

# Lake Township Roscommon County

## REQUEST FOR PROPOSAL (RFP)

Removal Of Trees Through a 23 Acre Area to Create A 1.5 Mile  
Wood Chipped Walking Trail.

### TRAIL CUTTING

Lake Township Roscommon County  
1380 Michelson Rd  
Houghton Lake, Michigan 48629  
Phone: 989-202-4684 | Fax:  
lake-township.com

**RFP ID: 2024-003**

**Prepared By: Anthony Farhat**

**Date: April 9, 2024**

REQUEST FOR PROPOSAL  
TRAIL CUTTING  
Houghton Lake - Michigan

**RFP ID:** 2024-003

**PROPOSAL SUBMISSION DEADLINE:** May 3, 2024, Close of Business

**QUESTION SUBMISSION DEADLINE:** April 30, 2024

Questions may be submitted in written form to:

**Contact Name:** Anthony Farhat

**Contact Address:** 1380 Michelson Rd  
Houghton Lake MI 48629

**Telephone Number:** 989-202-5102

**Email Address:** laketownshipsupervisor@gmail.com

**INTRODUCTION**

Lake Township Roscommon County invites and welcomes proposals for their Trail Cutting project. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.*

**PROJECT AND LOCATION**

The project associated with this RFP is or shall be located at M-55 And US-127, Houghton Lake, Michigan 48629. Parcel # 006-033-012-0100 and 006-033-009-0020.

**PROJECT MANAGER CONTACT INFORMATION**

The following individual(s) are the assigned contacts for the following:

For questions or information regarding Project, contact:

**Name:** Anthony Farhat

**Title:** Lake Township Supervisor

**Phone:** 989-202-5102

**Email:** laketownshipsupervisor@gmail.com

## **PROJECT OBJECTIVE**

The objective and goal for this project is to cut a 1.5-mile wood chipped path through 23 wooded acres to create walking trails.

## **PROJECT SCOPE AND SPECIFICATIONS**

A 23-acre area will be marked for the creation of roughly 1.5 miles of wood chipped walking trails. The path will be laid out by township staff. The path will be 4 to 6 feet wide. Wood chips will be added as needed to create a stable walking surface. See Diagram.

## **SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

| <b>MILESTONE</b>       | <b>DATE</b>   |
|------------------------|---------------|
| Start of Project:      | Late May 2024 |
| Completion of Project: | June 2024     |

## **PROPOSAL BIDDING REQUIREMENTS**

### **PROJECT PROPOSAL EXPECTATIONS**

Lake Township Roscommon County shall award the contract to the proposal that best accommodates the various project requirements. Lake Township Roscommon County reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

### **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by Lake Township Roscommon County no later than Close of Business on May 3, 2024, for consideration in the project proposal selection process.

### **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals submitted by the deadline will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Overall cost effectiveness of the proposal.

Lake Township Roscommon County reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

## **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

### **Summary of Bidder Background**

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Date Bidder's Company was Formed.
5. Description of Bidder's company in terms of size, range and types of services offered.
6. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
7. Evidence of legal authority to conduct business in Michigan (e.g. business license number).
8. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

### **Proposed Outcome**

- Summary of timeline and work to be completed.

### **Equipment or Service**

- List all equipment or services required for this proposed project and the number of each.
- List any equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from Lake Township Roscommon County, along with a brief explanation.

### **Cost Proposal Summary and Breakdown**

- A detailed list of all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

### **Licensing and Bonding**

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

### **Insurance**

- Details of any liability or other insurance provided regarding the staff or project.



**PROPOSED RUSTIC TRAIL SYSTEM**

**MATCHLINE NORTH**  
**MATCHLINE SOUTH**

**PHASE FIVE**