



2026 Elevator Modernization Professional Services RFP

Owner: Meridian Charter Township
Contact Person: Dan Opsommer, Deputy Township Manager
Contact Address: 5151 Marsh Road, Okemos, MI 48864
Contact Phone: 517.853.4440
Contact Email: opsommer@meridian.mi.us
Project Name: 2026 Elevator Modernization Professional Services RFP
Project Locations: Municipal Building, 5151 Okemos Road, Okemos, MI 48864
Police Department Building, 5147 Marsh Road, Okemos, MI 48864

1. REQUEST

The Charter Township of Meridian is seeking proposals from qualified architectural and engineering firms for the following professional services:

- Complete inspections of the Township’s two elevators to determine all work that is necessary in order to meet current and future elevator code requirements. The Township’s two elevators are located at:

Municipal Building
5151 Marsh Road, Okemos, MI 48864

Police Department Building
5147 Marsh Road, Okemos, MI 48864
- Draft an RFP for the Township to solicit sealed bids in order to perform the work that is necessary in order to meet current and future elevator code requirements. The Township wishes to ensure that all components and parts used are non-proprietary meaning that any elevator company will be able to work on it in the future.
- Produce an engineer’s estimate based on the RFP.
- Provide a proposed balance of hours for plan review with the Township’s contractor.
- Provide a proposed balance of hours for onsite inspections during and post-construction.

2. FEDERAL, STATE AND LOCAL REQUIREMENTS

All project plans must meet all applicable engineering and building standards and federal, state, and local requirements, including compliance with state and federal barrier-free accessibility requirements of 1976 PA 220 (Persons with Disabilities Civil Rights Act) and the nondiscrimination requirements of 1976 PA 453 (Elliot –Larsen Civil Rights Act), as amended.

In accordance with these laws, all contracts must contain a covenant by the consultant and any sub-consultants not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, sexual orientation, gender expression, or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position.

In addition, Federal guidelines mandate that the project must be in accordance with 43 CFR Subtitle A, Subpart C. All contractors and sub-contractors must take all necessary affirmative steps to assure that minority firms, women's business enterprises and labor surplus area firms are used when possible.

3. CONTENT OF PROPOSAL

To be considered complete, proposals shall include:

- The name, title, and qualifications of the employees who would be performing these professional services under this contract with the Township.
- Related project experience of the firm and the proposed staff. For each related project, please include: project owner, services provided, date of completion, a list of staff who worked on the project, and project design and/or construction costs.
- The hourly rates for each employee who would be performing these professional services for the Township.
- Mileage and/or other rates that would be billed to the Township to perform these professional services.
- A not to exceed amount based on your estimated costs to provide these professional services.
- Three references with a preference for local units of government.
- A schedule for inspecting the elevators and preparing the construction RFP.

4. REVIEW OF PROPOSALS

An internal committee of Township staff will review all proposals. The committee will perform the initial review of the proposals, based on professional qualifications, previous experience on similar projects, ability to meet project work schedule, and the proposed not-to-exceed amount based on each firm's best estimated costs to provide these professional services. The Township

reserves the right to reject all bids, waive informalities or irregularities, and/or accept the bid that it determines to be in the best interest of its residents.

5. OTHER INFORMATION

- Prior to submission of any response, firms are encouraged to contact Deputy Township Manager Dan Opsommer with any questions at opsommer@meridian.mi.us.
- To schedule an onsite visit prior to submitting your proposal, please contact Deputy Township Manager Dan Opsommer at opsommer@meridian.mi.us.
- In the event it is necessary to revise any part of the RFP, addenda will be issued on the Township's website and provided to all firms who received the RFP.
- Responses to the RFP and contents therein may be eligible for review under the FOIA.
- The contents of the proposal of the successful firm may become an obligation if a contract results. The proposal will be incorporated by reference into any resulting contract to the extent accepted by the Township.
- The selected firm shall comply with all relevant requirements of the Charter Township of Meridian.

6. SUBMISSION OF PROPOSALS

A copy of the proposal shall be submitted to:

Charter Township of Meridian
Attn: Clerk's Office
5151 Marsh Road
Okemos, MI 48864

Proposals will be accepted up until 11:00 a.m. on Thursday, March 12, 2026.

Firms can elect to submit proposals electronically. If you wish to submit electronically, please email your proposal to opsommer@meridian.mi.us.



2026 Elevator Modernization Professional Services RFP

Business Name: _____

Address: _____

Primary Contact: _____

Email: _____

Telephone Number: _____

Not-to-Exceed amount based on your best estimate of the cost to provide these professional services: \$_____.

Proposal Deadline: 11:00 a.m. on Thursday, March 12, 2026

A copy of the proposal shall be submitted to:

**Charter Township of Meridian
Attn: Clerk's Office
5151 Marsh Road
Okemos, MI 48864**

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