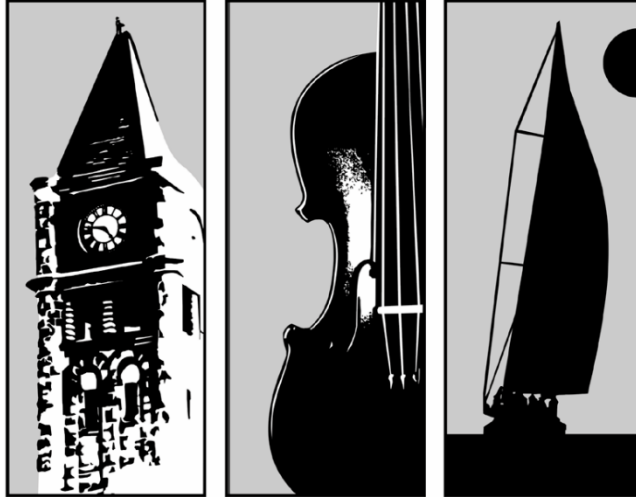


# MUSKEGON



**West Michigan's Shoreline City**

[www.shorelinecity.com](http://www.shorelinecity.com)

**CITY OF MUSKEGON**

## **REQUEST FOR PROPOSALS**

PROJECT NAME:	Beukema Park Pavilion
DATE OF ISSUANCE:	February 9 <sup>th</sup> , 2022
DATE PROPOSAL DUE:	March 1 <sup>st</sup> , 2022
ISSUING OFFICE:	City of Muskegon c/o – Leo Evans 1350 East Keating Avenue Muskegon, MI 49442 Tel. (231) 724-6920

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- ATTACHMENT A - VICINITY MAP**
- ATTACHMENT B - LOCATION MAP**
- ATTACHMENT C - SITE PHOTOS**

**Note:** Should any of the pages or documents listed above be missing from your packet, or if you have any questions regarding this RFP, please contact Leo Evans at the City of Muskegon via (231) 724-6920 or via E-mail at [Leo.Evans@shorelinecity.com](mailto:Leo.Evans@shorelinecity.com)

**PROPOSAL & AWARD**

The undersigned having become thoroughly familiar with and understanding of all the proposal documents attached hereto, agrees to provide the services as specified herein, for the total fees as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by the City of Muskegon.

I hereby state that I have read, understand and agree to be bound by all of the terms of this proposal document.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

E-Mail \_\_\_\_\_

Fax No. \_\_\_\_\_

## **INSTRUCTIONS TO BIDDERS**

### ***PROPOSALS***

All proposals must be submitted following the proposal format supplied by the City of Muskegon in this document and shall be subject to all requirements of this document.

The City may consider as irregular any proposal in which there is an alteration of or departure from the format stated in the documents, and at its option may reject the same.

Each bidder will include in their proposal a listing of each principal and the names of any proposed sub-consultant/contractor and the name and address of each office which may be involved in the project.

Before executing any subcontract, the successful firm shall submit the name and principals of any proposed subcontractor for prior approval.

### ***SUBMITTAL OF PROPOSALS***

Three (3) copies of the proposal documents shall be submitted in a sealed envelope:

City of Muskegon  
Attn: Clerk's Office  
RE: Beukema Park Pavilion  
933 Terrace Street  
Muskegon, MI. 49440

The envelope shall be clearly marked on the exterior denoting the name of the firm submitting the proposal and the name of the particular RFP for which the proposal is offered.

The proposals shall be submitted by no later than 2:00 PM on Tuesday, March 1<sup>st</sup>, 2022.

### ***AWARD / REJECTION OF PROPOSALS***

The City reserves the right to reject any and all proposals and to waive any irregularity in proposals received whenever such rejection or waiver is in the best interest of the City. The bidder to whom the award is made will be notified at the earliest possible date. All bidders submitting proposals will be notified when the award is made.

Award will not be completed until confirmed and recommended by the City Commission.

## ***CITY RESPONSIBILITIES***

The City of Muskegon will provide information as to the City's requirements for the project and make available pertinent information which may be useful in the project work.

The City will designate a person to act as the City's Project Manager (Leo Evans) with respect to the work to be performed. Such person will have the authority to transmit instructions, receive information, interpret and define the City's policies and decisions with respect to elements pertinent to the project.

