Request for Proposal
Animal Shelter Garage
BID 2018-01
Gaylord, Michigan

Part 1: RFP Purpose

The purpose of this Request for Proposal (RFP) is to receive proposals for selection of a contractor to construct a detached garage at 256 Fairview in Gaylord, MI.

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 **Bid 2018-01 Animal Shelter Garage document** under the County's website for complete plans.

Part 2: Scope of Work/Background Information

Work at 256 Fairview will include the addition of a detached garage. Work must have minimal impact on the operations of the Animal Control department.

The successful bidder must follow all requirements on the Bid documents for 256 Fairview.

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

Part 3: Proposal Instructions

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

  Rachel Frisch, Otsego County Administrator
  225 W. Main Street, Room 203
  Gaylord, Michigan 49735

  Mark the outside of the bid envelopes with the following: <u>BID 2018-01</u>

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

- **Deadline.** Proposals must be received at the location stated above no later than Noon local time on **Monday, March 19, 2018**. Proposals received after the deadline will not be accepted. There will be a public bid opening at **1:00 pm on March 19** in Room 212 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 **Wednesday, March 14 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/general-information/bids-and-proposals/.

  You may schedule an appointment for a site visit during regular business hours beginning Monday, March 5 through Thursday, March 8, 2018 by contacting the following person:

  Melissa FitzGerald, Animal Control Director
  256 Fairview
  Gaylord, MI 49735
  Tel: (989) 705-7632
  Email: mfitzgerald@otsegocountymi.gov

  Direct technical questions to the following person:
  Anthony P. Esson, Architect, LEED AP, President
  Anthony Esson, Architect
  PO Box 479
  Gaylord, MI 49735
  Tel: (989) 732-0585
  Email: tony@anthonyessonarchitect.com

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

  Rachel Frisch, Administrator
  225 W. Main Street, Room 203
  Gaylord, MI 49735
  Tel: (989) 731-7520
  Fax: (989) 731-7529
  Email: rfrisch@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

A. Perform all work at 256 Fairview as indicated on the Bid Documents as prepared as shown in the BID 2018-01 Animal Shelter Garage Plans document on the County's website.

B. Work must be done to minimize negative impact on existing employees and visiting public.

Part 7: Services Provided by the County

A. Provide access to the facility and work areas as necessary for the project.

B. Provide prompt payment for the installation of the project upon receipt of invoices and acceptance of the project work.

Part 8: Project Timeline

A. The County desires to have this project completed before October 1, 2018. Indicate on the Bid Form your firm's ability to meet this objective.

Part 9: 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 BID FORM

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

Total Cost of Project $ _____

Submitted Certificate of Insurance with bid _____ yes _____ no

Visited site to view project _____ yes _____ no

Submitted references with bid _____ yes _____ no

Will complete project before October 1, 2018 _____ yes _____ no

COMPANY NAME: _____

ADDRESS: _____

_____

SIGNATURE: _____

SIGNATORY NAME (Printed):_____

TITLE: _____

TELEPHONE: _____

EMAIL (if any): _____

FAX: _____

DATE: _____

APPENDIX B

DRAWINGS