

**CITY OF ROOSEVELT PARK  
REQUESTS FOR PROPOSALS  
2021 MILL AND RESURFACING**

The City of Roosevelt Park, Michigan hereby invites contractors interested in providing services for milling 2,655 liner feet at 2 inches and resurfacing. Contractors interested in bidding this RFP are **required** to attend a preconstruction meeting on **May 12<sup>th</sup>, 2021 at City Hall**, beginning at 9:30 am. The purpose of the preconstruction walk thru is to make sure all desired locations and job limits are understood before submittal.

Responding agencies are required to submit one (1) copy of their proposal, which must have original signatures. The proposal, whether mailed or hand delivered, must arrive at the City Hall no later than **10:00 am local time, on May 19, 2021**. A public bid opening will be held at 10:00 Am on May 19, 2021 in the Council Chambers of City Hall. Please mark sealed envelope as “CITY OF ROOSEVELT PARK 2021 MILLING AND RESURACING”. A complete Request for Proposal document may be obtained at:

**City of Roosevelt Park  
ATTN: City Clerk  
900 Oak Ridge  
Roosevelt Park, MI 49441  
Phone 231-755-3721**

Proposal will be publicly opened and read at 10:00 am Wednesday May 19, 2021 in the City Hall Council Chambers of the Roosevelt Park Municipal Building, 900 Oak Ridge Road, Roosevelt Park, Michigan. **Proposals shall be submitted in a sealed envelope and plainly marked “CITY OF ROOSEVELT PARK MILLING AND RESURFACING.”**

## **City of Roosevelt Park Request for Proposals Milling and Resurfacing**

The City of Roosevelt Park is accepting proposals from experienced contractors able to perform the milling and overlay of local streets.

### **I. INTRODUCTION**

#### **1.1 Purpose**

The City of Roosevelt Park, hereafter called “City,” initiated this Request for Proposals (RFP) to solicit proposals for experienced contractors able to perform the Milling and Resurfacing of 2,655 Linear feet of local streets.

#### **1.2 Background**

The City owns and maintains 9.34 miles of local streets.

#### **1.3 Objective**

The primary objective of the work resulting from this RFP is to remove and replace up to 2” of existing asphalt pavement and resurface.

#### **1.4 Minimum Qualifications**

Proposals will be accepted from contractors who meet the following minimum qualifications. Contractors that do not meet these minimum qualifications shall be deemed non-responsive and will not receive further consideration.

1. Are licensed to do business in the State of Michigan.
2. Possess necessary certifications and qualifications to perform the work proposed.
  - a. Licensed contractor who can secure any possible permits.
3. Applicable certificates of insurance coverage for the following:
  - a. Workers Compensation - The contractor shall procure and maintain Workers Compensation Insurance in accordance with all applicable Statutes of the State of Michigan. (If applicable provide completed Sole Proprietor form.)
  - b. General Liability Insurance - The contractor shall procure and maintain General Liability Insurance on an “Occurrence Basis” with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage.
  - c. Motor Vehicle Liability - The contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including applicable No-fault coverage, with limits of liability not less than \$500,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
  - d. Additional Insured - Shall include the City of Roosevelt Park.

### **1.5 Funding**

Any contract awarded as a result of this procurement is contingent upon the availability of funding, as determined by the Roosevelt Park City Council.

### **1.6 Period of Performance**

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin no sooner than April 6<sup>th</sup> and expected to be completed in summer of 2021. The project is to be scheduled at a mutually agreed to time and date between the contractor and Project Administrator.

## **II. GENERAL INFORMATION FOR CONTRACTORS**

### **2.1 Project Administrator**

The Project Administrator is the sole point of contact for this procurement. All communication between prospective bidders and the City upon receipt of this RFP shall be with the Project Administrator, as follows:

Ben VanHoeven  
DPW Superintendent  
900 Oak Ridge Road  
Roosevelt Park, MI 9441  
Telephone: (231) 755-3721 EXT. 1955  
E-mail: [bvanhoeven@rooseveltpark.org](mailto:bvanhoeven@rooseveltpark.org)

Prospective bidders are to rely on written statements issued by the Project Administrator. Any other communication will be considered unofficial and non-binding on the City. Communication directed to parties other than the Project Administrator may result in disqualification of the prospective bidder.