The City will examine all studies, reports, estimates, proposal, and other documents prepared by the bidder and render in writing, if necessary, decisions pertinent thereto within a reasonable time.

The City will direct the consultant in writing to begin the work on each phase of the project upon receipt of written evidence from the firm of the appropriateness of such action.

The City will direct the bidder in writing to furnish any special services, sub-consultants and/or extra work that may be required on the project upon receipt of written evidence from the firm detailing as to cost, time schedule, and reason for such special service or extra work.

## **SPECIFIC PROJECT INFORMATION**

The City of Muskegon is seeking proposals from qualified contractors to construct an outdoor pavilion within Beukema Park.

Pavilion requirements are as follows:

- Minimum 800 SFT of floor space
- Minimum 8 FT vertical clearance
- Minimum 10 FT clearance between posts
- Timber Frame construction
- 4” concrete slab extending 1 FT beyond drip line on all sides
- 20A GFCI Electrical Outlets on four (4) of the posts
- Corrugated steel roofing
- One (1) exterior mounted LED light on east side of pavilion (towards playground)

The proposed location is included in the bidding documents. Bidders shall provide a design specification that meets the above requirements and fits within the proposed approximate location.

Electrical supply is available from the adjacent supply building. A picture of the existing panel configuration is included as an attachment to this RFP. Bidder shall be responsible to provide all necessary fixtures and supplies to provide electrical service to the new pavilion from the existing panel within the storage building.

Work shall be broken into the following items and include the information provided herein:

### **Shuffleboard Removal (1 LSUM)**

Includes removal and disposal of the existing shuffleboard court concrete and appurtenances as necessary to prepare the site for construction of the new pavilion.

### **Site Grading (1 LSUM)**

Includes excavation and importing materials as necessary to construct the pavilion. Includes disposal of any surplus material and provided any additional Clean MDOT Class II sand as necessary. Establishing final grade shall be contractor responsibility and shall ensure positive drainage off from the slab with the slab set to approximately 1” above the adjacent existing grade at minimum.

### **4” Concrete Slab (1 LSUM)**

Includes all labor, equipment, and materials as necessary to construct a minimum 4” thick concrete slab for the pavilion. Includes any work required to form and accommodate posts for the pavilion and conduits for the electrical. Contractor shall provide a proposal to install relief cuts where necessary on the pavilion. Contractor shall ensure entire slab is no more than 1.5% slope in any direction and that a positive grade for drainage is provided.

**Pavilion Construction (1 LSUM)**

Includes all labor, equipment, and materials as necessary to construct the pavilion. Pavilion shall meet all the requirements noted above. Additionally at the time of bid the Contractor shall provide a conceptual rendering or plan of the proposed pavilion for the site.

**Pavilion Electrical (1 LSUM)**

Includes all labor, equipment, and materials as necessary to provide the required electrical components to the pavilion. Work shall include connection to the existing electrical panel, placement of conduits between storage shed and pavilion, installation of four (4) Outdoor rated GFCI 20A recetacles, and installation of one (1) exterior LED light on the east phase of the pavilion (towards the playground).

**Mobilization / Cleanup (1 LSUM)**

Includes cost for mobilization and final project cleanup. Contractor will be responsible to provide topsoil graded up to the new pavilion slab and to restore all of the adjacent areas to their existing condition. City will provide grass seed per their specifications and will also place adjoining concrete sidewalks after completion of the pavilion.

Questions submitted to Leo Evans via email ([Leo.Evans@shorelinecity.com](mailto:Leo.Evans@shorelinecity.com)) prior to Monday, February 21<sup>st</sup>, 2022 will be accommodated prior to the bid opening. Requests received after that date will be accommodated pending staff availability.

Subcontractors, if any, shall be approved by the Project Manager prior to acceptance on this contract. It is the responsibility and duty of the contractor to verify that the subcontractor meets all conditions. The contractor shall furnish any subcontractor's proof of insurance.

Construction shall be per applicable industry standards, the enclosed drawings/specifications, and any additional details provided via addenda or approved via bid acceptance.

Work shall be completed on or before **July 15<sup>th</sup>, 2022**.

