

Calhoun County Land Bank Authority

Request for Proposals: General Contracting Services – 26 Fremont St, Battle Creek – Siding & Trim Repair

RFP NUMBER: #03-CCLBA-2019

DATE ISSUED: 2/22/2019

DATE DUE: 3/21/2019; 3:00 PM (LOCAL TIME)

RFP will be opened publicly at this time in the Purchasing Department,
315 W. Green Street, Marshall, MI

PLEASE NOTE: *This RFP requires **selected** bidder to submit additional documents to CCLBA upon award of bid and prior to formal acceptance and contract execution. Please contact Amy Rose Robinson at arobinson@calhouncountymi.gov or see Post Award Requirement section below for details.*

Para una versión en Español, por favor llamar a Krista Trout-Edwards – 269-781-0777

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REQUEST FOR PROPOSALS: GENERAL CONTRACTING SERVICES

BACKGROUND

This Request for Proposals (“RFP”) is being issued by the Calhoun County Land Bank Authority (CCLBA) for General Contracting services for the residential structure located at 26 Fremont St, Battle Creek. The project will be managed by the CCLBA.

The CCLBA invites the submission of proposals from licensed Building contractors to provide siding and trim repair/ replacement services for the historic house at 26 Fremont St. Licensed companies with demonstrated experience and qualifications in this area and an interest in making their services available to the CCLBA are invited to respond to this RFP.

IMPORTANT DATES

RFP Issue Date: February 22, 2019

Pre-Bid Meeting (not Mandatory): March 7, 2019 9:30-10:30am

Questions Due: March 13, 2019 at 5:00pm

Answers Available: March 14, 2019 at 5:00pm

Proposal Due Date: March 21, 2019 at 3:00pm

Tentative Award Date: April 21, 2019

Project Completion: August 1, 2019

SCOPE OF WORK

The CCLBA seeks sealed proposals from Respondents to provide labor and materials associated with General Contracting (Clapboard, Trim, Siding, Window sills) services at 26 Fremont St, Battle Creek in compliance with all applicable ordinances and codes of the City of Battle Creek. Work includes, but is not limited to, exterior replacement/repair of lap siding trim and other deteriorated areas on body and trim of house in preparation of painting the house. Respondents should have experience in historic restoration and be lead abatement certified contractor. A full scope of work can be found in Appendix A.

The Contractor shall obtain and pay for all permits, and licenses required by any ordinance, code and regulation of the jurisdictions in which the work is to be done. All permits, licenses or testing required by any ordinance, code or regulation of the State of Michigan or local municipality that is required for the performance, completion and execution of this project shall be the responsibility of the selected Contractor. All inspections and reports will be presented to Property & Project Coordinator prior to final payment for the project.

OTHER INFORMATION RELATED TO BID WORK:

1. All construction work shall be performed in accordance with State of Michigan, International Building Codes, Mechanical, Plumbing, Electrical codes and the City of Battle Creek requirements.
2. All construction work shall be inspected and approved by City of Battle Creek Inspections and CCLBA staff members.
3. Contract work will commence immediately upon contract signing in order to meet deadlines for project completion.



4. The Contractor shall be fully responsible for obtaining at the Contractor's cost, all necessary permits and licenses as required by City of Battle Creek.
5. The awarded Contractor shall be responsible for completion of each item specified in this work specification. Any changes shall be authorized only by the initiation of and execution by the CCLBA and the Contractor in a formal CHANGE ORDER. Approved Change Order must be approved by CCLBA Executive Director prior to any work.
6. The Contractor shall verify, on the job site, all quantities, measurements or dimensions, conditions, plans and working drawings before submitting this bid. There will be no Change Orders to prices based on mistaken quantity count, measurements or dimensions.
7. The Contractor shall immediately notify (verbally and in writing) the Property & Project Coordinator of any discrepancies on the plans, working drawings, work specifications, and measurements or dimensions. The Contractor shall be held responsible for all such verifications as previously stated.
8. The Contractor shall provide and install all necessary bracing to support and maintain the existing construction in a safe and undamaged condition throughout all phases of demolition, construction and/or reconstruction.
9. The Contractor shall take any and all precautions necessary to ensure that fixtures and materials, which are temporarily removed during any phase of construction, are protected from damage, vandalism and/or theft. Damage to property caused by the Contractor or his/her negligence shall be repaired or replaced by the Contractor at his/her own expense.
10. There have been no soil tests taken on this site pertaining to structural loads and, therefore, the CCLBA is not warranting, guaranteeing, or taking any responsibility regarding the bearing capacity of the soil and whether or not it is sufficient to support the structure or design.
11. Color(s), type, model, style, finish and manufacturer of all materials, and all other products used in the rehabilitation work shall be approved and/or selected by the CCLBA, and shall be standard in nature unless approved by the CCLBA.
12. The discarded roofing, debris, and all other construction debris shall be removed from the work areas daily and disposed of properly. The property shall be left in a clean and safe condition at the completion of the job.
13. No work shall commence until a **NOTICE TO COMMENCE** is provided by the CCLBA to Contractor.
14. All work completed on job site is to be per manufacturer's specifications and Standard Trade Practice.
15. If plans are required for the project, the Contractor shall furnish all required plans, not furnished by the CCLBA, and all required engineering.
16. All plumbing fixtures shall comply with all water saving codes.
17. All mechanical and electrical fixtures shall comply with energy saving codes.
18. The selected Contractor may be asked to participate in a Pre-Construction Conference with the CCLBA, and will be expected to complete all work (lead related or basic rehabilitation) in the time frames agreed upon.
19. **Lead and Asbestos Statement**
 - a. If needed, all lead evaluations and associated reports performed, including inspection, risk assessments, hazard screens, and clearance exams, must comply with Part III Environmental Protection Agency 40 CFR Part 745 "Lead; Identification of Dangerous Levels of Lead; Final Rule", dated Friday, January 5, 2001 & Part XI Environmental Protection Agency 40 CFR part 745 "Lead; Requirements for Lead-based Paint Activities in Target Housing and Child-occupied Facilities; Final Rule", dated Thursday, August 29,