### **2.2 Submission of Proposals**

Responding agencies are required to submit one (1) copy of their proposal, which must have original signatures. The proposal, whether mailed or hand delivered, must arrive at the City Hall no later than 10:00 am local time, on May 19, 2021. A public bid opening will be held at 10:00 on May 19, 2021 in the Council Chambers of City Hall.

The sealed proposal is to be sent to the Roosevelt Park City Clerk. The envelope should be clearly marked "CITY OF ROOSEVELT PARK 2021 MILLING AND RESURFACING" and addressed to the attention of the Roosevelt Park City Clerk as follows:

**City of Roosevelt Park  
ATTN: City Clerk  
900 Oak Ridge Road  
Roosevelt Park, MI 49441**

Bidders who mail proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the Roosevelt Park City Clerk. Respondents assume the risk for the method of

delivery chosen. The City assumes no responsibility for delays caused by any delivery service. Proposals may not be transmitted using electronic media such as facsimile or email transmission.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the City and will not be returned.

#### **2.4 Proprietary Information and Public Disclosure**

Materials submitted in response to this competitive procurement shall become the property of the City. All proposals received shall remain confidential until the deadline for submission of bids or proposals has expired, as defined by Michigan statute (MCL 15.243(i), the Freedom of Information Act).

#### **2.5 Revisions to the RFP**

In the event it becomes necessary to revise any part of this RFP, addenda will be reduced to writing and submitted to all prospective bidders known to the City. For this purpose, the published questions and answers and any other pertinent information will be considered an addendum to the RFP and will be provided to prospective bidders.

The City reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

#### **2.6 Acceptance Period**

Proposals must provide 30 days for acceptance by the City from the due date for receipt of proposals.

#### **2.7 Responsiveness**

All proposals will be reviewed by the City Manager and DPW Superintendent to determine compliance with administrative requirements and instructions specified in this RFP. Failure to comply with any part of the RFP may result in rejection of the proposal as nonresponsive. The City also reserves the right, at its sole discretion, to waive minor administrative irregularities.

#### **2.8 Most Favorable Terms**

The City reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the respondent could propose. There will be no best and final offer procedure. The City does reserve the right to contact a respondent for clarification of its proposal. The Respondent should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to the City.

#### **2.9 Costs of Proposal**

The City will not be liable for any costs incurred by the Respondent in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

## **2.10 No Obligation Contract**

This RFP does not obligate the Roosevelt Park City Council to award a contract for services specified herein.

## **2.11 Rejection of Proposals**

The City reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

## **2.12 Failure to Comply**

The Respondent is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

## **2.13 Commitment of Funds**

The Roosevelt Park City Council or their delegates are the only individuals who may legally commit the City to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

## **2.14 Signatures**

The CITY OF ROOSEVELT PARK 2021 MILLING AND RESURFACING form and the Certifications and Assurances form must be signed and dated by a person authorized to legally bind the Respondent to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship.

## **III. STATEMENT OF WORK**

### **3.1 Overview**

The primary objective of the work resulting from this RFP is the Milling and Resurfacing of 2,655 Linear feet of local streets.

### **3.2 Subcontracting**

Only under extenuating circumstances\* should the work outlined in this RFP be subcontracted to any other entity. All work is to be performed by the Respondent.

\*The City Manager reserves the right to allow the general contractor to utilize subcontractors in an extenuating circumstance.

## **IV. PROPOSAL CONTENT**

Proposals must be submitted on provided bid sheets.

By signing Exhibits A (Certifications and Assurances) and B (Proposal Bid Form). The contractor acknowledges that their bid will meet or exceed all specifications set forth in Exhibit C.

### **4.2 References**

List names, addresses, telephone numbers, and fax numbers/e-mail addresses of three references for which similar work has been accomplished and briefly describe the type of service provided.

The Respondent must grant permission to the City to contact the references. Do not include current City of Roosevelt Park staff as references.

#### **4.3 Related Information**

If the Respondent has had a contract terminated for default in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the Respondent's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.

Submit full details of the terms for default including the other party's name, address, and phone number. Present the Respondent's position on the matter. The City will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If the Respondent has experienced no such termination for default in the past five years, so indicate.

