

Lake Township Roscommon County

REQUEST FOR PROPOSAL (RFP)

Grading Of 180' X 180' Area - Fill as Needed.

(8) Pre-cast Concrete Curb to Create 8 Parking Spots.

Grading of A 4-Foot-Wide Path Roughly 900 Feet to North Area of Property.

GRADING AND PATH

Lake Township Roscommon County

1380 Michelson Rd

Houghton Lake, Michigan 48629

Phone: 989-202-4684 | Fax:

lake-township.com

RFP ID: 2024-002

Prepared By: Anthony Farhat

Date: April 9, 2024

**REQUEST FOR PROPOSAL
GRADING AND GRAVEL PARKING AND PATH
Lake Township Houghton Lake Michigan**

RFP ID: 2024-002

PROPOSAL SUBMISSION DEADLINE: May 3, 2024

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, Michigan 48629
Telephone Number: 989-202-5102
Email Address: laketownshipsupervisor@gmail.com

INTRODUCTION

Lake Township Roscommon County invites and welcomes proposals for their Grading and Gravel Parking and path 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: Supervisor Lake Township
Email: laketownshipsupervisor@gmail.com
Phone: 989-202-5102

PROJECT OBJECTIVE

The objective and goal for this project is to create a graded area roughly 180’ x 180’ area, (8) pre-cast concrete curbs and grade 4-foot path roughly 900’ long and line with wood chips.

PROJECT SCOPE AND SPECIFICATIONS

The project is to grade an area roughly 180’ x 180’ for the installation of a 160’ x 160’ dog park (to be installed by others). Provide pre-cast concrete curbs to accommodate 8 cars for parking and clear a roughly 900’ wood chip path 4 feet wide to the north side of the property, longitudinal grading where needed, not to exceed +/- 6%, maintaining a 2% cross slope.

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.

MILESTONE	DATE
Estimated Start of project:	June 2024
Estimated Project completion:	July 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.
- Summary of the total cost of the proposal (LSUM).

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

- Contractor and Subcontractor show details of any liability or other insurance provided regarding the staff and/or project.
- Contractor and Subcontractor must show proof of Michigan Worker's Compensation coverage.