1996. The CCLBA reserves the right to reject any lead evaluation or report that does not appear to comply with Environmental Protection Agency 40 CFR Part 745 Regulations.
- b. CCLBA will be responsible for lead and asbestos abatement assessments, clearances or other examinations, if necessary.

WRITTEN REPORTS: Contractor shall be responsible for preparing or causing to have prepared final compliance paperwork for payment and use by the CCLBA. *These reports shall include a full unconditional lien waiver from all major suppliers and subcontractors, sworn statement as well as confirmation that the local building permit has been finalized (e.g. approved).* Payment will not occur until staff receives all required documents, and final payment will not occur until confirmation of the finalized permit.

INTERESTED BIDDERS: Interested bidders MUST REGISTER their company and intent to bid on this RFP at the Calhoun County website: <http://www.calhouncountymi.gov/vendors/registration>. A copy of the questions & answers associated with this RFP will be sent out per the Calhoun County's online registration database. If you have any questions, you can contact Property & Project Coordinator, Amy Rose Robinson arobinson@calhouncountymi.gov.

THRESHOLD REQUIREMENTS/REQUIRED FOR SUBMITTAL

1. Pricing Proposal (see Appendix A)
2. Non-Collusion Affidavit (see Appendix B)
3. Experience Providing General Contracting Services (Appendix C)
4. Location of Main Office (Appendix C)
5. Project Timeline (Appendix C)
6. References (Appendix D)

POST AWARD REQUIREMENTS:

Selected bidder must submit the following required documents to CCLBA upon award of project, prior to formal acceptance and contract execution. Required documents include, the following:

1. **Evidence of Insurance:** Commercial General Liability with limits not less than \$2,000,000; Workers Compensation and Employers Liability with limits not less than \$500,000; and Automobile Liability with limits not less than \$1,000,000 per occurrence. The selected Contractor shall agree to indemnify and hold harmless the CCLBA, and its officers, agents, and employees from any and all claims, causes, or actions, and damages of any kind, for injury to or death of any person and damages to property arising out of or in connection with the work done by the Contractor under this contract, and including acts or omissions of the CCLBA, or its officer, agents, or employees in connection with said contact.
 - a. **Additional Insured** – the CCLBA, whichever appropriate, shall be added as an additional insured with the following language: “Additional Insured: CCLBA, all its elected and appointed officials, all its employees, agents and its volunteers, all its Boards, Commissions and/or authorities and Board members including employees, agents and volunteers thereof.”



2. Copy of State of Michigan Builders License.
3. Certificate of Good Standings from Michigan Department of Licensing and Regulatory Affairs or one of the following:
 - a. Certificate of Existence for Limited Liability Companies issued by the Michigan Secretary of State; or
 - b. Certificate of Good Standing or Certificate of Existence for Joint Ventures; or
 - c. “Doing Business As” documentation and certificates for all other types of businesses.
4. Lead Abatement Certifications for all staff working on the project, will be applicable

The CCLBA reserves the right to change the scope of the project based on available funding or other needs during the term of the contract; it is possible that due to timing or limited funding not all parts of the project will be executed.