#### **4.4 Cost Proposal**

The evaluation process is designed to award this procurement not necessarily to the Respondent of least cost, but rather to the Respondent whose proposal best meets the requirements of this RFP. However, Respondents are encouraged to submit proposals that are consistent with ongoing efforts to conserve City resources. Identify all costs, including expenses to be charged for performing the services necessary to accomplish the objectives of the contract. (Exhibit B of this RFP).

### **V. EVALUATION AND CONTRACT AWARD**

#### **5.1 Evaluation Procedure**

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team, to be designated by the City, which will determine the ranking of the proposals. All proposals received by the stated deadline will be reviewed by the City Administrators to ensure that the Contractors meet the minimum requirements to perform the work requested and that proposals contain all of the required information requested in the RFP. Only responsive proposals that meet the requirements will be forwarded to the evaluation team for further review. Any Contractor that does not meet the stated qualifications or any proposal that does not contain all the required information will be rejected as non-responsive.

**EXHIBIT A**  
**CERTIFICATIONS AND ASSURANCES**  
**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL**  
**FAILURE TO SUBMIT THIS COMPLETED FORM MAY RESULT IN**  
**DISQUALIFICATION**

Firm Name: \_\_\_\_\_

I/we make the following statement of assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The prices and/or data have been determined independently, without consultation, communication, or agreement with other proposers for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal or bid.

2. The attached proposal or bid is a firm offer for a period of 30 days following receipt, and it may be accepted by the City of Roosevelt Park without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 30-day period.

3. In preparing this proposal or bid, I/we have not been assisted by any current or former employee of City of Roosevelt Park whose duties relate (or did relate) to this proposal, bid, or prospective contract, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of proposal bid. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)

4. I/we understand that City of Roosevelt Park will not reimburse me/us for any costs incurred in the preparation of this proposal or bid. All proposals or bids become the property of City of Roosevelt Park, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.

5. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the proposer and will not knowingly be disclosed by him/her prior to opening, in the case of a proposal directly or indirectly to any other proposer or to any competitor.

6. No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any

exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.

8. I/we acknowledge communication of any kind regarding my/our proposal directed to parties other than the Project Administrator may result in my/our disqualification.

9. I/we warrant that no conflict of interest knowingly exists for any member of the project team that contributed to this proposal or prospective contract.

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Signature

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Date

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Title

**EXHIBIT B**  
**City of Roosevelt Park 2021 Milling and Resurfacing Proposal Form**  
Please use this form to supplement your proposal.

**Firm Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**BIDS INCLUDES:**

**Total cost for milling and resurface 2,655 Liner feet of local roads (see attached map) for the City of Roosevelt Park.**

Milling and Resurfacing Price \_\_\_\_\_

Traffic Control Price \_\_\_\_\_

Total = \_\_\_\_\_

Total tons of hot mix asphalt Total = \_\_\_\_\_

Price per ton in deduction of unused tons(if any) Price = \_\_\_\_\_

Attach additional pages for proposal requirements as outlined in RFP, or additional information as you see fit. Remember to include a reference sheet listing a minimum of three (3) references with the appropriate contact info.

Signature of Authorized Person: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT C**  
**City of Roosevelt Park Milling and Resurfacing Specifications**

**Specifications**

1. All work is to be done in accordance with Michigan Department of Transportation 2012 Standard Specifications for Construction.
2. Pay item to include,
  - a. Saw cutting at removal limits (to be marked by the City)
  - b. Traffic control, will be provided by the contractor.
  - c. Milling 1.5"- 2" of existing asphalt pavement, and dispose of the millings
  - d. Clean milled surface for tack coat
  - e. Place bituminous tack coat on all milled surfaces
  - f. **Wedge all necessary areas with MDOT 36A Figure ½ For all Wedging**
  - g. Raise Castings as necessary on Lindland and Cranbrook
  - h. Place and compact 1.5" of MDOT 5E3, to match existing drives, roadways, etc.
3. All work to be performed between the hours of 8:00 a.m. and 8:00 p.m.
4. Work to be completed by June 30<sup>th</sup> of 2021 or another mutually agreed upon date.
5. All weight tickets must be provided to project administrator.
6. See Attached Map for resurfacing locations.

