considered official and must be confirmed in writing by the interested party.

If an addendum is issued, it will be provided to all parties who were provided a copy of the RFP.

1.9 Disclosure of Proposal Contents

All proposals and other material submitted become the property of Delta County and may be returned only at the County's option. Information contained in the proposals will be disclosed and discussed during the evaluation process. Under Michigan's "Right to Know" laws, public records are required to be open to reasonable inspection. All proposal information including detailed price and cost information will be held in confidence prior to the public opening of bids.

Trade secrets and other proprietary data contained in proposals may be held confidential if the vendor requests in writing that the County does so, and the information is eligible for exclusion under Michigan's Freedom of Information Act. Material considered confidential by the vendor must be clearly identified and the vendor must include a brief statement that sets out the reason for confidentiality.

1.10 Subcontractors

Subcontractors may be used to perform portions of the work under this contract. If a vendor intends to use subcontractors the vendor must identify, in their proposal, the names of the subcontractors and the portion of the work the subcontractors will perform. Response Format and Content

1.11 Preparation Costs

The County or City is not responsible and will not pay for any costs associated with the preparation, submittal, or presentation of any proposal.