



**Request for Proposal  
Land Use Services Renovation  
BID 2015-09  
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 in Gaylord, MI.

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 **Bid 2015-09 Land Use Remodel document** under the County's website for complete plans.

**Part 2: Scope of Work/Background Information**

Work at 1322 Hayes Road will include the addition of a vestibule and a restroom. Work 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.

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:

**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 2015-09**

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 September 21, 2015**. Proposals received after the deadline will not be accepted. There will be a public bid opening at **1:30 pm on September 21** 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 **Thursday, September 17 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:

**Vern Schlaud**  
1322 Hayes Road  
Gaylord, MI 49735  
Tel: (989) 731-0423  
Email: [vschlaud@otsegocountymi.gov](mailto:vschlaud@otsegocountymi.gov)

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](mailto: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:

<b>Section</b>	<b>Topic</b>
	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 as shown in the BID 2015-09 Land Use Remodel Plans document on the County's website. 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: 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

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SIGNATORY NAME (Printed): \_\_\_\_\_

TITLE: \_\_\_\_\_

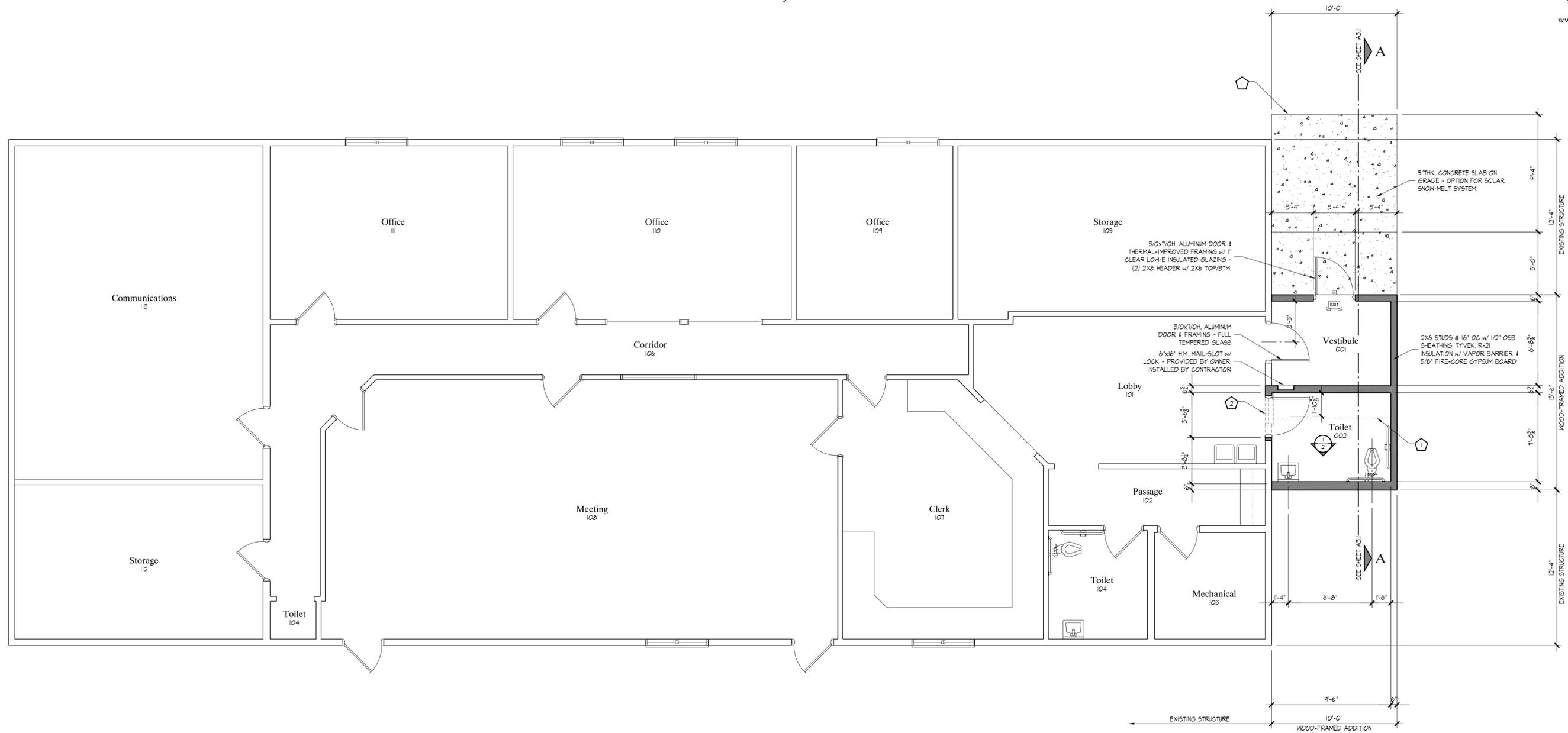
TELEPHONE: \_\_\_\_\_

EMAIL (if any): \_\_\_\_\_

FAX: \_\_\_\_\_

DATE: \_\_\_\_\_

# PROPOSED VESTIBULE & BATH ADDITION TO: 1322 HAYES ROAD, MICHIGAN 49735



CODE DATA
