

CITY OF ROMULUS REQUEST FOR PROPOSALS

RFP 16/17-05 ARCHITECTURAL AND ENGINEERING DESIGN SERVICES- 34TH DISTRICT COURT PROJECT

The City of Romulus, Michigan by issuance of the Request for Proposal (RFP), is seeking the services of a licensed Architect-Engineer with experience in court facilities to provide the necessary design services as outlined in the RFP documents and to determine the magnitude and estimated construction cost to evaluate this opportunity.

- (1) Qualified individuals and firms wishing to submit a proposal *must use the forms provided by the City*. Proposal forms and specifications may be obtained from the MITN system @ <http://www.mitn.info/>.
- (2) A mandatory Pre-Proposal Conference and walking tour of the existing facility will be conducted at 10:00 a.m., local time, on Wednesday, September 14, 2016 in the City of Romulus Council Chambers located on the main floor of the Romulus City Hall, 11111 Wayne Road, Romulus, MI 48174.
- (3) Proposals must be submitted in sealed envelopes and delivered to the City Clerk's Office no later than 2:30 P.M., Thursday, **September 29, 2016**.
- (4) Proposals should be submitted in a sealed envelope and addressed using the proposal label provided in the RFP documents.
- (5) At approximately 2:45 p.m., local time all timely received proposals shall be acknowledged as received.
- (6) The City reserves the right to postpone the opening without notification and also reserves the right to reject all proposals and to waive irregularities.
- (7) Proposals shall be good and may not be withdrawn for a period of sixty (60) calendar days after the date for submitting proposals.
- (8) The successful Company will be required to submit proof of all insurance required by the RFP documents and all required endorsements.
- (9) For additional information contact Lynn A, Conway, City of Romulus, Purchasing Director, by calling (734) 955-4568 or by emailing lconway@romulusgov.com

Publish: 09/08/2016

RM090816-0089 2.5 x 4.267