



**Request for Proposal
For
Design and Construction of Electrical Service
Upgrades to the Otsego Lake County Park
Otsego County, Michigan**

BID 2019-04

SECTION I. INTRODUCTION

Proposals for the design and upgrade of the electrical service to 27 campsites and 2 cabins at the Otsego Lake County Park located at 1657 County Park Rd in Gaylord, Michigan will be received by Otsego County to the attention of Kyle Ryan, Director of Parks and Recreation. Bids shall be delivered to the Administration Office, located at 225 West Main Street, Suite 203, Gaylord, Michigan, 49735. Bids will be received until **1:00pm on Monday, July 8th, 2019**. Bids will be publicly opened and read at **1:15 p.m. on Monday, July 8th, 2019** in Room 212 at 225 W. Main Street, Gaylord, MI.

Any questions must be received by Friday, June 28th at noon.

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, to rebid the project/purchase, and to accept any bid determined by the County to be in the best interest of the County, regardless of price. The reason for rejection may include past performance issues, and compatibility with existing equipment or software. Vendors located in Otsego County are hereby granted a 5% cost variance for low bid determination.

SECTION II. INSTRUCTIONS, INFORMATION AND REQUIREMENTS

1. **Purpose:** The purpose of this Request for Proposal (RFP) is to receive proposals for selection of a contractor to **design and upgrade** the electrical service to 27 campsites and 2 cabins at the Otsego Lake County Park located at 1657 County Park Rd in Gaylord, Michigan

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.

2. **Submittal of Proposals/Bids:** Submittal of proposals/bids shall be on the form attached hereto in **Section V** no later than 1:00pm on Monday, July 8th, 2019. Proposals shall be sealed and clearly marked as BID 2019-04 on the outside, and sent to the following:

Attn: Kyle Ryan
225 W. Main Street, Suite 203
Gaylord, Michigan 49735

Bids will be publicly opened and read at 1:15 p.m. on Monday, July 8th, 2019 in Room 212 at 225 W. Main Street, Gaylord, MI.

3. **Official Signature:** An authorized official/person acknowledging full understanding of the information contained in this RFP must sign the Bid/Proposal Form.
4. **Inquiries:** Questions regarding the RFP should be directed to Kyle Ryan, Director of Parks and Recreation by calling 989-205-1304 or emailing to kryan@otsegocountymi.gov.

A site walk through is required.

Any questions must be received by Friday, June 28th at noon.

5. **Insurance Requirements:** Contractor shall furnish a Certificate of Insurance from an insurance company licensed to do business in the State of Michigan and acceptable to the County for the following:

Commercial General Liability Insurance in the amount of \$1,000,000.

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.

Copies of subcontractor worker's disability compensation insurance will be required prior to commencement of work.

6. **Licenses:** The winning bidder hold any licenses necessary to work in the State of Michigan.
7. **References:** Bidder shall provide the names of three (3) commercial accounts for similar work performed. References are also required for any subcontractors.
8. **Evaluation and Award:** Bids/proposals shall be evaluated and awarded by the County as soon as practicable. Award of the bid will be based on quality, service, completion date, experience and price. Information on each of these categories shall be included in bid responses.
9. **Compliance with the Law:** Contractor shall comply with all applicable federal, State and local laws and ordinances, rules and regulations, as well as any applicable County policies.
10. **Timeline:** Construction is to commence during the first week of October 2019. Access to the site for project design purposes can be arranged prior to October by coordinating with the Parks and Recreation Director. Final project completion shall occur no later than November 1st, 2019.

SECTION III. SCOPE OF SERVICE

Furnish and provide all materials, supplies, tools, equipment, labor, supervision, and expertise to properly and professionally perform all required services described in this RFP.

CONTRACTOR RESPONSIBILITIES

The Contractor Responsibilities are below.

Note: Contractor must obtain any and all permits necessary to complete the work proposed. The cost of the permits, and any information or documentation required to obtain the permits, should be included in the bid price. Note: All work must be completed by November 1st, 2019.

