



BENZIE COUNTY REQUEST FOR PROPOSAL GOVERNMENTAL CENTER CONCRETE REPAIR AND SIDEWALKS

Benzie County is inviting qualified Companies and their teams to submit a bid for consideration to provide and execute plans for repairing existing concrete and adding sidewalks.

If the specifications are obtained from the County's website link at: [Bid Link](#), it is the sole responsibility of the Bidder to check the website for updates and addenda prior to the bid being submitted. Bidder may also sign up to receive notifications when bids and RFPs are posted by sending an e-mail requesting same to roelofs@benzieco.gov.

BACKGROUND:

Benzie County currently has sidewalks and outdoor stairs which are in need of repair. There is cracking and deterioration which could cause liability for the County. There are also areas in which sidewalk should be extended to complete the ease of walkability on the campus. Finally, there is consideration of installing a heated sidewalk/stair system.

SCOPE OF WORK:

The goal is to provide necessary maintenance of the current concrete and sidewalks as well as adding to the walkability of the campus. County Administration will serve as the owner's representative and project manager.

This project may consist of phases with options for Benzie County to negotiate separate contractual terms with different vendors if necessary. This is at the sole discretion of Benzie County. The following shall be considered as part of the proposal.

- Providing the necessary maintenance to the existing concrete and sidewalks on the campus of 448 Court Place, Beulah, Michigan.
- Install additional sidewalk to improve the walkability of the campus.
- Provide options for heated sidewalks and outdoor stairs.

*****Those willing to provide a proposal to Benzie County are asked to contact Administration for a walkthrough of the campus.*****

REQUEST FOR PROPOSAL
Governmental Center Concrete Repair and Sidewalks

SUBMISSION OF PROPOSALS:

Interested Companies must submit one (1) copy of a proposal which should include at a minimum the following information:

1. Narrative detailing the proposal including the items of work they will accomplish for the County, noting any work items they may feel should normally be accomplished under or related to this request, but in their opinion are beyond the scope of what is being requested and therefore not part of this proposal.
2. The methodology, approach, or work plan, including timelines, which would be used to complete the project.
3. Proposal Sheet with "Not to Exceed" project cost.

Proposals must be submitted to Katelyn Zeits, County Administrator, 448 Court Place, Beulah, Michigan, 49617 no later than 2:00 p.m., Tuesday April 30, 2024. "Governmental Center Concrete Repair and Sidewalks" shall be clearly marked on the outside of the sealed envelope. *Submittals sent by email or telefax will be accepted.* Questions regarding the process may be addressed to Katelyn Zeits at 231-882-0035.

EVALUATION OF PROPOSALS:

All proposals received shall be subject to evaluation by Benzie County. This evaluation will be conducted in the manner appropriate, as may be deemed by the County, for the selection of a company for the purpose of entering into a contract to perform this project. Price alone shall not be the basis for the award of this work but shall be only one of the components considered. The County does not intend to award a contract for this work solely on the basis of any response made to this request. The following facts, along with other items, will be considered:

1. The Company's expertise and experience as related to the required work.
2. The Company's understanding of the project scope.
3. The cost and time scheduled as proposed.
4. Qualifications and availability of the key staff members proposed to work on this project.
5. Involvement of the Company in similar types of projects, reference responses and quality of work on previous projects.

All proposals submitted must include "not to exceed" cost figures for Governmental Center Concrete Repair and Sidewalks.

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INSURANCE:

The Company is required to provide and maintain at all times during this project the following insurance. Certified copies, setting forth the limits and coverage, shall be furnished to the County Administrator before commencing any work. The policy shall contain endorsements stating that a 10-day notice will be given to the County prior to termination or any change in the policy and shall describe the project and provide coverage for the following terms:

- A. Comprehensive General Liability Insurance with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit with the County listed as an additional insured.
- B. Motor Vehicle Liability Insurance, including applicable no-fault coverage, combined single limit bodily injury and property damage shall be maintained during the life of the contract. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- C. Workers Compensation Insurance, including Employers' Liability Coverage in accordance with all applicable statutes of the State of Michigan.
- D. If any of the insurance is canceled, the Company shall cease operations, and shall not resume until new insurance is obtained.

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SUPPLEMENTAL INFORMATION AND REQUIREMENTS:

Benzie County reserves the right to waive any informality or defect in any proposal, to accept any proposal or parts thereof or to reject any or all proposals, should it deem it to be in the best interest of Benzie County to do so. The County reserves the right to revise the contents of the proposal and to negotiate all aspects of this proposal and any future agreement with the successful company of the County's choice. The County further accepts no responsibility for expenses which may be incurred in the preparation of such proposals. The selected company shall be expected to comply with all applicable State and Federal laws in the performance of services. Submittals to the County are considered public information. The County has the right to disclose information contained in the submittals. The County further reserves the right to photocopy, circulate or otherwise distribute any material submitted in response to the Request for Proposal (R.F.P.). Original materials which the consultant may wish returned should be clearly marked to be returned to them.

The selection of the successful company shall be made without regard to race, color, sex, age, religion, sexual preferences, handicap, political affiliation, veteran status, or national origin. The County is an Equal Opportunity Employer.

The selected Company may be required to enter into an agreement for this project.

Any questions regarding this request for proposal should be submitted in writing to the County Administrator at least seven (7) days prior to the deadline for submitting the request for proposal. Written answers to questions, which in the opinion of the County may change or substantially clarify the request for proposal, will be submitted to all prospective Company.

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PROPOSAL SHEET

TITLE: REQUEST FOR PROPOSAL: Governmental Center Concrete Repair and Sidewalks
DUE DATE: 2:00 p.m., Tuesday, April 30, 2024

Having carefully examined the attached R.F.P. and any other applicable information, the undersigned proposes furnishing all items necessary for and reasonably incidental to the proper completion of this proposal. The undersigned understands and agrees that they must be licensed to do business as Professional Engineers in the State of Michigan. The undersigned submits this proposal and agrees to meet or exceed all requirements and specifications listed on the R.F.P., unless otherwise indicated in writing and attached hereto. The undersigned certifies, as of the date of this proposal, not to be in arrears to Benzie County for debt or contract or is in any way a defaulter as provided for in Section 152, Chapter XVI of the Charter of the Benzie County. The undersigned understands and agrees, if selected to be awarded this work, to enter into an agreement with the County to supply this work. The undersigned understands that the County reserves the right to accept any or all proposals in whole or in part and to waive irregularities in any proposal in the interest of the City. The Proposal will be evaluated and awarded on the basis of best value to the County. The decision criteria to be used, but will not be limited to, is price, accessories, options and overall capability to meet the needs of the County. The undersigned agrees that the proposal may not be withdrawn for a period of 60 days from the actual date of the opening of proposals.

REQUIRED SERVICES FOR EXPANDED FOOTPRINT

Sidewalk and Concrete Maintenance	\$ _____
Additional Sidewalks	\$ _____
Option for heating outdoor sidewalks and stairs	\$ _____

OPTIONAL SERVICES THAT MAY BE REQUIRED OR SUGGESTED

Please explain in detail suggestions \$ _____

Submitted by:

(Signature)

(Name & Title - print)

(Company Name)

(Company Address)

(Telephone Number)

(City, State, Zip Code)



**BENZIE COUNTY
REQUEST FOR PROPOSAL
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**Existing Footprint/Mapping
Yellow indicates existing/added sidewalks and stairs**