<p>APPLICABLE CODE(S):</p> <p>2012 MICHIGAN BUILDING CODE 2012 MICHIGAN PLUMBING CODE 2012 MICHIGAN MECHANICAL CODE 2011 NATIONAL ELECTRICAL CODE 2009 ICG/ANSI I111-03</p> <p>USE AND OCCUPANCY CLASSIFICATION: "B" BUSINESS - NO CHANGE IN USE</p> <p>CONSTRUCTION TYPE - III(B) (WOOD FRAMING)</p> <p>NON-SPRINKLED BUILDING</p> <p>BUILDING OCCUPANT DATA: NO CHANGE IN OCCUPANCY AS THESE ARE ACCESSORY USES TO MAIN OCCUPANCY</p>

FRAMING NOTES
<p><b>WOOD FRAMING:</b></p> <p>WOOD STRUCTURE IS DESIGNED UNDER THE REQUIREMENTS OF THE NATIONAL DESIGN SPECIFICATION FOR WOOD CONSTRUCTION (NDS).</p> <p>LUMBER SHALL BE SPF #2 OR BETTER UNLESS OTHERWISE NOTED. USE PRESSURE TREATED FOR SILL PLATES AND WHEN IN DIRECT CONTACT WITH MASONRY, CONCRETE OR EARTH, AND AS REQUIRED BY CODE.</p> <p>ALL BOLTS AND FASTENERS SHALL BE OF AN APPROVED TYPE FOR THE SPECIFIC INSTALLATION. USE TRUSS CLIPS &amp; TIES TO ATTACH TRUSSES TO SOLID FRAMING.</p> <p>FLOOR LOADS: 100 PSF (LIVE) ASSEMBLY</p>

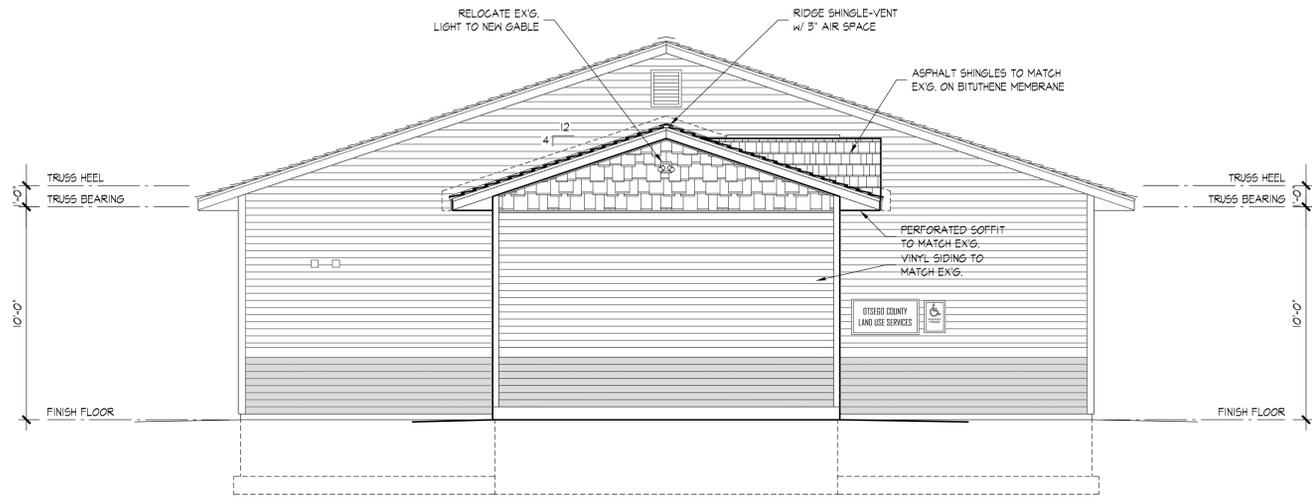
PLAN LEGEND
<p>EXISTING WALLS TO REMAIN</p> <p>EXISTING TO BE REMOVED / DEMOLISHED</p> <p>NEW WALL - EXTERIOR (SHADED) - R-21 INSULATED 2X6 WOOD STUDS @ 16" OC w/ 1/2" OSB SHEATHING, TYVEK &amp; 5/8" FIRE-CORE GYPSUM BOARD INTERIOR FINISH (6-5/8" THICK).</p> <p>NEW INTERIOR WALL (SHADED) - SOUND INSULATED 2X6 WOOD STUDS @ 16" OC, BOTH SIDES w/ 5/8" GYPSUM BOARD &amp; SCRUBBABLE PAINT FINISH (6-3/4" THICK).</p> <p>PORTABLE FIRE EXTINGUISHER</p> <p>NEW 36" W. DOOR (90 DEGREE SWING), SOLID CORE WOOD w/ H.M. FRAME &amp; HARDWARE TO MATCH EXG. - UNLESS OTHERWISE NOTED.</p> <p>EXG. DOOR (45 DEGREE SWING)</p> <p>EXIT SIGN w/ INTERIOR/EXTERIOR EMERGENCY LIGHTING &amp; BATTERY BACK-UP.</p> <p>EMERGENCY LIGHTING w/ BATTERY BACK-UP</p>



