



**Request for Quotation
(RFQ)
City of Menominee
TRIANGLE PARK
FOUNTAIN**

June 9, 2017

1.0 SUMMARY

- 1.1 Request for Quotation: Contractors with proven industry experience are invited to submit a quotation for demolition of the existing fountain in order to accommodate future installation of a replacement fountain for the Triangle Park located at the intersection of 18th Avenue and 10th Street in Menominee, MI.
- 1.2 The Request for Quotation (RFQ) does not constitute a contract for services performed or to be performed. Following the selection of the successful bidder, the City of Menominee (hereafter referred to as “City”), and the Contractor will negotiate a contract including a full scope of services. If there are any questions and/or to schedule a site visit, contact the City Engineer/ Director of Public Works at (906) 290-0298.
- 1.3 Services To Be Performed: The services will consist of providing all necessary labor, equipment and materials for the demolition and removal of the debris. The following is the scope of service and specifications:
- 1.3.1 Examine existing fountain for determining necessary equipment to provide removal of the existing fountain while providing adequate protection of the permanent pool, filtration and pump. The permanent pool, filtration and pumping system will be used for the new fountain. Installation of the new fountain shall be performed by others.
 - 1.3.2 The proposed work includes removal limits as indicated on the sketch at the end of this document:
 - Removal of Existing Fountain down to the base, and

- Removal of the Existing Pool Coping/ Seating (for future installation of new seat caps around existing 18' OD permanent pool), and
- Removal of the exterior rectangular tiles from around the base of the permanent pool and sand blasting the remaining exterior surface and application of a proper exterior seal coat of this surface.

The existing permanent pool, pump and filtration system shall be retained and used for operation of the new fountain.

1.3.3 Propose a demolition schedule to facilitate completion of installation with fountain fully operational by 8/1/17 and with all project work totally completed by 10/1/17.

The Demolition Contractor will need to coordinate their work schedules with the Contractor providing the new fountain (Carved Stone Creations of Kaukauna Wisconsin). While the intermediate milestones for completion of the various tasks involved in the project are to be proposed by the Contractor, the City desires that the fountain be operational by the Water Front Festival weekend on 8/1/17 and requires that the project be completed in all respects no later than 10/1/17.

2.0 DELIVERABLES

2.1 Equipment and Materials proposed to be used and insurance documents should be part of the quotation submittal.

3.0 COMMERCIAL

3.1 Insurance Requirements: Any contract entered into as a result of this RFQ may require the Supplier to obtain and maintain a minimum of \$1,000,000 of insurance coverage. Without limiting any liabilities or other obligations of proposer, successful proposers performing as independent contractors hereunder, shall be fully responsible for providing Worker's Compensation, General Liability, Professional Liability, and Automotive Liability coverages.

The successful proposer must provide a Certificate of Insurance within fifteen (15) calendar days after notification of award. Certification must include: name and address of insurance company (must be authorized to conduct business in the State of Michigan or be named on the List of Authorized Insurance Agencies maintained by the Michigan Department of Insurance), policy number, and liability coverage and amounts.

3.2 Liquidated Damages: If the Contractor does not meet the project completion date that is agreed upon in the contract, the Contractor shall satisfy obligations of the contract with the City at the Contractor's expense with damages of \$150.00 per day past the

contract completion date. The Contractor can request time extensions (in writing) at least fifteen (15) days in advance of the deadline. The City reserves the right not to grant the requested time extension, in which case the penalties would still apply. The liquidated damages clause shall also apply to the intermediate contract milestones dates, as well as the ending contract date.

4.0 SUBMITTAL REQUIREMENTS

4.1 General: Please submit one original of the quotation in a sealed envelope, no later than **3:00 PM on June 16, 2017** to the attention of:

Valerie Mellon
City Engineer/ Director of Public Works
City of Menominee
2511 10th Street
Menominee, MI 49858

**Faxed quotations are welcomed. (906) 863-3266

*** Please follow up the official written submittal with an electronic copy sent to vmellon@cityofmenominee.net

In the interest of fairness to all suppliers and to facilitate timely review of all the quotations by the City, quotations received after the scheduled receipt time stated above will not be accepted and will be returned to the sender marked "LATE". All quotations received on time become the property of the City and will not be returned.

4.2 Schedule for the Selection Process: The following is the anticipated schedule for the Contractor selection process.

<u>Item</u>	<u>Date</u>
City issues RFQ	June 9, 2017
Completed quotations due to City	Must be received by Valerie Mellon no later than 3:00 PM on June 16, 2017.
City Manager Awards Contract Submittal by the selected Contractor to the City of complete and signed Contract documents (Purchase Agreement). City issues Notice To Proceed (NTP).	On or before June 20, 2017
Begin Project Work	Following NTP
Demolition of Existing Fountain	Within 30 days of NTP