

# ALPENA

## COMMUNITY COLLEGE

665 Johnson Street  
Alpena, MI 49707-1495

(989) 356-9021  
[www.alpenacc.edu](http://www.alpenacc.edu)

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### REQUEST FOR PROPOSAL (RFP)

Architectural & Engineering (A/E) Services  
Next-Gen Climbing Range & Substation Technology Project

Alpena Community College  
665 Johnson Street  
Alpena, Michigan 49707

#### 1. GENERAL INFORMATION

Release Date: 5/20/2026

Proposal Due Date: 2:00 P.M. on June 30<sup>th</sup>, 2026

Contact: Dawn Stone, Dean of Workforce Development, [stonedawn@alpenacc.edu](mailto:stonedawn@alpenacc.edu) 989-358-7293  
or Kurt Konieczny, Director of Facilities, [konieczk@alpenacc.edu](mailto:konieczk@alpenacc.edu) 989-358-7202

Alpena Community College (ACC) is seeking proposals from qualified Architectural & Engineering (A/E) firms to provide comprehensive design and construction administration services for the Next-Gen Climbing Range and Substation Technology Project located on ACC property, north of main campus on Woodward Avenue, adjacent to the south of the *Farming the Sun* solar array, in Alpena, Michigan.

This project is funded in part by the U.S. Department of Commerce, Economic Development Administration (EDA) and is subject to all applicable federal requirements. The final A/E Agreement will be subject to EDA review and approval prior to contract award and initial disbursement of funds.

#### 2. PROJECT OVERVIEW

ACC is constructing a hybrid training facility combining:

- A traditional classroom/garage building (~4,050 SF)
- A non-energized utility training environment, including but not limited to installation of steel towers, poles, and a substation

The A/E firm must demonstrate capability in both vertical construction and utility-related infrastructure design or include qualified subconsultants with expertise in electric utility systems, including substations and transmission/distribution structures.

The project includes:

- Building construction
- Steel towers and steel utility poles (approximately 110' tall) that create an approximately 1800 linear feet of aerial training grounds
- Electrical substation training components
- Site engineering and development (roads, grading, crushed limestone, fencing)
- Integration with adjacent solar array infrastructure

The total anticipated construction value of the project is approximately \$3,000,000, inclusive of building construction, site development, and utility training infrastructure. The A/E firm shall base its proposal on this anticipated scope. ACC reserves the right to modify the scope of the project based on funding availability. Any additional design services required due to scope expansion will be negotiated as an amendment to the A/E agreement.

Reference documents, including a preliminary site layout (Area of Potential Effect) and conceptual building layout, are included with this RFP for informational purposes. The A/E firm shall validate and refine these concepts during the design phase.

The anticipated project schedule is structured to initiate design activities in August 2026, with completion of design and bid documents by October 2026. The project will proceed through bidding and award between November 2026 and January 2027, with construction mobilization beginning March 2027. Construction is expected to commence April 1, 2027, with substantial completion targeted for October 1, 2028.

A/E funding is anticipated to not exceed \$200,000.

## 2.1 POTENTIAL FUTURE SCOPE

ACC anticipates the possibility of additional project components depending on future funding availability. These may include, but are not limited to:

- Expansion of site utilities (e.g., extension to roadway)
- Well installation or alternative utility systems
- Interior build-out enhancements (e.g., HVAC upgrades, finish improvements)
- Additional site improvements or infrastructure

The A/E firm shall identify in its proposal how additional services would be approached and provide indicative pricing or methodology for negotiating additional services. Any such services will be authorized through a formal amendment to the A/E agreement.

### 3. SCOPE OF A/E SERVICES

#### 3.1 Design Phase

- Programming validation and site analysis
- Conceptual, schematic, design development, and construction documents
- Coordination of all disciplines
- Integration of building and utility infrastructure
- Provide cost estimates at key milestones
- Coordinate or oversee geotechnical investigations and surveys
- Identify any anticipated incidental services or reimbursable expenses associated with successful project execution
- Development of conceptual layouts and diagrams sufficient to validate operational functionality of the training environment
- Develop construction phasing and sequencing recommendations appropriate for the project schedule and operational constraints

#### 3.2 Environmental & Regulatory Coordination

The A/E shall incorporate all environmental requirements into plans/specifications and support compliance.