DEMOLITION SCHEDULE
<p>1 MASON TO REMOVE EXISTING SLAB TO ACCOMMODATE NEW SLAB-ON-GRADE &amp; STOOP APPROACH AT NEW DOOR. SAW CUT SLAB WHERE SHOWN TO ACCOMMODATE FLUSH THRESHOLD TO MATCH BUILDING FINISH FLOOR, NOT MORE THAN 1/4:12 PITCH FROM DOOR FOR 5'-0", THEN BLEND TO EXG. SIDEWALK @ NOT MORE THAN 1:20 PITCH.</p> <p>2 REMOVE H.M. DOOR, H.M. FRAME, WINDOW AND SECTION OF WALL TO ACCOMMODATE NEW DOORS - USE EXG. HEADER MATERIAL AND PROVIDE DOUBLE 2X4'S OVER OPENINGS w/ 1/2" FLITCH PLATE</p>

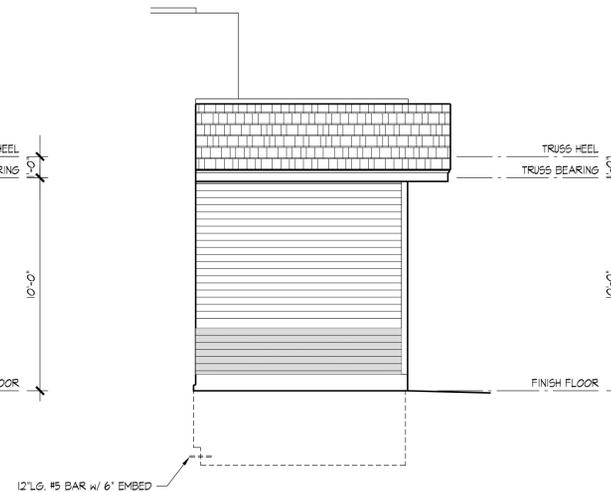
THIS DOCUMENT IS PROTECTED BY COPYRIGHT. COPY ONLY WHEN APPROVED BY THE ARCHITECT BY WRITTEN INSTRUMENT.

SHEET	DATE	PROJECT NO.	PROJECT TITLE	DRAWING TITLE
1 of 2	SEPT. 10, 2015	511-05-15	PROPOSED LAND USE BUILDING - VESTIBULE & BATH ADDITION FOR: <b>OTSEGO COUNTY</b> GAYLORD, MICHIGAN	FLOOR PLAN, CODE DATA DEMOLITION NOTES, SPECS



