

**City of Garden City, Michigan
Parks and Recreation Department**

REQUEST FOR PROPOSALS

For

Helen Park Improvements

PROPOSALS DUE: December 21st, 2021 BY 2:00 p.m.

Deliver Proposals to:

Matthew Miller, City Clerk
City of Garden City
6000 Middlebelt Road
Garden City, MI 48135

RFP #45000 "Helen Park Improvements"

Refer questions to:

Raymond Parker, Hennessey Engineers, Inc.
Phone: (734) 759-1600
Fax: (734) 282-6566
E-Mail: rdparker@hengineers.com

Questions shall be submitted in writing by electronic mail prior to December 14th. All questions and responses will be emailed to all bidders requesting copies via email.

Bidders must deposit, with their bid, surety in the form of a certified check, bank draft, or bid bond, in the sum of five percent (5%) of the amount of the proposal. The Owner reserves the right to waive any information or to reject any and/or all bids. Bidders may not withdraw their bid within 60 days after the date of the bid opening.

REQUEST FOR PROPOSALS

City of Garden City Helen Park Improvements

I. INTRODUCTION

The Parks and Recreation Department of the City of Garden City, Michigan desires to install connector sidewalks and a thickened edge concrete sidewalk border around the existing playground within Helen Park. Helen Park is located between Deering Street and Helen Street north of Beechwood Avenue. The proposed sidewalk area is approximately 2,600 square feet of new 4" concrete sidewalk with a 4" aggregate base. The City is seeking proposals in response to this Request for Proposals (RFP) from a qualified team (Contractor) to provide all aspects of the construction of a non-supervised public park not to exceed \$55,000 in total budget.

II. SCOPE OF SERVICES

The City of Garden City requires the final design that meets or exceeds all current federal ASTM standards and ADA requirements. The proposals shall include the costs of all delivered and installed materials associated with the concrete sidewalk. This is to include 2 – 6" pvc drain outlet pipes under the sidewalks for future interior drainage of the playground.

ASSEMBLY/INSTALLATION AND INSPECTION

The Supplier must supply direct supervision, all tools and equipment required to complete the installation shall be provided by the Supplier. The Supplier will be given sixty (60) calendar days to complete the proposed work once Notice to Proceed has been given by the City.

III. PROPOSAL REQUIREMENTS

Proposals must include a bid price for the attached design presented. Bids must list the cost of the equipment, site work and labor separately. The City reserves the right to reject any and all proposals with or without cause, and to accept proposals which it considers most favorable. All delivery, assembly, installation and supervision costs must be included in the proposal. All proposal amounts shall be guaranteed for not less than sixty (60) days after the proposal submittal deadline date.

Each proposal must be accompanied by a Certified Check, Cashier's Check, or Bid Bond payable to the City of Garden City, Michigan, in an amount not less than five percent (5%) of the total bid amount. Workmen's Compensation, Comprehensive General Liability, and Transportation insurance and insurance certificates shall be provided by the successful Supplier.

No proposal may be withdrawn within a period of sixty (60) days after the bid opening date. Prices shall include delivery f.o.b., freight paid by the bidder to the jobsite. The Supplier must submit Two (2) hard copies and one (1) electronic copy, on a CD or flash drive, of the proposal to the address listed above. All Proposals must comply with the specifications and guidelines provided in this document.

IV. RFP Schedule and Submission

A. Schedule

RFP Issued:	December 7th, 2021
Deadline for Submission of Written Questions:	December 14th, 2021
RFP Due:	December 21, 2021 by 2:00pm
Recommendation and award:	January, 2022

The City reserves the right to make adjustments to the above noted schedule as necessary.

B. Pre-submittal meeting and Questions

There will not be a required pre-submittal meeting for this request; however, contractors are encouraged to contact the City Engineer for clarification and information pertaining to this request for proposals. Any requests for information or clarification must be submitted in writing by email to Raymond Parker at rdparker@hengineers.com before December 14th, 2021 by 4:30 P.M.

