Architectural and Engineering Services

Series 1 Municipal Facility Improvements

RFP Issue Date: November 16, 2026
Proposal Due Date: December 17, 2026, at 5:00 p.m. Eastern Time
City of Zeeland | 21 S. Elm Street | Zeeland, Michigan 49464

1. INTRODUCTION

The City of Zeeland, Michigan, is soliciting proposals from qualified architectural firms to provide comprehensive architectural and engineering services for the design and implementation of Series 1 improvements identified in the City's Facility Improvement Prioritization Plan, dated May 18, 2026.

The City has previously completed a Facilities Condition Audit and Space Use Analysis, which evaluated the physical condition, operational functionality, and future space needs of municipal facilities. The findings and recommendations from these studies were subsequently incorporated into a Facility Improvement Prioritization Plan, which organized recommended capital improvements into three series.

The City is now preparing to advance Series 1, which includes improvements to the Howard Miller Library and Community Center and City Hall. The improvements at these facilities are interconnected, particularly with respect to the relocation and reorganization of departmental functions and the resulting space needs at each facility.

Accordingly, the City intends to undertake Series 1 as a single, coordinated project and is seeking one comprehensive architectural and engineering services proposal covering both facilities.

While the City has identified the improvements contemplated under Series 1, funding for the overall construction program has not yet been finalized. The City therefore intends to select a firm capable of providing professional services from initial programming and schematic design through construction administration, with services authorized in phases as funding and project implementation decisions are made.

RFP REGISTRATION

Firms intending to submit a proposal are required to register their interest with Susan Moore at smoore@cityofzeeland.com. Registered firms will receive any addenda, clarifications, or supplemental information issued by the City during the proposal period.

2. PROJECT BACKGROUND

In May 2026, the City completed its Facility Improvement Prioritization Plan with assistance from TowerPinkster. The plan evaluated the condition and space utilization of several municipal facilities and identified recommended improvements to support the City's long-term operational needs.

The plan established three series of larger capital improvement projects, with Series 1 focused on renovations and improvements to the Howard Miller Library and Community Center and City Hall.

The preliminary combined project estimate for Series 1 is approximately $10.16 million. This estimate is based upon the previously completed planning work and is subject to further refinement through the architectural and engineering design process.

The City anticipates that the selected firm will utilize the completed facilities studies and prioritization plan as the foundation for its work. The City does not intend to duplicate the previously completed studies but instead seeks to advance the recommendations toward design, construction cost validation, and eventual implementation.

The City also recognizes that certain improvements may need to be sequenced to accommodate departmental relocations, maintain ongoing operations, and coordinate related building system improvements.

3. PROJECT DESCRIPTION

A. Howard Miller Library and Community Center

Location: 14 S. Church Street, Zeeland, Michigan
Building Area: Approximately 42,281 square feet
Original Construction: 1995

The proposed improvements include, but are not necessarily limited to:

- Renovation and reconfiguration of lower-level community rooms, storage areas, and corridors.
- Interior library renovations and expansion of library workroom areas.
- A potential building addition of approximately 1,000 square feet, subject to further evaluation and confirmation.
- Mechanical, electrical, plumbing, and technology improvements associated with the proposed renovations and building addition.
- Replacement of existing roofing systems.
- Replacement of existing Kalwall skylight assemblies.
- Replacement or improvements to exterior EIFS panels.
- Construction of a new entrance canopy.
- Associated sidewalk, parking, and site improvements.
- Coordination of building improvements with existing and separately planned mechanical system replacements.

The City is separately addressing certain chiller replacement work at the facility. The selected firm will be expected to coordinate its design with this work and avoid unnecessary duplication of services.

B. City Hall

Location: 21 S. Elm Street, Zeeland, Michigan
Building Area: Approximately 12,620 square feet
Original Construction: 1934

The proposed improvements include, but are not necessarily limited to:

- Interior renovations and reconfiguration of office and meeting spaces throughout the building.
- Replacement of the existing roof.
- Replacement of existing windows.
- Replacement of the existing elevator within its current shaft.

