



**Request for Proposal
Renovation of Otsego County Facilities
BID 2013-01
Gaylord, Michigan**

Part 1: RFP Purpose

The purpose of this Request for Proposal (RFP) is to receive proposals for selection of a contractor to perform certain renovations at 1322 Hayes Road and 1068 Cross Street in Gaylord, MI. Respondents will submit a total bid price for work on the two buildings, but they will show a breakdown of cost by building for budget purposes for the County.

This RFP does not constitute a contract for services performed or to be performed. After selection of the successful firm (referred to as the contractor), Otsego County, and the contractor will negotiate a contract and a complete scope of services.

All proposals submitted become the property of Otsego County and will not be returned. The County is not responsible for any costs incurred by the respondent in proposal preparation, presentations, site visits, or benchmarks performed.

See **Appendix A** for a map of the location for the two facilities.

Part 2: Scope of Work/Background Information

Work on the two facilities will be done in phases with work first being completed on 1322 Hayes Road. Upon completion of Hayes Road, the Land Use Services Department will be vacating part of 1068 Cross Street to relocate to Hayes Road. Once the relocation has been completed, work will commence on the Cross Street Building. Contracts must have minimal impact on the departments that will continue to be located in the Cross Street Building.

The successful bidder must follow all requirements on the Bid documents for 1322 Hayes Road and 1068 Cross Street. Large hardcopies of the plans may be ordered by contacting Traverse Repo, 1373 Barlow Street, Traverse City, MI 49686, Tel: 231-947-6284.

A detailed list of services to be provided by Contract can be seen in **Part 6**.

Part 3: Proposal Instructions

- **Required Walkthrough.** Potential bidders are required to do a walkthrough of each facility. A walkthrough is scheduled for Friday, December 21, 2012 beginning at the 1068 Cross Street at 9:00 am.

- **Submission Instructions.** Submit three original proposals in a sealed package to this address:

John Burt, Otsego County Administrator
225 W. Main Street, Room 203
Gaylord, Michigan 49735

Mark the outside of the bid envelopes with the following: BID 2013-01

Bidders must include the attached Bid form (Appendix B) for their costs.

- **Deadline.** Proposals must be received at the location stated above no later than Noon local time on **Wednesday, January 9, 2013**. Proposals received after the deadline will not be accepted. There will be a public bid opening at **1:30 pm on January 9** in Room 100 of the County Building at 225 W. Main Street, Gaylord, MI.
- **Proposal Acceptance and Rejection.** The County reserves the right to accept, reject or negotiate any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures and to accept any bid determined by the County to be in the best interest of the County, regardless of price.

Vendors located in Otsego County receive a 5% cost variance for low bid determination.

- **Questions.** If you have any questions about this RFP or the proposal procedures, submit them in writing or by fax by the question deadline of **December 28, 2012 at noon**. Questions received after this deadline will not be considered. All questions received before the deadline will be answered in writing and mailed, emailed, or faxed to all vendors who register on a bid list. Bid question responses will also be posted on the County's website at <http://www.otsegocountymi.gov/bids-and-proposals-192/>.

Direct technical questions about this RFP to the following person:

Anthony Esson, Architect
P.O. Box 479
Gaylord, MI 49734
Tel: (989) 732-0585
Fax: (989) 732-0907
Email: tony@anthonyessonarchitect.com

Direct questions about RFP procedures or format to the following person:

John Burt
225 W. Main Street, Room 203
Gaylord, MI 49735
Tel: (989) 731-7527
Fax: (989) 731-7529
Email: jburt@otsegocountymi.gov

Part 4: Selection Criteria

The County will open and review all proposals and select the proposer based on technical merit and bid price. Upon a satisfactory selection and successful negotiations, the County will initiate the contract award.