The CCLBA reserves the right to select the Contractor that best meets its goals and objectives, quality levels, as well as its educational and service level expectations. The CCLBA reserves the right, in its sole discretion, to reject any/or all proposals, to waive any irregularities and technical defects contained therein, to award the contract in its entirety, in part, or not at all and/or to determine which proposal is the lowest and/or best to enter into a Contract, as deemed to be in the best interest of the CCLBA. The CCLBA may select more than one service provider from the proposals submitted to obtain the most qualified firm(s) or individual(s) for services in order to ensure timely completion of the requested services.

EVALUATION AND SCORING

In evaluating responses to this Request for Proposal, the review committee will take into consideration the experience, pricing, location of business, and ability to complete project by deadline date that are being proposed by the Respondent. Proposals should provide a straightforward, concise description of the proponent’s capabilities to satisfy the requirements of the RFP. The following Evaluation Criteria will be considered in reviewing submittals (see Appendix F):

- Experience in providing the requested services (Appendix C)
- Pricing (Appendix A)
- Location of Business (Appendix C)
- Project Scheduling (Appendix C)

OTHER ASPECTS TO CONSIDER

A. RFP Overview

It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, shall be capable of providing the specified services. The Respondent shall be financially solvent and its employees and or subcontractors shall be competent to perform the services required under this RFP.

Nothing in this RFP shall be construed to create any legal obligation on the part of the CCLBA or any Respondents. The CCLBA reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall the CCLBA be liable to Respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No Respondent shall be entitled to repayment from the CCLBA



for any costs, expenses or fees related to this RFP or responding to it. All supporting documentation submitted in response to this bid will become the property of the CCLBA. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known; however, submissions are to be firm and cannot be withdrawn for a period of thirty (30) calendar days after opening.

The CCLBA has adopted [Purchasing Policies and Procedures for the Procurement Process](#) available online at www.calhouncountymi.gov or through the Calhoun County Purchasing Department at 315 W Green Street, Marshall, MI 49068, or via phone at 269-781-0981.

B. Terms of Contract

Any contract awarded pursuant to this RFP solicitation shall be effective until awarded projects are completed. All contracts made by the successful applicant with subcontractors shall be covered by the terms and conditions of the contract which will incorporate this RFP and any response by applicants. Applicants must submit a work plan/schedule demonstrating how they will meet the deadline to complete the work. The successful applicant shall contractually require their subcontractors to comply with these terms and conditions.

C. Economic Sanctions

The undersigned, acting either individually or as a duly authorized representative of the entity submitting the enclosed RFP/proposal hereby verifies that he/she/it is not an Iran linked business which is defined as follows in the Iran Economic Sanctions Act, Public Act 517 of 2012, MCL 129.311, et.seq.: (i) A person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran and/or (ii) A financial institution that extends credit to another person, if that person will use the credit to engage in investment activities in the energy sector of Iran.

D. All work shall confirm to the following Federal and State requirements where applicable:

- 24 CFR 570.061 – Equal Opportunity and Fair Housing
- 24 CFR 570.602 – Affirmative Marketing
- 24 CFR 570.609 – Debarred, Ineligible or Suspended Contractors
- 24 CFR 570.611 – Conflict of Interest
- 24 CFR 85.36 – Procurement
- Executive Order 11246

RFP SUBMITTAL GUIDELINES

SELECTION PROCESS

The Selection Committee comprised of CCLBA and Calhoun County Purchasing Department staff will review qualifications in accordance with the objectives and policies. Submissions that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest overall price. Instead, contract shall be awarded to vendor whose proposal received the most points in accordance with criteria set forth in the RFP. In addition, proof of general liability, workers' compensation and automobile



insurance must be submitted by the successful bidder prior to the finalization of the contract.

QUESTIONS

Written questions must be submitted via email to arobinson@calhouncountymi.gov by **5:00pm Wednesday, March 13, 2019**. Written answers will be provided to all potential applicants via email and posted on the Calhoun County website (www.calhouncountymi.org) by **5:00pm Thursday, March 14, 2019**.

SUBMITTAL DUE DATE

Responses to this RFP are due by 3:00pm (local time) on Thursday, March 21, 2019. The prevailing clock shall be www.time.gov. **Three (3) unbound hard copies (DO NOT INCLUDE A COPY OF THIS RFP IN THE SUBMISSION)** of the proposal response are required. Submission must be delivered in sealed envelope labeled on the exterior with the following: proposal number, proposal name, proposal due date and time, and your firm's name. Submissions are to be delivered to:

Calhoun County Purchasing Department
ATTN: Leslie R. Obrig
315 W. Green St.
Marshall MI 49068

LATE PROPOSALS WILL NOT BE CONSIDERED



CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the “Respondent”), that the information provided in this RFP submittal to the CCLBA is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

(Name of Respondent)