USFWS:

- Species protection, habitat mitigation, timing restrictions

SHPO:

- Stop-work procedures for discoveries
- Notification protocols
- Incorporation of Unanticipated Discoveries Plan (UDP)

#### 3.3 Permitting & Approvals

Assist ACC in obtaining all required permits

#### 3.4 Bidding Phase

- Prepare bid-ready documents
- Attend bid opening
- Prepare bid tabulations
- Evaluate contractor qualifications (including utility experience)
- Recommend award

#### 3.5 Construction Administration

- Review submittals and RFIs

- Conduct site visits sufficient to determine compliance
- Provide quarterly progress reports
- Prepare punch list and as-builts
- Monitor project scope and estimated construction cost throughout the design process and provide recommendations necessary to maintain alignment with the project budget
- ACC reserves the right to utilize separate construction inspection personnel and/or Construction Manager in coordination with the A/E firm
- Electronic copies of drawings and project documents shall be provided in PDF and editable native formats

### 3.6 Federal Compliance Coordination & Documentation

The A/E shall:

- Embed federal requirements into plans/specs
- Review submittals for compliance (e.g., BABA)
- Observe construction for general conformance
- Maintain documentation for audit purposes
- Assist ACC with EDA reporting and inquiries

## 4. FEDERAL REQUIREMENTS

This project is subject to 2 CFR Part 200 and EDA requirements.

- Procurement must support full and open competition
- Compensation must be lump sum or not-to-exceed
- Cost-plus-percentage-of-cost is prohibited
- BABA requirements apply
- EEO (41 CFR Part 60-4) compliance required
- SAM.gov eligibility required
- Conflict of interest compliance required
- Audit and record retention required

## 5. PROPOSAL REQUIREMENTS

Submit:

- Firm profile and relevant experience
- Organizational chart
- Project approach
- Schedule
- Team qualifications
- Minimum 3 references
- Fee proposal including:
  - Lump sum or NTE

- Breakdown by phase
- Reimbursables
- Assumptions
- Fee proposals shall identify compensation associated with major project milestones, including schematic design, design development, construction documents, bidding, and construction administration phases.
- QA/QC approach
- Current workload/capacity
- Federal project experience (preferred)

## 6. SELECTION CRITERIA (100 POINTS)

- Experience: 25
- Approach: 20
- Team: 15
- Schedule: 10
- Federal Experience: 10
- Cost: 20

ACC will use an objective evaluation process to determine the most advantageous proposal.

## 7. GENERAL CONDITIONS

- ACC reserves the right to reject proposals
- Selection not based solely on cost
- Insurance required
- Work must comply with all codes
- A/E agreement will include EDA-required provisions
- The final A/E agreement shall be subject to review by ACC legal counsel

## 8. REQUIRED CERTIFICATIONS

- Iran Economic Sanctions Act Certification
- Acknowledgement of Addenda
- Certification Regarding Lobbying (if applicable under federal requirements)

## 9. SUBMISSION INSTRUCTIONS

Prepare your technical and cost proposals based upon the Project Description, Proposal Requirements, and Scope of Services. **The cost proposal should be provided and submitted separately from the technical proposal in a sealed envelope clearly marked "Cost Proposal"**. The cost proposals will not be opened until all firms have been ranked based upon technical requirements and reference responses. The cost proposal will have an impact on the firm selected to work on the project.

All inquiries and other communications shall be directed to:

Kurt Konieczny, Director of Facilities Management

Telephone No: (989) 358-7202

Email: [konieczk@alpenacc.edu](mailto:konieczk@alpenacc.edu)

AND

Dawn Stone, Dean of Workforce Development

Telephone No: 989-358-7293

Email: [stonedawn@alpenacc.edu](mailto:stonedawn@alpenacc.edu)

Interested firms should submit electronically or by mail, by 2:00 P.M. on June 30<sup>th</sup>, 2026, including a PDF electronic version of the technical proposal, and an Excel electronic version of the cost proposal to:

