

City of Belleville, Michigan

REQUEST FOR PROPOSALS

For

Victory Park Comfort Station Renovations

PROPOSALS DUE: August 5, 2024 BY 10:00 a.m.

Deliver Proposals to:

Lisa Long, City Clerk
City of Belleville
6 Main Street
Belleville, MI 48111

RFP #85317A “Victory Park Comfort Station Renovations”

Refer questions to:

Raymond Parker, Hennessey Engineers, Inc.
Phone: (734) 759-1600
Fax: (734) 282-6566
E-Mail: rdparker@hengineers.com

Questions shall be submitted in writing by electronic mail prior to July 29th. All questions and responses will be emailed to all bidders requesting copies via email.

Bidders must deposit, with their bid, surety in the form of a certified check, bank draft, or bid bond, in the sum of five percent (5%) of the amount of the proposal. The Owner reserves the right to waive any information or to reject any and/or all bids. Bidders may not withdraw their bid within 60 days after the date of the bid opening.

REQUEST FOR PROPOSALS

City of Belleville

Victory Park Comfort Station Renovations

I. INTRODUCTION

The City of Belleville, Michigan desires to renovate the existing Comfort Station Building located in the west corner of the park near E. Columbia and South Street. The proposed renovations are comprised of interior renovations to the building to act as an independent rentable space. The City is seeking proposals in response to this Request for Proposals (RFP) from a qualified team (Contractor) to provide all aspects of the construction.

II. SCOPE OF SERVICES

The City of Belleville requires all final products and methods of construction to meet Michigan Building Code Standards. The proposals shall include the costs of all material, labor associated with the renovation work.

III. PROPOSAL REQUIREMENTS

Proposals must include a bid price for each specified material and/or approved alternates meeting the requirements of those specified. The City reserves the right to reject any and all proposals with or without cause, and to accept proposals which it considers most favorable. All delivery, assembly, installation and supervision costs must be included in the proposal. All proposal amounts shall be guaranteed for not less than sixty (60) days after the proposal submittal deadline date.

Each proposal must be accompanied by a Certified Check, Cashier's Check, or Bid Bond payable to the City of Melvindale, Michigan, in an amount not less than five percent (5%) of the total bid amount. Workmen's Compensation, Comprehensive General Liability, and Transportation insurance and insurance certificates shall be provided by the successful Supplier.

No proposal may be withdrawn within a period of sixty (60) days after the bid opening date. Prices shall include delivery f.o.b., freight paid by the bidder to the jobsite. The Supplier must submit Two (2) hard copies and one (1) electronic copy, on a CD, of the proposal to the address listed above. All Proposals must comply with the specifications and guidelines provided in this document.

IV. RFP Schedule and Submission

A. Schedule

RFP Issued:	July 19, 2024
Deadline for Submission of Written Questions:	July 29th, 2024
RFP Due:	August 6, 2024 by 10:00am
Recommendation and award:	August, 2024

The City reserves the right to make adjustments to the above noted schedule as necessary.

B. Pre-submittal meeting and Questions

There will not be a required pre-submittal meeting for this request; however, contractors are encouraged to contact the City Engineer for clarification and information pertaining to this request for proposals. Any requests for information or clarification must be submitted in writing by email to Raymond Parker at rdparker@hengineers.com before July 29th, 2024 by 4:30 P.M.

Written responses to all questions will be e-mailed to all respondents as well as being sent directly to the person making the inquiry.

Proposal Contents

Proposals submitted in response to this RFP must meet the specifications set forth herein. Proposals must be clear and succinct. Only those Contractors providing complete information as required will be considered for evaluation. Any major deviation from these specifications will be cause for rejection of the proposal at the City's Discretion. The ability to follow these instructions demonstrates attention to detail. The content and sequence of proposals are to be as follows:

1. Cover Letter

The Cover Letter must include the following:

- RFP number and project title
- Name and address of the entity submitting the proposal
- Date entity was established
- Name(s) of the person(s) authorized to represent the Contractor in any negotiations
- Name(s) of the person(s) authorized to sign any contract that may result
- Contact person's name, mailing or street addresses, phone and fax numbers and email address

2. Itemized Bid Sheet

V. EVALUATION OF PROPOSALS AND AWARD

A. Selection Process Generally

The City reserves the right in its discretion to make a selection based directly on the proposals submitted. The respondent selected will be chosen based on its apparent ability to best meet the overall objectives of the City.

The City has the right to reject any or all proposals

C. Clarification During Review Process

During the evaluation process, the City has the right to request additional information and presentations for clarification in order to understand the Contractor's view and approach to the project and scope of the work. The City further reserves the right to make an award without further clarification of proposals reviewed. Any changes to a submitted proposal made before executing the contract will become part of the final contractor contract.

VIII. TERMS AND CONDITIONS

A. Errors and Omissions

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the City, in writing, if the proposer discovers any ambiguity, discrepancy, omission or other error in the RFP. Any such notification should be directed to the City promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals.



Bid Tabulation

Line Number	Description	Estimated Amount	Unit	Unit Price in Figures	Unit Price in Words	Line Total
1	SELECTIVE DEMOLITION	1	LS			
2	REMOVE AND REPLACE EXISTING DOORS	1	LS			
3	CABINETS AND COUNTERTOPS	1	LS			
4	REMOVE AND REPLACE FLOORING	1	LS			
5	MISC. MASONRY	1	LS			
6	MISC. CARPENTRY	1	LS			
7	GYP. BOARD	1	LS			
8	LAY-IN ACOUSTIC CEILING	1	LS			
9	LIGHTING	1	LS			
10	MISC. ELECTRICAL	1	LS			
11	MISC. MECHANICAL	1	LS			
12	MISC. PLUMBING	1	LS			
13	General Conditions	1	LS			
					PROJECT TOTAL	