Project Design

The contractor shall be responsible for providing a signed and sealed (by a Professional Engineer licensed in the State of Michigan) drawing detailing the replacement of existing 20/30 amp power pedestals with 20/30/50 amp pedestals at 27 camp sites and 2 cabins. The drawings must include the following information (required for approval by the Otsego County Building Department):

1. Site plan detailing the location of the new service pedestals in relation to the existing pole and existing service pedestal.
2. A calculated load study to determine the electrical service size.
3. Wire sizes and distances to determine voltage drops.
4. Specification of new pedestals and power equipment. This should include a panel schedule for the new service connected to the upgraded sites which denote the conductor sizes from the service panel to the meter base, breaker layout, and anticipated running load on each circuit.
5. Proposed design shall follow the specifications outlined in NEC 2017 and Article Part VI 551.71-551.81, Recreational Vehicle Parks, and Article 552 Park Trailers.

Project Construction

The contractor shall be responsible for the following:

1. Provision of all necessary equipment and labor to install a new panel (specs to be determined by engineered design), and to connect new service line(s) to existing transformer(s) (see Attachment A).
2. Provision of all necessary equipment and labor to trench and install new electrical service lines from the existing transformer(s) to camp sites 1-8, 10,

3. Provision of all necessary equipment and labor to remove and replace the existing 20/30 amp power pedestals with 20/30/50 amp pedestals at camp sites 1-8, 10, 12, 14-17, 19, 21, 23-27, 29, 31, 33, 35, 37, 39 and cabins C1 and C2 (see Attachment B for a map of specific sites).

A site walk-through is mandatory and can be arranged by contacting Kyle Ryan at 989-205-1304.

COUNTY RESPONSIBILITIES

- 1) Provide access to the facility and work areas as necessary for the project.
- 2) Provide prompt payment upon receipt of invoices and acceptance of the project work.

SECTION V. BID/PROPOSAL FORM

BID 2019-04

The undersigned proposes to furnish and provide Otsego County with all materials, supplies, tools, equipment, labor, supervision, and expertise to properly and professionally perform all required services described in this RFP in accordance with the attached specifications stated herein for the price listed below.

No.	Description	Qty	Unit	Unit Price	Total Price
1.	Project Design	1	LS	\$	\$
2.	Provision of all necessary labor and equipment to upgrade electrical service to 27 camp sites and 2 cabins	1	LS	\$	\$

OVERALL TOTAL: \$

Visited site to view project _____ YES _____ NO

I acknowledge the receipt of the following addendums (list all issued):

COMPANY NAME: _____

ADDRESS: _____

SIGNATURE: _____

TITLE: _____

TELEPHONE: _____

EMAIL (if any): _____

FAX: _____

DATE: _____

ATTACHMENT A

(WORK IN DRAWING TO BE PERFORMED BY CONSUMERS
ENERGY PRIOR TO PROJECT COMMENCEMENT)

ATTACHMENT B

OTSEGO COUNTY PARK ELECTRICAL UPGRADES BID 2019-04



SCOPE OF WORK:

Project Design

The contractor shall be responsible for providing a signed and sealed (by a Professional Engineer licensed in the State of Michigan) drawing detailing the following:

1. Site plan detailing the location of the new service pedestals in relation to the existing pole and existing service pedestal.
2. A calculated load study to determine the electrical service size.
3. Wire sizes and distances to determine voltage drops.
4. Specification of new pedestals and power equipment. This should include a panel schedule for the new service connected to the upgraded sites which denote the conductor sizes from the service panel to the meter base, breaker layout, and anticipated running load on each circuit.
5. Proposed design shall follow the specifications outlined in NEC 2017 and Article Part VI 551.71-551.81, Recreational Vehicle Parks, and Article 552 Park Trailers.

Project Construction

The contractor shall be responsible for the provision of all necessary equipment and labor to: (1) install new panel (specs to be determined by above engineered design), connect new service line(s) to existing transformer(s); (2) trench and install new electrical service lines from the existing transformer(s) to camp sites 1-8, 10, 12, 14-17, 19, 21, 23-27, 29, 31, 33, 35, 37, 39 and cabins C1 and C2; and (3) remove and replace the existing 20/30 amp power pedestals with 20/30/50 amp pedestals at camp sites 1-8, 10, 12, 14-17, 19, 21, 23-27, 29, 31, 33, 35, 37, 39 and cabins C1 and C2