



Prepared January 2020

**REQUEST FOR RESURFACING
GLADWIN PARKING LOT**

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INTRODUCTION AND BACKGROUND PURPOSE OF THE REQUEST FOR PROPOSAL

Mid Michigan Community Action (MMCAA) is requesting and accepting proposals to remove and replace concrete with asphalt, surface grind and pave parking lot and restripe parking lot. All activities will be located at 1302 Chatterton, Gladwin, Michigan. The Construction will commence any time after Friday June 12, 2020 and be completed by Friday, July 24, 2020.

ADMINISTRATIVE POINT OF CONTACT

Any questions concerning technical specifications or Statement of Work (SOW) requirements must be directed to:

Name: Terry Ellenwood, Facilities Manager
Address: 1574 E. Washington Road, PO Box 768, Farwell, MI 48622
Email: tellenwood@mmcaa.org
Phone: 989-386-3805 ext 1023

DUE DATES

All proposals are due by 4 PM on February 18, 2020. Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated for award.

SCHEDULE OF EVENTS

1. Start RFP Distribution to Contractors – 01/14/2020
2. Suggested walk through of project – 01/29/2020 at 10:00 AM
3. Questions from Contractors about scope or approach due – 02/04/2020
4. Responses to Contractors about scope or approach due – 02/06/2020
5. Proposal Due Date – 02/18/2020
6. Anticipated decision and selection of Contractor(s) – 02/20/2020
7. Anticipated commencement date of work – 06/13/2020

GUIDELINES FOR PROPOSAL PREPARATION

PROPOSAL SUBMISSION

Award of the contract(s) resulting from this RFP will be based upon the most responsive bidder(s) whose offer(s) will be the most advantageous to MMCAA in terms of cost and quality.

MMCAA reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Contractor
- Accept bids other than the lowest priced
- Award a contract on the basis of initial bids received, without discussions or requests for best and final offers
- Award more than one contract

Bidders shall submit bid packages containing several parts as set forth below. Bidders will confine submission to those matters sufficient to respond to this RFP and to provide adequate basis for MMCAA to evaluate a bidder's qualifications.

Successful bidder's submission in response to this RFP will be incorporated into the final agreement between MMCAA and the selected bidder(s). Complete submissions must contain the following:

- **Title Page:** Show the submittal subject, name of firm, local address, telephone number, contact person and date.
- **Company Profile:** Provide an overview of the company including location, number of staff, and describe the services, materials, products the firm provides, and project contact person.
- **Pricing:** Indicate the firm's pricing, caps and other requirements for each requested service, material and/or product that the bidder is responding to.
- **Drawing and Specs:** Contractor will provide a cross sectional sketch of base material, and new pavement. Contractor will provide specs and ASTM Standards and recommendations of the job with all bid documents.

The detailed requirements for each of the above-mentioned sections are outlined in this RFP. Bid packages should consist of single copies of each required document (no duplicates necessary). Bids submitted that lack any of the required information or documentation may be deemed incomplete and may not be considered for selection, at MMCAA's discretion.

Submissions must be received no later than 4:00 p.m. on 2/18/2020 at the offices of MMCAA. Submissions can be submitted by mail, fax, or email. Submissions should be addressed to:

Mid Michigan Community Action Agency
Terry Ellenwood, Facilities Manager
1574 E. Washington Road
PO Box 768
Farwell, MI 48622
tellenwood@mmcaa.org

DETAILED RESPONSE REQUIREMENTS

SCOPE FOR CONTRACTORS

Outlined below is the scope of work that MMCAA requires from the Contractor:

- Contractor will supply all tools, equipment, and materials to complete job.
- Contractor will provide a copy of liability insurance and workers' compensation policy, including amounts.
- Furnish and Install approximately 20,664 square feet of asphalt, remove approximately 23 cubic feet of concrete.
- Remove of approximately 1804 square feet of concrete approach. Then grade and replace concrete approach with (6") six inches of hot bituminous asphalt and roll and tamp all edges. Grade will have to be corrected for proper height.
- Roto-mill approximately 18,860 square feet of asphalt. Edge and clean all area to be recapped. Apply vegetation killer where necessary. Apply SS tack, Fill in low areas and dips with asphalt and compact. Lay (1.5") one and half inches of hot bituminous asphalt and then roll. Tamp all edges.
- Stripe parking spots and handicap parking sites and add direction arrows.
- See attached drawing for design of parking lot and sidewalks.
- **All measurements should be field verified.** MMCAA does not make any claims as to the accuracy of any or all measurements.
- Contractor must remove all rubbish and debris created from the project.
- Contractor must landscape, seed and restore all lawn that is damaged by said project.
- Contractor shall provide a warranty for two years from end of project. Warranty will include full repair of pot holes and cracks.
- Contractor shall be responsible for obtaining all required permits.
- Construction will commence any time after Friday, June 12, 2020 and be completed by Friday, June 24, 2020.
- All contractors are encouraged to attend a walkthrough of the project on January 29, 2020 at 10:00 AM.
- There will be a \$300. per day penalty for not completing the project by Friday July 24, 2020.

DELIVERABLES

Company Profile

Provide the following for your company:

- Official registered name, address, main telephone number, toll-free numbers, and facsimile numbers.
- Person authorized to contractually bind the organization for any proposal against this RFP.
- Brief history, including year established and number of years your company has been in the industry.
- Project on-site contact person

Pricing

Provide an accurate price list for the following:

- Complete Project
- Construction will commence approximately June 13, 2020 and must be completed by July 24, 2020.

AWARD CRITERIA

Any award made pursuant to this RFP will be based upon the proposal with proper consideration given to operational cost and management requirements. Evaluation of offers will be based upon the Contractor's responsiveness to the RFP and the total price quoted for items covered by the RFP. The following elements will be the primary factors in evaluating all proposals and in the selection of a Contractor or Contractors:

- Final cost of Contractor's proposal
- Capacity to provide service

MMCAA may, at their discretion and without explanation to the prospective Contractors, at any time choose to discontinue this RFP without obligation to such prospective Contractors.