Written responses to all questions will be e-mailed to all respondents as well as being sent directly to the person making the inquiry.

Proposal Contents

Proposals submitted in response to this RFP must meet the specifications set forth herein. Proposals must be clear and succinct. Only those Contractors providing complete information as required will be considered for evaluation. Any major deviation from these specifications will be cause for rejection of the proposal at the City's Discretion. The ability to follow these instructions demonstrates attention to detail. The content and sequence of proposals are to be as follows:

1. Cover Letter

The Cover Letter must include the following:

- RFP number and project title
- Name and address of the entity submitting the proposal
- Date entity was established
- Name(s) of the person(s) authorized to represent the Contractor in any negotiations
- Name(s) of the person(s) authorized to sign any contract that may result
- Contact person's name, mailing or street addresses, phone and fax numbers and email address

2. Itemized Bid Sheet

V. EVALUATION OF PROPOSALS AND AWARD

A. Selection Process Generally

The City reserves the right in its discretion to make a selection based directly on the proposals submitted. The respondent selected will be chosen based on its apparent ability to best meet the overall objectives of the City.

The City has the right to reject any or all proposals

B. Proposal Review

An evaluation review committee ("Committee") will be appointed to evaluate the proposals received. The successful Contractor shall be selected by the following process:

1. An evaluation committee will be appointed to evaluate submitted written proposals.
2. A short list of Contractors, based on the highest scores, may be selected for telephone or group interviews if deemed necessary. The City reserves the right to increase or decrease the number of Contractors on the short list depending on the scoring and whether the Contractors have a reasonable chance of being awarded a contract.
3. If interviews are determined to be necessary, the scores from the written proposals will be considered preliminary. Final scores, based on the same evaluation criteria, will be determined following the interviews.
4. Negotiations will follow with the selected Contractor, and if successful, the Contractor and City will enter into a contract for the work after awarded in January 2022.

C. Clarification During Review Process

During the evaluation process, the City has the right to request additional information and presentations for clarification in order to understand the Contractor's view and approach to the project and scope of the work. The City further reserves the right to make an award without further clarification of proposals reviewed. Any changes to a submitted proposal made before executing the contract will become part of the final contractor contract.