- **Offshore Labor.** It's the County's intent to contract with a US owned Company and have all work performed within the United States.
- **Firm Background.** The proposal will be evaluated on the basis of the respondent's background, including the number of years in business, size, and financial stability.
- **Staff Qualifications.** The proposal will be evaluated on the basis of the respondent's demonstrated staff qualifications, including the required professional registrations.
- **Local Project Experience.** The County prefers to select a contractor that can demonstrate successful project experience in the State of Michigan region.
- **Similar Project Experience.** The proposal will be evaluated on the basis of project experience that is of a similar technical nature and complexity, for clients that are similar in size, location, and type as Otsego County.
- **Schedule and Availability.** The respondent's projected schedule and resource availability will be evaluated in the choice of contractor, although the County understands that the actual beginning and completion dates are subject to the notice to proceed.
- **Price.** The proposed price of the project will be a major consideration in selection.

Part 5: Proposal Format

All proposals must follow the same format. To be accepted for evaluation, the proposal format must address all required components.

The aim of the required format is to simplify the proposal preparation and evaluation processes and to ensure that all proposals receive the same orderly review.

All proposals must include the following components:

Section	Topic
	Cover Letter
1	Company Overview
2	Project Services
3	Project Team
4	Related Experience

- 5 Proposed Timeline for Completion of each stage of work
- 6 Additional Information
- 7 Cost Proposal

Part 6: Services Provided by the Contractor

Lists of duties included in this RFP are not necessarily comprehensive.

- A. Perform all work at 1322 Hayes Road as indicated on the Bid Documents as prepared by Anthony Esson, Architect.
- B. Perform all work at 1068 Cross Street as indicated on the Bid Documents as prepared by Anthony Esson, Architect, upon successful transition of Land Use Services employees from 1068 Cross Street to 1322 Hayes Road.
- C. Work on 1068 Cross Street must be done to minimize negative impact on existing employees. Public areas will be left in good condition during normal working hours.

Part 7: Services Provided by the County

- A. Provide access to the facility and work areas as necessary for the project.
- B. Relocate Land Use Services from 1068 Cross Street to 1322 Hayes Road in a timely manner upon completion of work on 1322 Hayes Road.
- C. Provide prompt payment for the installation of the project upon receipt of invoices and acceptance of the project work.

Part 8: Insurance/Indemnification

The Contractor must maintain during the term of the contract the following insurance coverage, at a minimum:

Commercial General Liability Insurance in the amount of \$1,000,000.00 per occurrence for property damage and bodily injury, with a \$1,000,000.00 aggregate.

Worker's Disability Compensation Insurance including employer's liability coverage, in accordance with applicable statutes of the State of Michigan.

Motor Vehicle Liability Insurance, including Michigan no-fault coverage.

Any other Insurance that may be needed by the Contractor in order to fulfill contractual obligations.

The Contractor shall indemnify, defend and hold harmless the County its boards, commissioners, officers, employees and agents against all claims of loss, damage and/or injury arising out of the performance of services or that may be sustained in or upon County premises from any actions or omissions by the Contractor. Such indemnification shall survive the termination of this Agreement.

Part 9: Compliance with Law

CONTRACTOR shall comply with all applicable federal, State and local laws and ordinances, rules and regulations, as well as any applicable County policies.

APPENDIX A



Otsego County Alpine Center

Scale: 1" = 400'

Date of Photography: Spring, 2010



APPENDIX B

OTSEGO COUNTY BID FORM

The undersigned proposes to furnish services in accordance with specifications listed in the attached bid document.

Total Cost of Project \$ _____

1068 Cross Street Portion of Cost \$ _____

1322 Hayes Road Portion of Cost \$ _____

1322 Hayes Alternate Bid (siding) Cost \$ _____

Attended Mandatory Walkthrough _____ yes _____ no

Submitted references with bid _____ yes _____ no

Provided cost breakdown referenced above _____ yes _____ no

Provided project timeline _____ yes _____ no

COMPANY NAME: _____

ADDRESS: _____

SIGNATURE: _____

SIGNATORY NAME (Printed): _____

TITLE: _____

TELEPHONE: _____

EMAIL (if any): _____

FAX: _____

DATE: _____