



City of Marquette

REQUEST FOR PROPOSALS

RFP # 24-03  
PRESQUE ISLE PARK BANDSHELL  
REPLACEMENT

**1-18-24**

Deadline and RFP Opening will be at 11:00 AM, February 15, 2024. Location of the opening will be at City Hall – Room 103, 300 West Baraga Ave, Marquette, MI 49855. RFPs must be emailed to [kburnette@marquettemi.gov](mailto:kburnette@marquettemi.gov) or one hard copy mailed in a sealed envelope. Bid information can be found on the City website at [www.marquettemi.gov](http://www.marquettemi.gov)

Mail Proposals To:

City of Marquette  
ATTN: Katie Burnette, Finance Department  
300 W. Baraga Ave.  
Marquette, MI 49855

The City of Marquette reserves the right to reject any and all bids if judged not to be in the best interest of the City.

Karen M. Kovacs  
City Manager

For questions or further information, contact:

JON SWENSON  
DIRECTOR OF COMMUNITY SERVICES  
CITY OF MARQUETTE  
401 EAST FAIR AVE  
MARQUETTE, MI 49855  
906-225-8593  
JSWENSON@MARQUETTEMICHIGAN.GOV

## **I. INTENT**

The intent of this request is to select a firm to provide design and construction oversight services for replacement of the City bandshell located at Presque Isle Park in Marquette Michigan. The City is seeking a firm to work with City Staff, City boards, committees, and commissions, and community stake holders to develop an architecturally stamped design that satisfies the unique requirements of users, visitors and the Marquette community. Construction oversight will consist of demolition of existing bandshell, site work, and construction of a new bandshell. The firm will work directly with the City of Marquette Staff and stakeholders.

Successful proposals will show an understanding of the history of Presque Isle Park, Fredrick Law Olmstead's recommendations for the park and the unique challenges of designing an outdoor performance facility to fit in the surrounding natural resource and within the communities' expectations.

## **II. SELECTION PROCESS**

Selection will be made using a qualification-based selection system. Firms and personnel with experience designing outdoor performance facilities or projects of similar size and scope. Additionally, project management services, capability to meet the timelines and objectives as provided and cost factors will be a factor. Final selection will be made by the City Commission.

### **RATING OF FIRMS**

City staff will evaluate the proposals using a numeric rating system based on the following:

- Relative experience of personnel (20 points)
- Experience in designing outdoor performance facilities or projects of similar size and scope (20 points)
- Project management experience (20)
- Cost (20 points)
- References (10 points)
- Office location (10 points)

## **III REQUIRED CONSIDERATIONS**

### **TASK ONE**            Site Evaluation & Development

1. Meet with the City staff to obtain a thorough understanding of the specific desires.
  - A. Define basic client desires regarding budget development, contract documents, stakeholder and community input, and project management services.
  - B. Establish project team responsibilities and lines of communication.
  - C. Bidding and selection process for construction services.

- F. Review the status of the project efforts with the client as requested.
- 2. Conduct Stakeholder meetings with City Band and other user groups to determine needs regarding the use of the facility.
- 3. Attend public meetings in Marquette as needed to discuss expectation for the project. These meetings may include but are not limited to The Parks and Recreation Advisory Board, The Presque Isle Park Advisory Committee, The Arts and Culture Advisory Committee, The Marquette Public Art Commission, and the City Commission.
- 4. Develop contract documents for demolition of existing bandshell and construction of new bandshell.
  - A. Architectural stamped drawings and renderings shall be provided for approval.
  - B. Provide cost estimates for all services and materials.
- 5. Develop bidding documents for demolition, sitework and construction of the new facility.
- 6. Oversee the bidding process.
- 7. Provide addenda during bidding as necessary.

#### TASK TWO          Project Management Services

- 1. Oversee demolition of existing bandshell and construction of new bandshell.
  - A. Provide project management and oversight of demolition and construction. This includes construction observation, assisting in site work, review, and recommendation of monthly pay estimates.

#### FINAL DELIVERABLE

The final adopted Presque Isle Park Bandshell Replacement proposal, one (1) hard copy of the final proposal (All in copier ready format) and one (1) electronic copy (can be emailed) must be supplied to the City. Precision of language, clear organization, and clarity of presentation should be emphasized in all documents.

#### **IV. OTHER CONSIDERATIONS**

The successful bidder will be notified of the award in writing and will be expected properly and promptly to execute a contract, such contract will include the following conditions:

##### INSURANCE

Provide evidence of insurance and the coverage limits, or state method for addressing insurance in the following categories:

- Workers Compensation – in compliance with Worker’s Compensation Act
- Comprehensive General Liability (including coverage for completed operations)
- Comprehensive Automobile Liability (including non-ownership and hired car)
- Professional Liability (errors and omissions, including contractual liability)

#### DOCUMENTS

All documents including drawings and specifications created or existing as part of this project, shall be available for use by, and become property of, the City.

#### **V. OBJECTIVES OF THE REQUEST FOR PROPOSAL**

The objective of the RFP is to:

- Develop contract documents for the Presque Isle Park Bandshell replacement, provide bidding assistance and construction administration.

Proposals should be prepared simply and economically, providing a straightforward, concise description of the consultant’s ability to meet the requirements of the RFP.

#### TIMELINES

The following timelines is suggested.

- |                     |                                    |
|---------------------|------------------------------------|
| • February          | City Commission Approve Consultant |
| • February - August | Draft Plan Development             |
| • September         | Construction Bids released         |
| • October           | Construction Starts                |
| • July 2025         | Project Closeout                   |

#### BUDGET:

The City has budgeted \$100,000 for design, demolition and construction.

#### **VI. RECEIPT OF INFORMATION**

Interested parties are invited to respond to this RFP by submitting a response to the City. Please see section III, “Required Considerations” in formulating your response.

To be considered by the City of Marquette, **One (1) black and white** (copy able) Proposal and one electronic copy via email must be received at the City Finance Department no later than **11:00 a.m. EST February 15, 2024**. Proposals are to be in sealed envelopes, clearly identifying the proposal title, “Presque Isle Park Bandshell Replacement” and are addressed to:

City of Marquette  
Katie Burnette, Finance Dept.  
RFP – 24-03  
Presque Isle Park Bandshell Replacement  
300 W. Baraga  
Marquette MI 49855  
kburnette@marquettemi.gov

Proposals will be publicly opened at the following place and time:

Date: February 15, 2024

Time: 11:00 a.m. EST

Place: City Hall, Room 103

#### LATE PROPOSALS

Any proposals received by the City Finance Department after the exact date and time specified above will not be considered.

#### WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn by written notice received at any time prior to award. Proposals may be withdrawn in person by an officer or by a representative of the firm, provided that the representative signs a receipt for the proposal prior to award.

Transmission by fax or email will not be accepted. **The City of Marquette reserves the right to reject any and all proposals.**

#### **VII. QUESTIONS CONCERNING THE RFP**

Please direct all comments and questions to Jon Swenson, Director of Community Services. All contact regarding this RFP or any matter relating thereto must be in writing and may be mailed, e-mailed, or faxed as follows:

Jon Swenson  
Director of Community Services  
300 W. Baraga  
Marquette, MI 49855  
Phone: (906) 225-8593  
Fax: (906) 228-0429  
Email: jswenson@marquettemi.gov