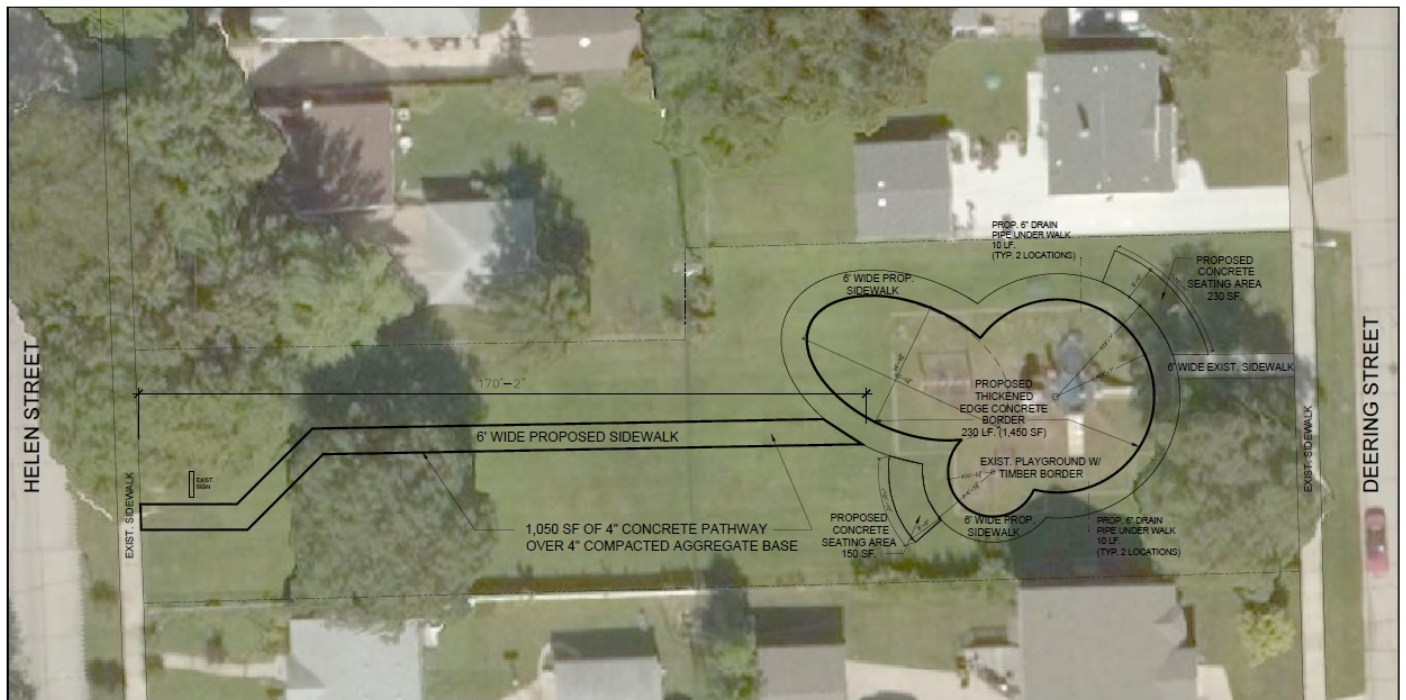
VIII. TERMS AND CONDITIONS

A. Errors and Omissions

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the City, in writing, if the proposer discovers any ambiguity, discrepancy, omission or other error in the RFP. Any such notification should be directed to the City promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals.