- Mechanical system improvements, including cooling condensers, variable air volume equipment, exhaust fans, and related components.
- Electrical and technology infrastructure improvements associated with the proposed renovations.
- Related improvements necessary to support the continued functionality, accessibility, and efficiency of City Hall.

The final scope of improvements at both facilities will be developed in consultation with City staff and will be subject to City approval.

4. PROJECT DELIVERY AND COORDINATION

The City intends to undertake Series 1 improvements as a single, coordinated project utilizing a traditional Design-Bid-Build construction delivery method.

Under this approach, the selected architectural firm and its engineering consultants will be responsible for preparing complete construction documents suitable for competitive bidding. The City will subsequently enter into a construction contract with the selected contractor.

The City does not currently anticipate retaining a separate construction manager. Accordingly, the selected architectural firm shall provide comprehensive construction administration services throughout the construction process, if and when construction is authorized.

The selected firm will be responsible for coordinating the design and implementation of improvements at both facilities, including evaluating the appropriate sequencing of construction activities to accommodate departmental relocations, minimize disruptions to municipal operations, and provide for the efficient use of available resources.

While the City anticipates proceeding with Series 1 as a coordinated project, it reserves the right to modify the scope, timing, or sequencing of individual improvements based upon available funding, operational considerations, and City Council direction.

5. SCOPE OF PROFESSIONAL SERVICES

The City intends to select one architectural firm to provide comprehensive architectural and engineering services for Series 1. However, the City anticipates authorizing these services in phases, with subsequent phases contingent upon City Council approval, project funding, and implementation considerations.

PHASE 1 - PROGRAMMING, PROJECT PRIORITIZATION, AND SCHEMATIC DESIGN

The initial phase shall include the following services:

A. Project Initiation and Review

- Review the previously completed Facilities Condition Audit, Space Use Analysis, and Facility Improvement Prioritization Plan.
- Review available building plans, existing conditions, and previously developed concepts.
- Meet with City staff and departmental representatives to confirm programmatic requirements and operational priorities.

- Identify any changes in facility conditions or operational needs that may affect the proposed improvements.
- Establish an overall project schedule and anticipated milestones.

B. Project Prioritization and Implementation Planning

- Assist the City in evaluating and prioritizing proposed improvements based on facility condition, operational need, public accessibility, life safety, cost, and long-term benefit.
- Identify improvements that should be undertaken immediately and those that could reasonably be deferred.
- Evaluate opportunities to combine related improvements to reduce overall construction costs or disruptions.
- Recommend a logical sequence of improvements at both facilities, particularly where departmental relocations or space reconfigurations are interconnected.
- Develop recommendations for construction phasing that allow municipal and library operations to continue to the greatest extent practical.
- Assist the City in evaluating project scope alternatives to align improvements with anticipated funding availability.

C. Schematic Design

- Prepare preliminary architectural plans and conceptual design alternatives.
- Refine space programming and proposed building layouts.
- Evaluate structural, mechanical, electrical, plumbing, technology, and site requirements.
- Identify applicable code compliance and accessibility considerations.
- Prepare preliminary construction cost estimates.
- Evaluate opportunities for value engineering and cost-effective alternatives.
- Present schematic design alternatives and recommendations to City staff.

D. Phase 1 Deliverables

At the conclusion of Phase 1, the selected firm shall provide:

- Updated project scope and priorities.
- Preliminary architectural plans and schematic designs.
- Recommended construction sequencing and implementation strategy.
- Updated construction cost estimates, including appropriate contingencies and anticipated project-related costs.
- Preliminary project implementation schedule.
- Identification of potential cost-saving alternatives or improvements that could be deferred.
- A summary presentation suitable for review by City staff and City Council.

The City anticipates reviewing the results of Phase 1 before determining whether to authorize subsequent design services.

