CHARTER TOWNSHIP of INDEPENDENCE, MICHIGAN

Fire Station 1 Sidewalk Repair Project
Request for Proposal (RFP)
May 2017
Introduction & Background

The current sidewalks and handicap ramps surrounding Fire Station 1 are in need of repair. The Charter Township of Independence Fire Department (Township) invites prospective contractors to submit responses to its Request for Proposal (RFP) for the Fire Station 1 Sidewalk Repair Project. Fire Station 1 is located at 6500 Citation Drive, Clarkston, Michigan 48346.

RFP Response Requirements and Timeline

Response Submission:
The Fire Station 1 Sidewalk Repair Project response is due by 2:00 PM EST on Friday, May 26, 2017.

Late proposals will not be accepted and will be returned unopened to the vendor.

The Township reserves the right to waive irregularities and to accept and/or reject any and all Proposals.

Proposal may NOT be modified, withdrawn, or cancelled for sixty (60) days after the date of opening the bid.

SUBMIT SEALED RESPONSE TO:
Charter Township of Independence
Barbara Pallotta, Clerk
Project Name - Fire Station 1 Sidewalk Repair Project
6483 Waldon Center Drive
Clarkston, MI 48346

✓ THE VENDOR’S NAME, CONTACT NAME & PHONE NUMBER, AND ADDRESS MUST APPEAR ON THE LEFT CORNER OF THE SEALED ENVELOPE.

✓ SUBMIT ONE WRITTEN COPY OF PROPOSAL.
    If a multiple page proposal (5+ pages), proposal and supporting documents must also be presented on a FLASH DRIVE in either PDF or Microsoft Word format. File name should match project name.

✓ PROPOSAL MUST INCLUDE SIGNATURE LINE FOR PROPOSER AND SIGNATURE LINE FOR ACCEPTANCE OF THE AUTHORIZED REPRESENTATIVE OF THE TOWNSHIP.

✓ SUBMIT COPIES OF LICENSES AND INSURANCES IN ACCORDANCE WITH THE TOWNSHIP’S PROCUREMENT POLICY [SEE ATTACHMENT C]
Questions:
Questions regarding the RFP should be directed, via e-mail, to the following contact by 2:00 PM on May 24, 2017.

David Belcher, Building Official
dbelcher@indtwp.com

Responses to all questions received will be shared with all vendors. Vendor names, where mentioned, will be left out.

On-Site Visit: (if applicable)
Contact Dave Belcher, Building Official at (248) 625-8111 to schedule an on-site visit.

Timeline:
The Township has established the following timeline in relation to the project. Note that dates are subject to change. Vendors will be notified, via an addendum to this RFP, of any changes in the timeframe.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFP DISTRIBUTED:</td>
<td>May 1, 2017</td>
</tr>
<tr>
<td>DEADLINE for QUESTIONS submitted in relation to RFP:</td>
<td>May 24, 2017</td>
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<tr>
<td>Onsite Visits scheduled upon request no later than:</td>
<td>May 24, 2017</td>
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<tr>
<td>DEADLINE for RECEIPT of RFP Responses:</td>
<td>May 26, 2017</td>
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<tr>
<td>Vendor determined and notified:</td>
<td>May 30, 2017</td>
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<tr>
<td>RFP Awarded at Township Board of Trustee Meeting:</td>
<td>June 6, 2017</td>
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<tr>
<td>Estimated Date of Project Completion:</td>
<td>August 1, 2017</td>
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Project Overview and Objectives

The Township seeks to provide ADA compliant sidewalk pathways and pedestrian ramps as per the attached site plan:

Project Specifications:

Township Responsibilities:

- Will provide detailed site plans with complete project specifications
- Will make payment after completion of project or state when (i.e. final inspection has been approved), upon receipt of itemized invoice, and in accordance with the Township’s Accounts Payable Schedule.

Contractor Responsibilities:

- Will be responsible for:
  - Construction area to be barricaded for safety by contractor.
  - Remove and haul away all concrete to be replaced as per site plans.
  - All work must be 100% ADA compliant.
  - Compact all areas with 4 inches of sand.
  - Concrete used should be rated at 4500 psi.
  - Concrete specifications for sidewalk/curb, walkways and pays are included on site map.
  - Sidewalk curb at Fire Station 1 should be designed and installed as per specification on site map.
- Will provide copies of licenses and insurance for all laborers with proposal in accordance with of the Township’s Procurement Policy [See Attachment C]. The Township shall be named as an additional insured on all insurance policies, except Workers’ Compensation.
- Will provide a current Form W-9 (Request for Taxpayer Identification Number and Certification) to the Finance Department.
- Will provide itemized invoice for payment after completion of project (or specify).

Certified Engineered Drawings: (if applicable)

The certified engineered drawings included with this RFP are to be used to establish labor and materials pricing for the Fire Station 1 Sidewalk Repair Project. Any variation of this plan shall only be approved by the Township Building Official – Dave Belcher.

Evaluation Criteria

All proposals and contracts awarded as a result of this RFP are subject to the Township’s terms and conditions as stated in this RFP. The submission of any other terms and conditions by a vendor may be grounds for rejection of the vendor’s proposal.

The RFP process provides all interested vendors with an equal opportunity to offer their services. The Township has the flexibility to negotiate with a vendor to arrive at a mutually agreeable relationship. The Township is not required to accept any proposal if in its judgment the Township’s interests are better served by declining to do so.

The Township intends to award the project to the vendor whose proposal represents the best value to the Township.

Charter Township of Independence Township
Fire Station 1 Sidewalk Repair Project
APPENDIX C - SAMPLE CONTRACT WORDING
CONTRACTOR INSURANCE REQUIREMENTS

The contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the Charter Township of Independence. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and self-insured retentions (“SIR”) are the responsibility of the Contractor.

The Contractor shall procure and maintain the following insurance coverage:

1. **Worker’s Compensation Insurance** including Employers’ Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

2. **Commercial General Liability Insurance** on an “Occurrence Basis” with limits of liability not less than $1,000,000 per occurrence and $2,000,000 aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included.

3. **Automobile Liability** including Michigan No-Fault Coverages, with limits of liability not less than $1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

4. **Additional Insured**: Commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating the following shall be **Additional Insureds**: Charter Township of Independence, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the Charter Township of Independence as additional insured, coverage afforded is considered to be primary and any other insurance the Charter Township of Independence may have in effect shall be considered secondary and/or excess.

5. **Cancellation Notice**: All policies, as described above, shall include an endorsement stating that is it understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change, ten (10) days for non-payment of premium, shall be sent to: Township Clerk; Charter Township of Independence – 6483 Waldon Center Drive – Clarkston, Michigan 48346.

6. **Proof of Insurance Coverage**: The Contractor shall provide the Charter Township of Independence, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the Charter Township of Independence at least ten (10) days prior to the expiration date.