

# TOWNSHIP OF LEONI

Township Office Parking Lot and Driveway

Replacement Project

Request for Proposal (RFP)

September 2, 2024

**DEADLINE:**

**Submitted Bids Must Be Sealed and  
Received by 2:00 PM Monday, September  
16, 2024**



**LEONI  
TOWNSHIP**

## **Introduction & Background**

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The Township of Leoni invites prospective contractors to submit sealed responses to its request for proposal (RFP) for **labor and material** to remove existing surfaces and replace with approximately 35,000 square feet of concrete at the Leoni Township Office. This project would replace all existing parking and driveway surfaces at 913 Fifth Street, Michigan Center, Michigan 49254.

## **RFP Response Requirements and Timeline**

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### **Response Submission:**

The Request for Proposal (RFP) – Township Office Concrete Project: Labor & Material response is due by 2:00 p.m. on Monday, September 16, 2024. **Bids submitted must be sealed.**

**Late proposals will not be accepted and will be returned unopened to the vendor.**

**The Township reserves the right to waive irregularities and to accept and/or reject any and all Proposals.**

**Proposal may NOT be modified, withdrawn, or cancelled for sixty (60) days after the date of opening the bid.**

### **SUBMIT SEALED RESPONSE TO:**

Township of Leoni  
Cindy Norris, Clerk  
913 Fifth Street  
Michigan Center, Michigan 49254

### **VENDORS MUST COMPLY WITH THE FOLLOWING FORMAT REQUIREMENTS**

- ✓ **THE VENDOR'S NAME, CONTACT NAME, PHONE NUMBER AND ADDRESS MUST APPEAR ON THE LEFT CORNER OF THE SEALED ENVELOPE.**
- ✓ **IDENTIFY THE PROJECT NAME UNDER THE ABOVE INFORMATION OF THE SEALED ENVELOPE: LEONI TOWNSHIP CONCRETE PROJECT**
- ✓ **SUBMIT ONE WRITTEN COPY OF PROPOSAL.**
- ✓ **PROPOSAL MUST INCLUDE A SIGNATURE LINE FOR PROPOSER AND A SIGNATURE LINE FOR ACCEPTANCE OF THE AUTHORIZED REPRESENTATIVE OF THE TOWNSHIP.**
- ✓ **SUBMIT COPIES OF LICENSES AND INSURANCES IN ACCORDANCE WITH THE TOWNSHIP'S PROCUREMENT POLICY [SEE APPENDIX C]**

## Questions:

Questions regarding the RFP should be directed, via e-mail, to the following contact by 2:00 PM on Tuesday, September 11, 2024:

Mike Jester-Township Administrator  
[mjester@leonitownship.com](mailto:mjester@leonitownship.com)

Responses to all questions received will be shared with all vendors. Vendor names, where mentioned, will be left out.

## On-Site Visit:

Contact Mike Jester at (517) 936-2307 to schedule an on-site visit.

The Township has established the following timeline in relation to the project. Note that dates are subject to change. Vendors will be notified, via an addendum to this RFP, of any changes in the timeline.

<b>RFP DISTRIBUTED:</b>	September 2, 2024
<b>DEADLINE for QUESTIONS submitted in relation to RFP:</b>	September 11, 2024 @ 2:00 p.m.
<b>Onsite Visits scheduled upon request no later than:</b>	September 11, 2024
<b>DEADLINE for RECEIPT of RFP Responses:</b>	September 16, 2024 @ 2:00 p.m.
<b>Public Bid Opening:</b>	September 17, 2024 - @12:00 p.m.
<b>RFP Awarded at Township Board of Trustee Meeting:</b>	September 19, 2024
<b>Estimated Date of Project Completion:</b>	November 1, 2024

## Project Overview and Objectives

The current parking lot is in disrepair and needs to be replaced with a surface that can manage large vehicles up to 50,000 pounds.

### Construction Highlights:

#### Project Scope

The existing parking lots and driveways need all pavements removed and replaced with concrete. Concrete work located near guest parking and entry ways must be ADA compliant. The parking and driveway portions of the lot around 913 Fifth Street are currently a mixture of asphalt and concrete. This area is designed to manage both pedestrian traffic as well as fire apparatus that may weigh up to 50,000 pounds. The concrete to be installed should start at the same level as the current sidewalks and slope away from the building at a grade no greater than the existing slopes. This includes an existing concrete pad located behind the fire barn, surrounded by asphalt that will also be removed and replaced.

### **Project Specifications**

- The dimensions for this project include approximately 35,000 square feet of concrete.
- The existing concrete/asphalt needs to be removed and hauled away from the site.
- The concrete door jams for the three (3) overhead doors need to be saw cut / jack hammered, removed, and hauled away from the site.
- New concrete shall be placed to match the existing grades of the parking lot.
- Where new concrete will be placed against existing concrete, fiber expansion joints shall be installed at full depth.
- The concrete to be installed must be at least seven inches (7") deep at the main driveway in front of overhead doors and six inches (6") for the rest of the parking lot area.
- The concrete should be at least 3500 psi and will be tested and inspected in accordance with the MDOT 2020 specifications for construction.
- All concrete should include a fiber reinforcement add mixture.
- A minimum #5 rebar should be installed 12" on center wherever it is necessary for the placement of construction joints anywhere concrete will be partially completed in between pours where concrete is allowed to cure. Construction joints shall not be in the same location as control joints.
- Light grading of the aggregate base may be necessary to achieve the required pavement depth and will be included in the concrete pay item.
- Existing subbase material where suitable; as approved by the building department, shall be graded, compacted and inspected before concrete is poured.
- The new concrete shall be broom finished to provide additional traction and avoid pedestrian slipping hazards.
- Use of white pigmented membrane forming curing compound shall be applied following normal curing procedures as required by the manufacture.
- Promptly saw cut all new concrete control joints into to a maximum 12 ft. x 12 ft. squares.