(Signature of Authorized Representative)

(Typed Name of Authorized Representative)

(Title)

RFP SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFP in three (3) unbound copies

- RFP Submittal Requirements Checklist (complete Respondent section)
- Certification Form Note
- Pricing Proposal (Appendix A)
- Non-Collusion Affidavit (Please complete Appendix B)
- Location of Main Office, Experience Providing Services, and Project Time Line (Appendix C)
- Reference List (Please complete Appendix D)

Respondent name: _____

Company name: _____

Date submitted: _____

DUNS #: _____

APPENDIX A – Pricing Proposal

COST

General Contracting Services – 26 Fremont St, Battle Creek

Permit

1. Obtain all necessary permits and licenses as required by the City of Battle Creek Building Inspections Division. Furnish copies of all final permits with final invoice (applicable Building permits, related to lead based paint inspection), to the Property & Project Coordinator at CCLBA.

\$ _____

WORK SPECIFICATIONS

EXTERIOR

Siding and Trim - House and Garage

1. Repair or replace deteriorated or missing window sills, trim – include all basement gable, roof, dormer and tower window openings.
2. Remove damaged or deteriorated siding on the walls surrounding the deck on the second floor in the SE section of the addition. Install new lap siding including trim around the deck access door. Properly secure guard rail support columns, level and support the railing sections. Replace if necessary to Code.
3. Remove damaged or deteriorated siding on the walls and ceilings of the deck on the NE section of the house. Replace with existing type of weather resistant bead board for the ceiling.
4. Remove any damaged or deteriorated clapboard on the house body, trim (door and window), special trim elements.
5. Replace missing trim elements to match existing on tower section.

\$ _____

Remove Porch – South Portion

1. Remove the porch on to get to the siding under the porch.

\$ _____

Please review all line item pricing before totaling bid.

Total Price Proposal \$ _____



APPENDIX B – Non-Collusion Affidavit

NON-COLLUSION AFFIDAVIT

The bidder, by its officers and authorized agents or representatives, present at the time of filing this bid, being duly sworn on their oaths, say that neither they nor any of them have in any way, directly or indirectly, entered into any arrangement or agreement with any other bidder or with any public officer or representative of the Calhoun County Land Bank Authority, whereby such affidavit or affiant or either of them has paid or is to pay to such other bidder or public office anything of value whatsoever; or such affidavit or affiant or either of them has not directly or indirectly entered into any arrangement or agreement with any other bidder or bidders, which tends to or does lessen or destroy free competition in the letting of the contract sought for the by the attached bid; that no inducement of any form or character other than that which appears on the face of the bid will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the bid or awarding of the contract; nor has this bidder any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the contract sought by this bid. The bidder is fully informed with respect to the preparation and contents of the attached bid proposal and of all pertinent circumstances respecting said proposal.

I hereby affirm by my signature affixed hereto that the above statements are true to the best of my knowledge, information and belief.

By: _____
Signature Date

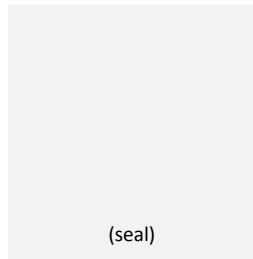
Printed Name

Title

Company

This affidavit must be notarized to be complete. Notary certification below.

Subscribed and sworn to before me on _____, 2016 in _____ County, Michigan.



_____, Notary Public
Acting in _____ County, Michigan
My Commission Expires: _____, 20__



APPENDIX D – Reference list

List of Three (3) References and Description of Services Provided

Reference 1

Company/Municipality: _____
Contact Person: _____ Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Email: _____
Type of Project(s): _____

Reference 2

Company/Municipality: _____
Contact Person: _____ Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Email: _____
Type of Project(s): _____

Reference 3

Company/Municipality: _____
Contact Person: _____ Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Email: _____
Type of Project(s): _____



APPENDIX E – Evaluation and Scoring

In evaluating responses to this Request for Proposal, CCLBA will take into consideration the experience, pricing, and scheduling that are being proposed by the Respondent. The following Evaluation Criteria will be considered in reviewing submittals:

The point system is to evaluate the experience and capacity of the Respondent.

1. Experience in General Contracting Services

Two (2) to four (4) years of experience	10 Points
Five (5) or more years of experience	20 Points

2. Pricing Proposal

Lowest bid amount	60 Points
Next lowest bid amount	50 Points
Each additional lowest bid amount will be reduced by 10 points	

3. Local Preference

Principal Business Office Location within Calhoun County, MI	10 Points
Principal Business Office Located within 50 mile of Calhoun County, MI	5 Points

4. Project Scheduling

Project completed by August 1, 2019	5 Points
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