Alpena Community College

665 Johnson St

Alpena, Michigan 49707

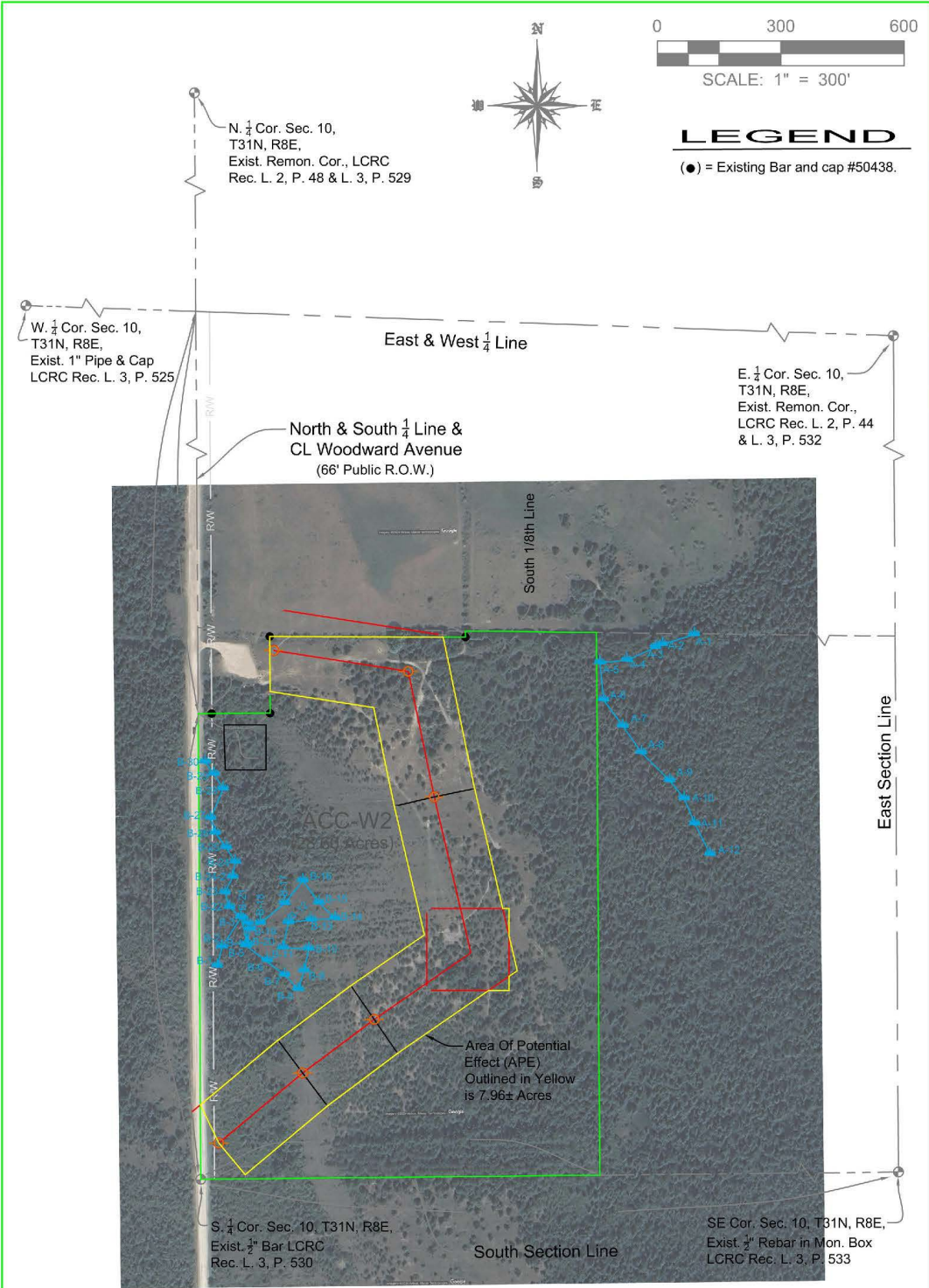
Attention: Lyn Kowalewsky

Controller

[Kowalewl@alpenacc.edu](mailto:Kowalewl@alpenacc.edu)

ATTACHMENTS:

1. Engineering Site Survey from Huron Engineering (Climbing-Range-Parcel APE)
2. Possible Building Layout ("Garage Plan v 1)



**LEGEND**  
 (●) = Existing Bar and cap #50438.

Licensed Professional Surveyor No. 4001050438

Sheet 1 of 2  
 DRAWING & DESCRIPTION

**BEARING BASIS:**  
 Bearings for this survey are based upon the Michigan State Plane Coordinate System, Central Zone on NAD83 utilizing the MDOT CORS.

Survey for: Alpena Community College (ACC)  
 Address: 665 Johnson Street  
Alpena, MI 49707  
 At Request of: Same - Kurt Konieczny  
 Project No.: 24.116 Date: 01/20/2025

**HURON**  
 ENGINEERING & SURVEYING, INC.  
 3205 US-23 SOUTH  
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