

REQUEST FOR PROPOSAL

Gwinn Community Center Roof Repairs

Work to be completed 2nd/3rd Quarter, 2018

**INQUIRES AND PROPOSALS SHOULD BE
DIRECTED TO:**

Michelle Borrett

FORSYTH TOWNSHIP CLERK

186 W. Flint Street

PO Box 1360

Gwinn MI, 49841

Phone: 906-346-9217

Fax: 906-346-3267

Email: MBorrett@forsythwpmi.org

I. GENERAL INFORMATION.

- A. **Purpose.** This Request For Proposal (RFP) is intended to assist Forsyth Township (Township) in identifying a contractor or construction firm (Offeror) willing to repair or replace the roof of the Forsyth Township Community Center, located at 165 N. Maple Street, Gwinn MI, 49841 (Property), and to establish the cost of the same.
- B. **Qualification as Offeror.** Any properly licensed and interested party with experience in the construction industry may reply to this RFP, with special consideration to be given to Offerors with experience in the roofing industry. All Offerors must also indicate a willingness to name the Township as an additional insured on any liability insurance.
- C. **Description of Issuing Entity.** Forsyth Township is a General Law Township in Marquette County MI, and is administered by an elected Township Board consisting of the Township Supervisor, Clerk, Treasurer and two Trustees.
- D. **Freedom of Information Act.** Information submitted with a proposal is subject to the Michigan Freedom of Information Act (FOIA). If Offerors are submitting trade secrets or commercial/financial information of a confidential nature, that information must be separated from non-confidential information and clearly marked "CONFIDENTIAL." Such material may be submitted in a separate envelope contained within the Offeror's proposal. Information marked "confidential" will be kept confidential to the extent permitted by law. The Township makes no representation that any submission may ultimately be exempt from public disclosure, and accepts no responsibility for the disclosure of any information contained within a proposal.

II. SCOPE OF WORK.

- A. **Background.** The building on the Property was built in the early 1900's by the Cleveland Cliffs Iron Company, and has served as the Township's Community Center since its opening. The building itself is of great cultural and historical significance to Forsyth Township's citizens. The roof of the Community Center was last replaced in approximately 1988, but recently has begun to leak, and requires repair or replacement.
- B. **Work to Be Completed.** Offeror shall repair or replace roof of the Community Center, consistent with all applicable construction and safety regulations, codes, laws and statutes.
- C. **Offeror Assumptions.** Offerors are to assume the following:
 - 1) Alteration that demonstrably alters the Community Center's physical appearance is undesirable.
 - 2) Certain building features may be causing or facilitating leaking into the Community Center, and the Township will entertain proposed changes to those features if necessary to resolve that issue.
- D. **Township Assumptions.** The Township is assuming the following:

- 1) A repair that will provide a long-term solution to the current leaking is feasible.
- 2) Total roof replacement, with or without structural modifications, may prove to be a more fiscally sound long-term solution.

III. PROPOSAL CONTENTS. The Offeror's proposal shall, as a minimum, include the following information:

- A. **Experience.** The Offeror should specifically detail its experience as a prime contractor in similar projects, and include three (3) references capable of speaking to that experience.
- B. **Project Manager Qualifications.** The Offeror should describe the qualifications of the individual who will be responsible for managing this project to completion. Offerors may, but are not required to, provide information on any subcontractors they intend to team with on this project.
- C. **Cost.** The Offeror's proposed price should include a detailed itemization of the costs of the project, including a description of the time, materials, and other associated costs necessary to complete the project.
- D. **Warranty.** All proposals must offer a warranty on the work to be performed. The length and scope of such warranty may be determined by Offeror, but in no event shall be for a less than three (3) years.
- E. **Certification of Non-Iran-Related Business.** Public Act 517 of 2012, the Iran Economic Sanctions Act, MCL 129.311 *et seq.*, requires a public entity to verify that "a person that submits a bid on a request for proposal with the public entity certify that it is not an Iran linked business." As such, all Offerors shall submit a sworn statement with their proposals certifying that neither the Offeror, nor any of its officers, directors, employees, or agents are currently an Iran-linked business as that term is defined in the Act.
- F. **Indemnification.** All proposals shall include a sworn statement agreeing to indemnify, defend, and hold harmless the Township, its respective officers, directors, employees, and agents from and against any and all claims, actions, suits, judgments, causes of action, demands, losses, damages, liabilities, costs, charges, and expenses (including, without limitation, bodily harm, personal injury, death, or damage), whenever asserted and by whomever, resulting from, arising out of, or in any way connected with any site visits, inspections, use, construction, or occupancy of the property by Offeror or its employees, officers, contractors, subcontractors, invitees and agents, regardless of how the same may be caused or occasioned.
- G. **Conflicts Disclosure.** All proposals shall include a sworn statement disclosing and describing any business, financial, pecuniary, or familial relationship between the Offeror (or any officer, agent, or employee of the Offeror) and any officer, employee, or agent of the Township. For purposes of this requirement, a "familial relationship" is

defined as: father, mother, husband, wife, son, daughter, sister, brother, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law, or brother-in-law.