Existing Helen Park



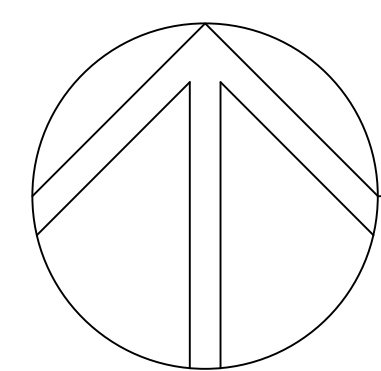
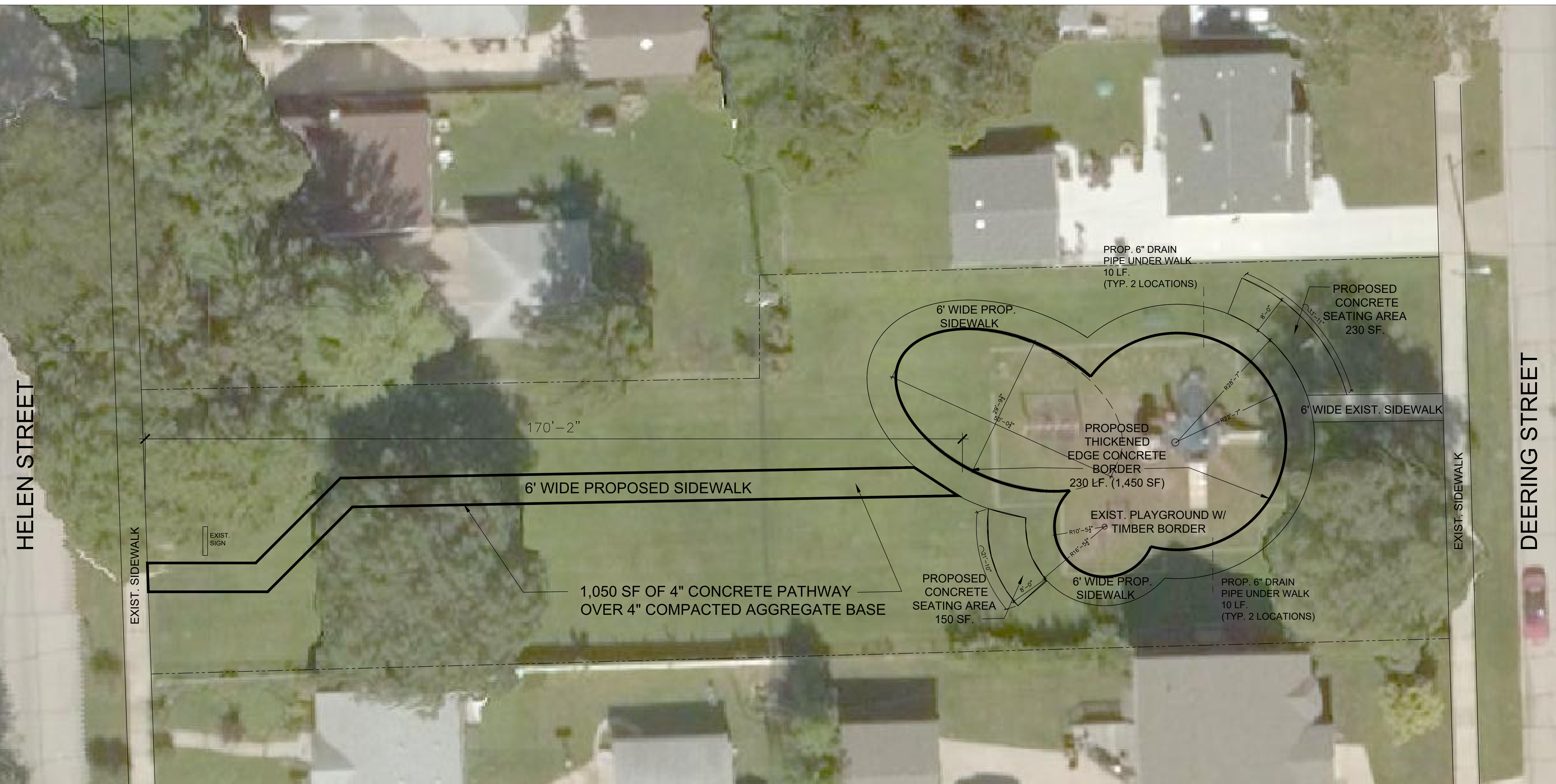
Proposed Helen Park

Helen Park Improvements RFP 5

PROJECT NUMBER:
GC Helen
DATE:
12/6/21
SCALE:
1"=10'
DESIGNED BY:
RDP
DRAWN BY:
RDP
CHECKED BY:

APPROVED BY:

REVISIONS



HELEN PARK – CONCEPT PATH PLAN

SCALE: 1"=10'-0"

HENNESSEY ENGINEERS, INC.
ENGINEERING FOR RESULTS:
13500 REECK ROAD
SOUTHGATE, MI 48195
(734) 759-1600
FAX (734) 282-6566
WWW.HENNESSEYENGINEERS.COM

TITLE
Conceptual Plan
Helen Park
Garden City
Wayne County, Michigan

SHEET
A1

Helen Park
Garden City
ITEMIZED BID SHEET

Line Number	Description	Estimated Amount	Unit	Unit Price in Figures	Unit Price in Words	Line Total
1	4" Concrete Sidewalk	1430	SFT			
2	4" Aggregate Base	24.0	TONS			
3	4" Concrete Sidewalk with 8" Thickened Edge	1450.0	SFT			
4	6" PVC Drainage Pipe - 10' length	2	Each			
5	Earthwork/Grading	1	LSUM			
6	Remove and Replace 5' Wide Sidewalk @ Helen Street	30	LF			
7	Restoration, 3" Topsoil and Seed	1	LSUM			
8						
9						
TOTAL BID						

**Helen Park
Garden City
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