### **Township Responsibilities:**

- Will provide inspections for compliance with all Federal and State ADA requirements, Michigan construction codes, local ordinances and material specifications for proper execution and completion of the project.
- Will assign a Building Department representative to visit the site daily.
- Will make payment after the final building inspection has been approved, upon receipt of itemized invoice, and in accordance with the Township's Accounts Payable Schedule.

### **Contractor Responsibilities:**

- Will be responsible for visiting the site, verifying dimensions, and examine existing conditions to correlate site observations with the requirements of the proposal.
- Will be responsible for turning in concrete tickets daily to the township office or the inspector.
- No EXTRA payment or allowance will be made to cover obvious discrepancies or changes required due to existing site conditions not visually determined and addressed in writing before opening of cost proposal, or by reason from any error or oversight on the Contractor's part.
- Will provide insured laborers for all work.
- Will perform all work in compliance with applicable ADA state and local building codes.

- Will remove debris, junk, and trash from site immediately after completion of job.
- Will supply all the necessary tools, forms, and equipment.
- Will purchase and arrange timely delivery of all materials for the job including but not limited to concrete, mesh reinforcement, re-rod, and sand.
- Will provide copy of insurance for all laborers with proposal in accordance with of the Township's Procurement Policy [See Appendix C]. The Township shall be named as an additional insured on all insurance policies, except Workers' Compensation.
- Will provide a current Form W-9 (Request for Taxpayer Identification Number and Certification) to the Township Clerk's Office.
- Will provide itemized invoice broken down by item of work for payment after issuance of Final Building Inspection.

**Exceptions:**

Any variation of this concrete replacement plan shall only be approved in writing by the Township.

The township has the right to increase or decrease quantities from the planned amount shown in the original bid as needed to complete work to the original scope outlined in the proposal.

**Evaluation Criteria**

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All proposals and contracts awarded as a result of this RFP are subject to the Township's terms and conditions as stated in this RFP. The submission of any other terms and conditions by a vendor may be grounds for rejection of the vendor's proposal.

The RFP process provides all interested vendors with an equal opportunity to offer their services. The Township has the flexibility to negotiate with a vendor to arrive at a mutually agreeable relationship. The Township is not required to accept any proposal if in its judgment the Township's interests are better served by declining to do so.

The Township intends to award the project to the vendor whose proposal represents the best value to the Township.

## **APPENDIX A**

### **CONTRACTOR INSURANCE REQUIREMENTS**

The contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted doing business in the State of Michigan and acceptable to the Township of Leoni. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and self-insured retentions (“SIR”) are the responsibility of the Contractor.

The Contractor shall procure and maintain the following insurance coverage:

- 1. Worker’s Compensation Insurance** including Employers’ Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- 2. Commercial General Liability Insurance** on an “Occurrence Basis” with limits of liability not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included.
- 3. Automobile Liability** including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- 4. Additional Insured**: Commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating the following shall be ***Additional Insureds***: Township of Leoni, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the Township of Leoni as additional insured, coverage afforded is considered to be primary and any other insurance the Township of Leoni may have in effect shall be considered secondary and/or excess.
- 5. Cancellation Notice**: All policies, as described above, shall include an endorsement stating that is it understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change, ten (10) days for non-payment of premium, shall be sent to: Township Clerk; Township of Leoni – 913 Fifth Street – Michigan Center, Michigan 49254.
- 6. Proof of Insurance Coverage**: The Contractor shall provide the Township of Leoni, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the Township of Leoni at least ten (10) days prior to the expiration date.

## APPENDIX B – PRICE SHEET

Item	Unit	Qty	Unit Cost	Total Cost
Pavt, Rem	SYD	290		
Subgrade Undercutting, Type II	CYD	25		
Erosion Control, Inlet Protection, Fabric Drop	Ea	5		
Subbase, CIP	CYD	25		
HMA Surface, Rem	SYD	4,100		
Conc Pavt, 6 inch	SYD	3,600		
Conc Pavt, 7 inch	SYD	650		
Pavt Mrkg, Preformed Thermopl, Accessible Sym	Ea	2		
Pavt Mrkg, Waterborne, for Rest Areas, Parks, and Lots, 4 inch, Blue	FT	50		
Pavt Mrkg, Waterborne, for Rest Areas, Parks, and Lots, 4 inch, Yellow	FT	500		

**Total Project Cost:**     \$ \_\_\_\_\_

The bid/proposal must be signed by an official authorized to bind the contractor to its provisions. Bids/proposals must remain valid for at least ninety (90) days from the opening date.

<b>Company or Bidder's Name</b>	
<b>Address</b>	
<b>City</b>	
<b>State</b>	
<b>Zip Code</b>	
<b>Telephone Number</b>	
<b>Fax Number</b>	
<b>Contact Person</b>	
<b>Title</b>	
<b>Email Address</b>	
<b>Authorized Signature</b>	
<b>Date</b>	
<b>Exceptions/Notes:</b>	