PHASE 2 - DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTS, AND BIDDING ASSISTANCE

Subject to subsequent City authorization, Phase 2 shall include the following services:

A. Design Development

- Prepare detailed architectural and engineering design documents based upon the approved schematic design.
- Develop proposed materials, finishes, building systems, and construction approaches.
- Coordinate architectural, structural, mechanical, electrical, plumbing, technology, and other applicable disciplines.
- Further evaluate necessary code compliance and accessibility improvements.
- Prepare updated construction cost estimates.
- Identify opportunities for value engineering and cost reductions.
- Obtain City approval before advancing to construction documents.

B. Construction Documents

- Prepare complete construction drawings and technical specifications suitable for competitive construction bidding.
- Coordinate the work of all professional disciplines.
- Identify necessary demolition, renovation, and new construction activities.
- Prepare documents suitable for required permit and agency reviews.
- Coordinate with City staff concerning project phasing, building occupancy, and operational continuity.
- Develop separate construction bid packages or bid alternates where appropriate and authorized by the City.

C. Bidding and Contractor Selection Assistance

- Assist the City in preparing construction bid documents.
- Participate in pre-bid meetings and respond to contractor questions.
- Prepare addenda and clarifications.
- Assist with review and evaluation of construction bids.
- Review contractor qualifications and bid responsiveness.
- Provide recommendations regarding contractor selection and construction contract awards.
- Assist with preparation of construction contracts and related documentation.

D. Phase 2 Deliverables

- Complete design development documents.
- Updated construction cost estimates.
- Final construction drawings and technical specifications.
- Construction bidding documents.
- Bid evaluation and contractor selection recommendations.
- Final anticipated construction schedule.

PHASE 3 - CONSTRUCTION ADMINISTRATION

Subject to subsequent City authorization and approval of construction funding, Phase 3 shall include comprehensive construction administration services consistent with the City's anticipated Design-Bid-Build delivery method.

A. Construction Administration

- Coordination and participation in preconstruction meetings.
- Regular construction progress meetings with City representatives, the contractor, and appropriate design professionals.
- Periodic on-site observations to assess the general progress and quality of construction and determine whether observed work generally conforms to the construction documents.
- Review of contractor schedules and assistance in identifying potential scheduling conflicts or delays.
- Review and processing of contractor submittals, shop drawings, product data, and material samples.
- Review and response to requests for information and preparation of necessary design clarifications.
- Review of proposed construction changes, including evaluation of associated costs and potential schedule impacts.
- Preparation or review of construction change orders for City consideration and approval.
- Review of contractor payment applications and recommendations for payment.
- Assistance with coordination of construction activities affecting ongoing City Hall and library operations.
- Participation in substantial completion inspections, preparation of punch lists, and verification of corrective work.
- Review of project closeout documentation, warranties, operating manuals, and other required materials.
- Participation in final inspections and recommendations regarding final completion and payment.

B. Construction Administration Staffing and Expectations

Proposing firms shall describe their approach to construction administration, including the personnel assigned to the project, anticipated frequency of construction progress meetings, frequency of site observations, and the roles of the architectural and engineering disciplines during construction.

The City anticipates regular construction progress meetings, generally on a biweekly basis, with additional site visits as necessary during critical construction activities. Proposals shall clearly identify the number of on-site meetings and observations included in the proposed fee.

The selected architect will serve as the City's principal professional design representative during construction. The contractor shall remain responsible for construction means, methods, techniques, sequences, procedures, site safety, and supervision of construction activities.

The architect shall assist the City in monitoring construction progress, addressing design-related issues, reviewing construction costs, and facilitating communication among the City, contractor, and design professionals.

Construction administration services shall be included in the firm's overall professional services fee proposal, based upon the anticipated construction duration identified in its proposal.

6. PHASED AUTHORIZATION OF PROFESSIONAL SERVICES

While the City intends to select one architectural firm capable of providing comprehensive professional services for Series 1, funding for the overall construction program has not yet been finalized.

Accordingly, the City anticipates initially authorizing only Phase 1 - Programming, Project Prioritization, and Schematic Design.

