



**Request for Proposal
(RFP)
City of Menominee
WASTE WATER TREATMENT PLANT GRIT ROOM DUCT WORK**

December 28, 2017

1.0 SUMMARY

- 1.1 Request for Proposals: Professional contractors with proven experience and expertise in providing and installing exhaust duct work are invited to submit proposals for the replacement of the City of Menominee Waste Water Treatment Plant's Grit Room Duct Work.
- 1.2 The Request for Proposal (RFP) does not constitute a contract for services performed or to be performed. Following the selection of the successful contractor, 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 Mike Thorsen at (906) 630-1016.
- 1.3 Services To Be Performed: The Contractor's services will consist of providing all labor, equipment and materials for the completion of this project. All materials and components shall be new and unused of first quality by well-known manufacturers. Inferior materials and components shall not be allowed. The contractor shall connect to the existing exhaust fan and is responsible for all materials to make the connection. The following is the scope of service and specifications:
 - 1.3.1 Remove and dispose of existing duct work and hangers.
 - 1.3.2 Install new duct work with new supporting hangers. The duct will be the size and length of the current duct. It should be made of 22 gauge galvanized metal with reinforced slips and drives. One section next to the auger screen shall be installed to be removable for removing and repairing the grinder.

2.0 BACKGROUND

2.1 City's Purpose of the Grit Room Duct Work Replacement Project is to replace deteriorated duct work.

3.0 OBJECTIVES AND ENVISIONED SCOPE OF PROJECT

3.1 Objectives: The key objective of this project is to replace the unusable duct work. The overall purpose is to provide a duct system that meets the 10 State Standards and will provide years of service.

3.2 Envisioned Scope of Project: The City envisions the following minimum scope for the Duct System replacement project:

3.2.1 Task 1 – The first task of the project will entail an initial meeting or telephone call to discuss the schedule and scope of the project as outlined in the proposal.

3.2.2 Task 2 – Removal and Installation of duct work per the contract documents.

3.2.3 Task 3 – Upon completion of the duct system, the Contractor will provide warranty documents.

3.3 Schedule for Completion: While the intermediate milestones for completion of the various tasks involved in the project are to be proposed by the Contractor, the City requires that the project be completed in all respects (including submittal of the final deliverables to the City) no later than May 26, 2018.

4.0 DELIVERABLES

4.1 The Contractor is to provide all warranty documents.

4.2 Materials proposed to be used and insurance documents should be part of the proposal submittal.

5.0 COMMERCIAL

5.1 Insurance Requirements: Any contract entered into as a result of this RFP may require the Contractor 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.

5.2 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.

6.0 SUBMITTAL REQUIREMENTS

6.1 General: Please submit one original and two copies (total of three copies) of the proposal in a sealed envelope, no later than **3:00 PM on January 22, 2018** to the attention of:

City of Menominee
Kathleen Brofka, City Clerk/Treasurer
2511 10th Street
Menominee, MI 49858

- Please, on envelope, write "Grit Room Duct Bid".
- Faxed proposals will not be accepted.
- Please follow up the official written submittal with an electronic copy sent to kbrofka@cityofmenominee.net

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

6.2 Proposal Organization: To facilitate the City's objective review of the proposals from different Contractors, the Contractors are requested to organize the main document as follows. If the Contractor wishes to submit additional information in support of or to strengthen the proposal, please provide such information separately in Appendices.

6.2.1 A letter on company letterhead indicating that the proposal represents an offer by the firm to provide services for the stated fee according to the stated schedule. A Principal of the firm authorized to commit the firm must sign the letter.

6.2.2 Table of Contents

6.2.3 Information of the following topics:

6.2.3.1 Executive Summary: Should address the highlights of the proposal, along with the strengths and special expertise of the firm and the associated team to successfully accomplish the objectives of this project. Please limit the summary to no more than two pages.

6.2.3.2 Technical Proposal: Identify and describe the services to be provided and the approach/methodology proposed to be used. Describe the proposed material used.

6.2.3.3 Cost Proposal: Please provide the cost of the proposed services based on the proposed scope of work and project deliverables. The project cost should be sufficiently detailed and include breakdowns for the various tasks and deliverables. If any other material is recommended, include this as an option and list both costs with the material stated in 1.3.2 and the optional material.

6.2.3.4 Schedule: Please provide the proposed time schedule for the completion of the project.

6.2.3.5 Terms and Conditions of the Contract: The City proposes to use a standard City of Menominee contract for professional services or a purchase order. This information shall be provided to the successful proposer during contract and scope negotiations. Should the Contractor have any special or unusual contract conditions or limitations, the City should be advised of these in this section of the proposal.

6.2.3.6 Basis of Compensation: The City requests a Fee Schedule with flat fee sum amounts for Contractor compensation for this project.

7.0 SELECTION OF CONTRACTOR

7.1 General: This RFP does not commit the City to enter into agreement, to pay any costs incurred in the preparation of a proposal in response to this request or in subsequent negotiations, or to procure a contract for the project. The City will require the selected proposer, if any, to participate in negotiations and to submit such cost, technical and/or other revisions to the proposals as may result from negotiations. The City reserves the right to perform all or some of the services described in this RFP with its own work force.

7.2 Selection Criteria: Proposals will be evaluated, scored, and ranked based upon the following criteria. It is not envisioned that interviews will be a requirement for selection of the Contractor for this project. However, the City reserves the right to request an interview for any potential Contractors during the selection process. Should the City see the need to interview potential Contractors, the potential Contractors will be notified as early as possible in the proposal review process, and selection schedules adjusted accordingly.

- 7.2.1 Responsiveness to the City’s RFP;
- 7.2.2 Relevant experience, expertise, and qualifications of the firm;
- 7.2.3 Technical proposal;
- 7.2.4 Cost estimate
- 7.2.5 Warranty and;
- 7.2.6 Any special or unusual Terms and Conditions for the contract.

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

<u>Item</u>	<u>Date</u>
City issues RFP	January 2, 2018
Completed Proposals due to City	Must be received by Kathleen Brofka no later than 3:00 PM on January 22, 2018.
Waste Water Utility Board Awards Contract	Feb 8, 2018
Submittal by the selected Contractor to the City of complete and signed Contract documents (Purchase Agreement).	On or before Feb 12, 2018
City formal signature of Contract (Purchase Agreement)	On or before Feb 13, 2018
(Written) Notice To Proceed (NTP) with work	On or before Feb 13, 2018

7.4 Proposed Work Schedule: The following is the proposed work schedule for this project.

Begin Project Work

Following NTP

Complete Project Work

*Before May 26, 2018

*Note: If the May 26th completion date can not be obtained, indicate date of anticipated completion.

The City of Menominee is an Equal Opportunity Provider and Employer



