



**Request for Proposal  
(RFP)  
City of Menominee  
RIVERSIDE CEMETERY CHAPEL  
WOOD PANELING REMOVAL AND PLASTER RESTORATION**

**November 14, 2017**

**1.0 SUMMARY**

1.1 Request for Proposals: Professional contractors with proven experience and expertise in carpentry and plaster restoration are invited to submit proposals for partial interior renovation of the existing Cemetery Chapel located at Riverside Cemetery at 1401 Memorial Drive in Menominee, MI.

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 Michelle Salter at (906) 863-1792.

1.3 Services To Be Performed: The Contractor’s services will consist of providing all necessary labor, equipment and materials for the completion of this project. The following is the scope of service and specifications:

1.3.1 Examine the interior of the existing chapel for determining the necessary scaffolding and other equipment for removal of all wood paneling in the area of the alter and restoration with scratch coat of plaster and paint in order to provide a safe and attractive environment that is commensurate with the original architecture.

1.3.2 **The existing perimeter wall dimensions of the stone chapel measure 31 ft x 47.5 ft main chapel with an attached drive thru carriage entrance area. The removal of the wood paneling and plaster restoration area is as follows:**

- **1 wall measuring 31 feet long by max of 20 feet in height**
- **2 walls each measuring 10 feet long by 8 feet in height**

The roof was replaced due to several areas with cracked or missing portions of clay tile with a couple areas that were severely leaking and causing damage to the walls in the vicinity of the alter.

- 1.3.3 Remove existing wood paneling and rotten substrate materials.
- 1.3.4 Replace missing plaster and/or substrate materials.
- 1.3.5 Restore plaster surface with a scratch coat of plaster and repaint.
- 1.3.6 Remove and dispose of all debris associated with the work.
- 1.3.7 Provide a minimum of 1 year labor and material warranty.

## **2.0 BACKGROUND**

2.1 City's Purpose of the Paneling Removal Project is to partially renovate the most severely damaged portion of the interior of the Chapel in order to provide a safe and attractive environment, commensurate with the original 1927 stone chapel architecture. Various alternatives will be considered and award made according to allowable budget constraints in order to provide many more years of service.

## **3.0 SCOPE OF PROJECT**

3.1 Scope of Services: The City envisions the following minimum scope of services for the project:

Please provide the cost of the proposed services for each of the 5 tasks identified below. The project cost should be sufficiently detailed and include breakdowns (of both time and materials) for the various tasks and deliverables.

- 3.1.1 Task 1 – The first task of the project will entail an initial meeting for the contractor to examine the existing interior and to determine necessary equipment and confirm the project limits. Another critical aspect of the meeting will be to discuss the schedule and scope of the project as outlined in the proposal.
- 3.1.2 Task 2 – Determination of extent of paneling removal limits and replacement of any missing substrate materials and development of a detailed report and cost estimate including specifications and sketches.
- 3.1.3 Task 3 – Removal of wood paneling. Disposal to be piled outside of the building for removal by City Crews.
- 3.1.4 Task 4 - Replace missing areas of substrate materials and apply scratch coat of plaster and repaint. Remove and dispose of all debris associated with the re-plastering and painting work.
- 3.1.5 Task 5 – Upon completion of the construction, the Contractor will provide all warranty documents.

3.2 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 no later than April 30, 2018.

## 4.0 COMMERCIAL

4.1 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.

4.2 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.

## 5.0 SUBMITTAL REQUIREMENTS

5.1 General: Please submit one original proposal in a sealed envelope, no later than **3:00 PM on December 7, 2017** to the attention of:

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

**official submittal may be 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.

## 6.0 SELECTION OF CONTRACTOR

6.1 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.

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

City issues RFP	November 15, 2017
Completed Proposals due to City	Must be received by Kathleen Brofka no later than 3:00 PM on December 7, 2017.
City Manager Awards Contract	On or before December 12, 2017
Complete Project Work	Before April 30, 2018