At the conclusion of Phase 1, the selected firm shall present its recommendations, preliminary designs, estimated construction costs, and anticipated project schedule to City staff and City Council for consideration.

Authorization of Phase 2 and Phase 3 shall be contingent upon subsequent City approval, funding availability, and project implementation considerations.

Proposing firms shall provide one comprehensive fee proposal for Series 1, with compensation separately identified for each phase of professional services. The proposal shall include all anticipated architectural, engineering, and consultant services necessary to complete the respective phases.

The City reserves the right to authorize any subsequent phase of services at its discretion and shall have no obligation to proceed beyond the services specifically authorized in writing.

The selected firm shall not commence work on subsequent phases without written authorization from the City.

Proposals shall identify assumptions regarding project duration, potential delays between phases, and any proposed provisions for adjusting professional fees should implementation be delayed.

The City's intent is to establish a long-term professional relationship with the selected firm while maintaining appropriate financial oversight and flexibility in the timing of project implementation.

7. PROJECT SCHEDULE

Proposing firms shall provide a preliminary project schedule identifying anticipated durations for:

- Phase 1 - Programming, prioritization, and schematic design.
- Phase 2 - Design development, construction documents, and bidding assistance.
- Phase 3 - Construction administration.

The schedule should identify major City review and approval milestones and anticipated durations for each phase.

Firms should also identify opportunities to accelerate portions of the project or implement individual improvements ahead of the overall program, where appropriate.

Because funding for construction has not yet been finalized, the City recognizes that the timing of subsequent phases may be affected by future financing and implementation decisions.

8. PROPOSAL REQUIREMENTS

Interested firms shall submit proposals containing the following information:

A. Firm Qualifications

Provide a general description of the firm, its organizational structure, and its experience providing architectural and engineering services for municipal facilities.

B. Project Team

Identify the project manager, lead architect, engineering consultants, construction administrator, and other key personnel. Describe their qualifications and anticipated responsibilities.

C. Relevant Experience

Provide examples of at least three comparable projects involving renovations to occupied municipal, library, or other public facilities. Include project scope, construction cost, and client references.

D. Project Understanding and Approach

Describe the firm's understanding of the proposed Series 1 improvements, including its approach to scope refinement, project prioritization, cost control, construction phasing, coordination between the two facilities, and maintaining facility operations.

E. Scope of Services

Confirm the services included in the proposal and identify any proposed exclusions, assumptions, or additional services.

F. Construction Administration Approach

Describe the firm's proposed construction administration staffing, meeting frequency, site observation approach, and procedures for reviewing contractor payment applications, change orders, and construction progress.

G. Project Schedule

Provide a proposed design and implementation schedule, including anticipated durations for each phase.

H. Fee Proposal

Provide a detailed fee proposal consistent with Section 9.

I. References

Provide contact information for at least three clients for whom comparable services have been performed.

9. FEE PROPOSAL

To facilitate a consistent comparison of proposals, firms shall provide one comprehensive fixed-fee proposal for the architectural and engineering services associated with Series 1 improvements to both City Hall and the Howard Miller Library and Community Center.

The fee proposal shall identify compensation for the following phases:

Professional Service	Proposed Fee
Phase 1 - Programming, Prioritization, and Schematic Design	$_____
Phase 2 - Design Development, Construction Documents, and Bidding Assistance	$_____
Phase 3 - Construction Administration	$_____
Total Basic Services	$_____
Estimated Reimbursable Expenses	$_____
Total Proposed Compensation	$_____

The fee proposal shall include all architectural, structural, mechanical, electrical, plumbing, and other professional engineering services necessary to complete the proposed scope, except for services specifically identified as excluded.

Firms shall separately identify any proposed optional or additional services, including technology design, furniture planning, fire protection design, civil engineering, commissioning, and other specialized services as appropriate.

Proposals shall identify the anticipated construction duration upon which the construction administration fee is based, along with the proposed monthly cost for additional construction administration services should construction extend beyond the anticipated duration.