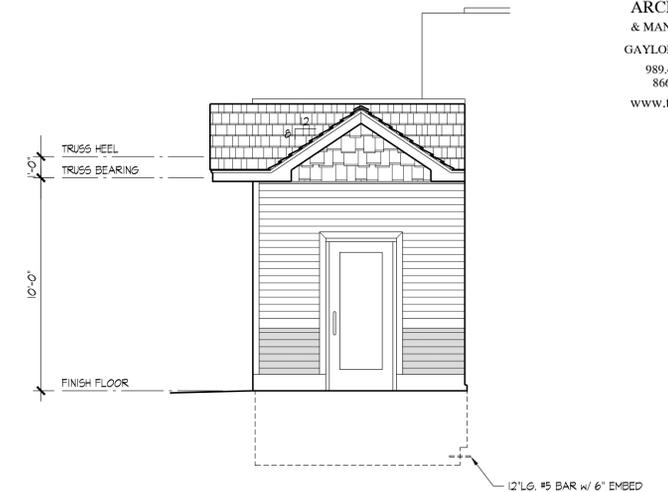
**SOUTH ELEVATION**

SCALE: 1/4" = 1'-0"  
0 3 6 9 12 15



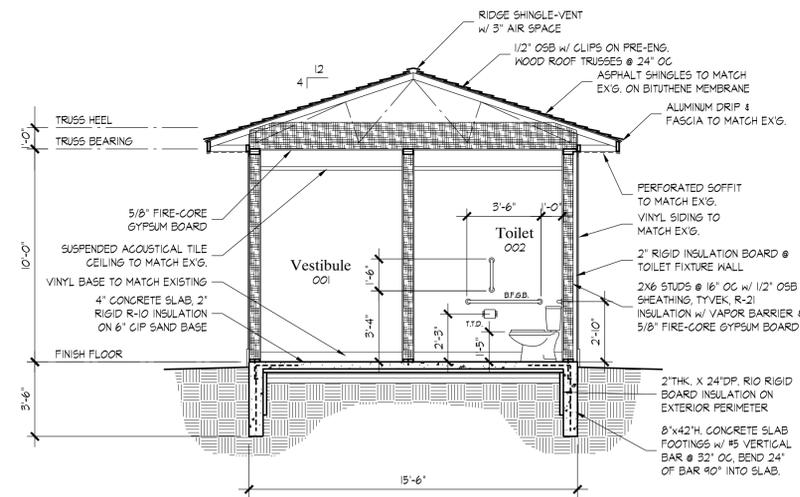
**WEST ELEVATION**

SCALE: 1/4" = 1'-0"  
0 3 6 9 12 15



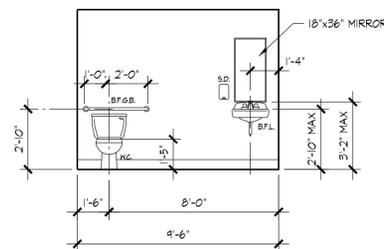
**EAST ELEVATION**

SCALE: 1/4" = 1'-0"  
0 3 6 9 12 15



**BUILDING SECTION A-A**

SCALE: 1/4" = 1'-0"  
0 3 6 9 12 15



**B.F. Toilet**

SCALE: 1/4" = 1'-0"  
0 3 6 9 12 15

**EARTHWORK NOTES**

TOPSOIL SHALL BE STRIPPED AND STOCKPILED FOR FINISH GRADE. SUB-SOIL MATERIAL SHALL BE SEPARATELY STOCKPILED. A RUNOFF CONTROL PLAN SHALL BE DEVELOPED AND UTILIZED DURING CONSTRUCTION TO ENSURE SITE MATERIAL REMAINS IN STOCKPILE AREAS. THIS WILL INVOLVE THE USE OF FILTER FABRIC FENCING AND POSSIBLY RETENTION DITCHING AS REQUIRED BY THE LOCAL BUILDING AUTHORITY.

FOOTINGS SHALL BEAR ON FIRM NATURAL SUB-SOILS COMPACTED TO 95% TO ACHIEVE A MINIMUM 2800 PSF BEARING CAPACITY. FOUNDATION EXCAVATION SHALL BE BACKFILLED WITH CLEAN SAND COMPACTED TO 95% IN 12" HIGH LIFTS. THE EXCAVATION OUTSIDE THE BUILDING FOOTPRINT SHALL BE BACKFILLED WITH CLEAN NATURAL SOILS FOUND ON-SITE OR SAND AND COMPACTED TO 90% IN 12" HIGH LIFTS TO WITHIN 6" OF FINISH GRADE. TOPSOIL SHALL BE MINIMUM 6" INCHES THICK COMPACTED TO 85%.

**CONCRETE NOTES**

CONCRETE SHALL BE SOLID AND OF GOOD QUALITY FREE OF DEFECTS, HONEY-COMB, CRACKS, VOIDS AND OTHER IMPERFECTIONS.

**CONCRETE SPECIFICATION:**

3,000 PSI CURED 28 DAY MIX  
4-6% AIR-ENTRAIMENT  
WATER/CEMENT RATIO OF .35 TO .44 (MAX)  
MAX. FLY ASH OF 20% CEMENT CONTENT.  
4" TO 6" SLUMP.