**BID FORM**

<b><u>Base Bid</u></b>	<b><u>QTY</u></b>	<b><u>UNIT PRICE</u></b>	<b><u>TOTAL PRICE</u></b>
Shuffleboard Removal	1 LSUM	_____	_____
Site Grading	1 LSUM	_____	_____
4" Concrete Slab	1 LSUM	_____	_____
Pavilion Construction	1 LSUM	_____	_____
Pavilion Electrical	1 LSUM	_____	_____
Mobilization / Cleanup	1 LSUM	_____	_____
			\$ _____ TOTAL

**Bid Notes / Conditions**

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**Bidder Information**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_



**CONTENTS OF PROPOSAL SUBMITTAL**

At a minimum, each proposal shall include the following items:

1. Signed and Completed Proposal & Award Page
2. Signed and Completed Bid Form
3. Proposed Pavilion Rendering
4. Listing of any identified Subcontractors
5. Copy of Insurance

**EVALUATION**

Staff will review the submitted proposals and make a recommendation to the City Commission for award based on the current purchasing policies of the City.

**TENTATIVE SCHEDULE FOR AWARD**

Issue RFP .....February 9<sup>th</sup>, 2022

Proposal Due Date .....March 1<sup>st</sup>, 2022 (2:00 PM)

City Commission Consideration of Bids .....March 22<sup>nd</sup>, 2022

Start Date .....After Notice to Proceed issued by City Staff

Completion Date .....July 15<sup>th</sup>, 2022

## INSURANCE REQUIREMENTS

The Bidder will be required to comply with the following insurance and indemnity requirements BEFORE ANY AGREEMENTS CAN BE EXECUTED:

- a. **Hold Harmless Agreements:** To the fullest extent permitted by law, Consultant agrees to defend, pay on behalf of, indemnify, and hold harmless the City, its elected and appointed officials, employees, volunteers and others working on behalf of the City against any and all claims, demands, suits, or loss, including any costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City, its elected and appointed officials, employees, volunteers, or others working on behalf of the City, by reason of personal injury, including bodily injury and death, property damage, including loss of use thereof, and/or the effects of or release of toxic and/or hazardous material which arises out of or is in any way connected or associated with this contract. The obligation to defend and hold harmless extends to Consultant's employees, agents, subcontractors, assigns and successors.
- b. **Consultant Insurance Requirements:** Consultant shall not commence work under this contract until obtaining the insurance required under this paragraph. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and Best Rated A VIII. All coverage shall be with insurance carriers acceptable to the City.
- c. **Workers' Compensation Insurance:** The Consultant shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employer's Liability coverage, in accordance with all applicable Statutes of the State of Michigan.
- d. **General Liability Insurance:** The Consultant shall procure and maintain during the life of this contract, commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (a) Contractual Liability; (b) Products and Completed Operations; (c) Independent Contractor's Coverage; (d) Broad Form General Liability Extensions or equivalent.
- e. **Motor Vehicle Liability:** The Consultant shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan no-fault coverage, with limits of liability of not less than \$500,000 per occurrence or combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.

- f. Professional Liability Insurance: The Consultant shall procure and maintain during the life of this contract and during the performance of all services Professional Liability Insurance covering all performances from the beginning of the consultant's services on a "claims made basis" and shall maintain coverage from commencement of this contract until six (6) months following completion of the consultant's work with limits of liability not less than \$500,000 per claim. This section is only applicable for RFP's requesting professional services (Architect, Engineer, etc...)
- g. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be "Additional Insured": The CITY OF MUSKEGON, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.
- h. Cancellation Notice: Workers' Compensation Insurance, General Liability Insurance, Motor Vehicle Liability Insurance, and Professional Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) Days Advance Written Notice of Cancellation, Non-Renewal, Reduction and/or Material Change shall be sent to: CITY OF MUSKEGON ENGINEERING DEPARTMENT.
- i. Proof of Insurance Coverage: The Consultant shall provide the City at the time the contracts are returned by him for execution, certificates and policies as listed below:
  - 1. Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance
  - 2. Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance
  - 3. Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance
  - 4. Two (2) copies of Certificate of Insurance for Professional Liability Insurance
  - 5. If so requested, certified copies of all policies mentioned above will be furnished.

If any of the above coverage expires during the term of this contract, the Consultant shall deliver renewal certificates and/or policies to the City at least ten (10) days prior to the expiration date.