Firms shall also provide hourly billing rates for additional services and identify how professional fees would be adjusted in the event of substantial delays between project phases.

The City reserves the right to negotiate the final scope and compensation with the selected firm.

10. EVALUATION AND SELECTION

The City of Zeeland will evaluate proposals based on the qualifications and experience of the proposing firm, its understanding of the project, the proposed approach to providing architectural and engineering services, the qualifications of assigned personnel, the proposed project schedule, and the overall cost of services.

Particular consideration will be given to firms demonstrating experience with municipal facilities, library renovations, improvements to occupied buildings, and the coordination of complex renovation projects involving multiple facilities. The City's evaluation will also consider each firm's approach to project management, construction cost control, and construction administration.

The City may invite selected firms to participate in interviews to further discuss their qualifications, proposed approach, and professional fees.

The City reserves the right to select the firm determined to be best qualified to meet the City's needs and provide the greatest overall value. Selection will not necessarily be based upon the lowest proposed fee.

11. SUBMISSION REQUIREMENTS

Firms interested in submitting a proposal shall register with Susan Moore at smoore@cityofzeeland.com. Registration will allow the City to maintain a list of interested firms and distribute any supplemental information, clarifications, or addenda issued during the proposal period.

Proposals shall be submitted electronically in PDF format no later than 5:00 p.m. Eastern Time on Thursday, December 17, 2026.

Proposals shall be directed to:
Kevin Plockmeyer
Interim City Manager
City of Zeeland
21 S. Elm Street
Zeeland, MI 49464
kplockmeyer@cityofzeeland.com

Questions concerning the RFP shall be submitted in writing to Kevin Plockmeyer at the email address listed above no later than December 7, 2026. Responses to substantive questions will be distributed to all registered firms by December 11, 2026.

FACILITY SITE VISITS

The City will not conduct a scheduled pre-proposal meeting or group facility walkthrough. Firms wishing to visit the Howard Miller Library and Community Center or City Hall to familiarize themselves with existing conditions may arrange an individual site visit by contacting:

Ben Kiewiet
City of Zeeland
bkiewiet@cityofzeeland.com

Firms are encouraged to review the available project documentation and visit the facilities as necessary to develop a thorough understanding of the proposed improvements.

Any substantive questions arising from site visits shall be submitted through the RFP question process to ensure that all registered firms receive the same information.

The City reserves the right to reject proposals received after the established deadline.

12. GENERAL CONDITIONS

The City of Zeeland reserves the right to reject any or all proposals, waive irregularities, request additional information, and negotiate with one or more firms as determined to be in the City's best interest.

The City is under no obligation to award a contract as a result of this solicitation.

All costs associated with preparing and submitting a proposal shall be borne by the proposing firm.

Selection of a firm does not guarantee authorization of all services or construction projects described in this RFP. Subsequent project phases shall be subject to City approval, available funding, and execution of an acceptable professional services agreement or written authorization under the agreement.

The final agreement shall address professional liability insurance, ownership and use of design documents, additional services, compensation, termination, and other customary contractual provisions.

The City shall have appropriate rights to use completed project documents for the intended project, subject to the terms of the negotiated professional services agreement.

13. ANTICIPATED PROCUREMENT SCHEDULE

Activity	Date
RFP Issued	November 16, 2026
Deadline for Questions	December 7, 2026
Responses to Questions Published	December 11, 2026
Proposals Due	December 17, 2026, at 5:00 p.m. Eastern Time
City Council Consideration	December 21, 2026
Anticipated Project Kickoff	First Quarter 2027

The City reserves the right to modify the anticipated schedule as necessary.

14. REFERENCE DOCUMENTS

The following documents will be made available to interested firms:

- City of Zeeland Facility Improvement Prioritization Plan, May 18, 2026.
- Previously completed Facilities Condition Audit and Space Use Analysis.

The reference materials are provided to assist firms in understanding the City's previously completed planning work. Proposing firms are expected to independently evaluate the information necessary to develop their proposed professional services and identify any material assumptions or limitations.