**FRAMING NOTES**

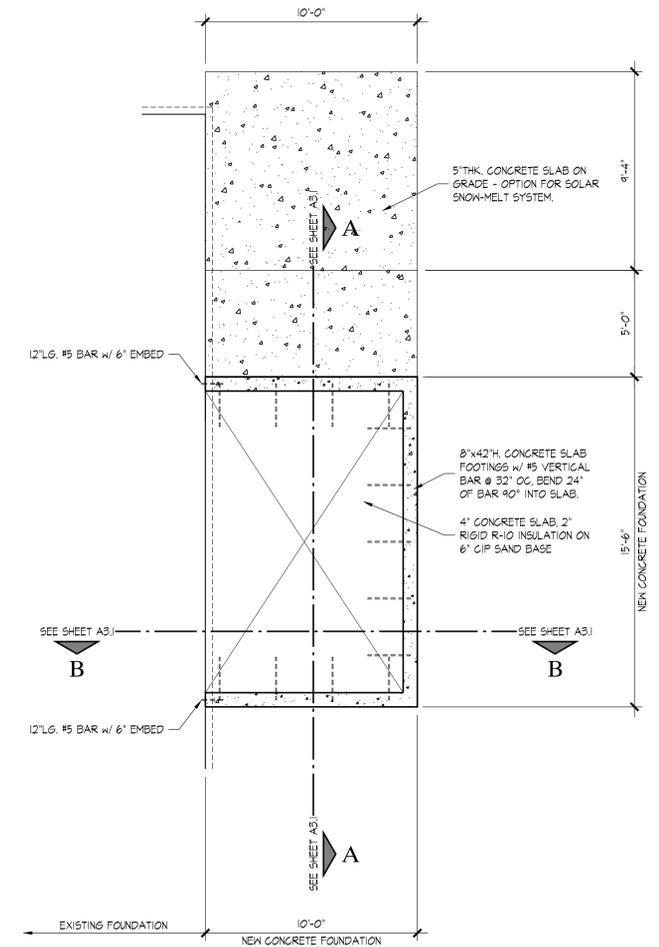
**WOOD FRAMING:**

WOOD STRUCTURE IS DESIGNED UNDER THE REQUIREMENTS OF THE NATIONAL DESIGN SPECIFICATION FOR WOOD CONSTRUCTION (NDS).

LUMBER SHALL BE SPF #2 OR BETTER UNLESS OTHERWISE NOTED. USE PRESSURE TREATED FOR SILL PLATES AND WHEN IN DIRECT CONTACT WITH MASONRY, CONCRETE OR EARTH, AND AS REQUIRED BY CODE.

ALL BOLTS AND FASTENERS SHALL BE OF AN APPROVED TYPE FOR THE SPECIFIC INSTALLATION. USE TRUSS CLIPS & TIES TO ATTACH TRUSSES TO SOLID FRAMING.

**FLOOR LOADS:**  
100 PSF (LIVE) BUSINESS



**FOUNDATION PLAN**

SCALE: 1/4" = 1'-0"  
0 3 6 9 12 15

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DRAWING TITLE  
**FOUNDATION PLAN, EXTERIOR ELEVATIONS  
BUILDING SECTION A-A & TOILET ELEVATION**

PROJECT TITLE  
**PROPOSED LAND USE BUILDING - VESTIBULE & BATH ADDITION FOR:  
OTSEGO COUNTY  
GAYLORD, MICHIGAN**

PROJECT NO.  
**511-05-15**

DATE  
SEPT. 10, 2015

SHEET  
**2 of 2**



*Otsego County*  
*Office of the County Administrator*  
225 West Main Street • Gaylord, Michigan 49735  
989-731-7520 • Fax 989-731-7529

**Clarification/Addendum #1**

Request for Proposal  
Land Use Services Remodel  
Gaylord, MI

**RFP 2015-09**

September 21, 2015

Dear Vendor:

Thank you for your participation in Otsego County's Request for Proposal process for Bid 2015-09, for the addition of a vestibule and restroom at Land Use Services.

We have prepared a Clarification Notice Number One (1) to the RFP to provide clarification pertaining to timing of the project.

The RFP originally called for bids to be submitted by Noon on Monday, September 21, 2015. The due date has been extended to **Wednesday, September 23, 2015 at noon** with a bid opening at 1:30 p.m. in room 212 of the Otsego County Courthouse at 225 W. Main Street, Gaylord.

If you have any questions on this Clarification or on any other aspects of the Request for Proposal, please contact me at (989) 731-7527, Fax (989) 731-7529 or Email at [jburt@otsegocountymi.gov](mailto:jburt@otsegocountymi.gov).

Respectfully,

John Burt  
County Administrator