IV. PROPOSAL SUBMISSION GUIDELINES.

A. **Statement of Intent.** Any Offeror intending to submit a proposal is requested, but not required, to inform Forsyth Township of such intent prior to the submission of a proposal. Statements of intent may be provided as follows:

1) By mail: Forsyth Township,
Attn: Deputy Supervisory Stacy Filizetti,
PO Box 1360
186 W Flint St.
Gwinn, MI 49841.

2) By telephone: 906-346-9217.

3) By e-mail: stacy@forsythtwpmi.org

B. **Inquiries:** Inquiries concerning this RFP should be made using the same methods specified for the submission of a proposal.

C. **Submission Requirements:** To be considered, sealed RFP proposals must be **received** at the Township's Office no later than 3:00 PM on March 9, 2018. Offerors mailing proposals should allow adequate delivery time to assure timely receipt of their proposals. Six (6) copies, including all attachments, must be submitted in the sealed RFP response. Submissions should be single-spaced using Calibri (Body) font, and 12 point type. Any graphics and/or photography may be presented in a format of the Offeror's choosing.

All information submitted in the proposal, including, but not limited to, proposed repair or replacement plans, must remain valid and available for acceptance by the Township for at least one hundred and eighty (180) days after the submission deadline.

D. **Submission Instructions.** Your proposal should be addressed to:

Michelle Borrett
Forsyth Township Clerk
PO Box 1360
186 W. Flint Street
Gwinn, MI 49841

The Offeror's proposal should be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal/Roof
Forsyth Township
March 9, 2018

It is the Offeror's responsibility to ensure that the proposal is received by Forsyth Township by the specified time and date. Late proposals will not be considered.

- E. **Access:** Offerors and potential Offerors will be granted access to the interior and exterior of the Property by appointment only. Such parties are encouraged to inspect the Property prior to submitting any proposals. Appointments to inspect the Property may be arranged by contacting the Director of Public Works, Mr. Eric Jancsi, at (906) 362-7491.
- F. **Costs to Prepare.** All costs incurred by an Offeror arising out of the preparation of a proposal is the sole responsibility of the Offeror, and will not be reimbursed by Forsyth Township.

V. PROPOSAL EVALUATION.

- A. **Evaluation Criteria.** In addition to price, the following will be considered by the Township Board when evaluating a proposal.

1) **Relevant experience of Offeror, subcontractors, and related staff:**

- i. **Highly Advantageous:** The Offeror has at least five (5) years of experience consulting with municipalities on projects of similar size and scope.
- ii. **Advantageous:** The Offeror has at least three (3) years of experience consulting with municipalities on projects of similar size and scope.
- iii. **Not Advantageous:** The Offeror has less than three (3) years of experience consulting with municipalities on projects of similar size and scope.

2) **Offeror's demonstrated ability to complete similar projects on a timely basis:**

- i. **Highly Advantageous:** All of Offeror's references indicate that the projects were completed on schedule or with minimal and insignificant delays.
- ii. **Advantageous:** Only one of the Offeror's references indicates that the project was completed with substantial delays attributable to the Offeror, and no current project or project completed within the last three years experienced substantial delays attributable to the Offeror.
- iii. **Not Advantageous:** Two of the Offeror's references indicate that the project was completed with substantial delays attributable to the Offeror, and no current project or project

completed within the last year experienced substantial delays attributable to the Offeror.

- iv. **Unacceptable:** More than two of the Offeror's references indicate that the project was completed with substantial delays attributable to the Offeror, or a current project or project completed within the last year experienced substantial delays attributable to the Offeror.

3) **Evaluation of the proposed plan:**

- i. **Highly Advantageous:** The proposal contains a clear and comprehensive plan that addresses all of the project objectives stated in this RFP.
- ii. **Advantageous:** The proposal contains a clear plan that addresses most of the project objectives stated in this RFP.
- iii. **Not Advantageous:** The proposal does not contain a clear plan that addresses most of the project objectives stated in this RFP.
- iv. **Unacceptable:** The proposal fails to satisfy the requirements outlined in this RFP.

B. **Right to Reject.** Forsyth Township reserves the right to waive irregularities and to accept and/or reject any or all proposals received in response to this RFP.

C. **Notification of Award.** Selection of an Offeror will occur no later than April 1, 2018. Upon conclusion of final negotiations with the successful Offeror, all Offerors submitting a proposal in response to this RFP will be notified. In the event all proposals are rejected, all Offerors will similarly be notified.