

# City of Belding, Dial-A-Ride

## Request For Proposal

### Interior Plaster Repair

Pere Marquette Depot  
100 Depot Street  
Belding, MI 48809

Direct Questions To: Tim Lubitz  
City of Belding Fire Chief  
(Belding Dial-A-Ride)  
T.Lubitz@ci.belding.mi.us

Submit questions by November 28, 2022.

Date Issued: October 20, 2022  
Proposals Due: December 5, 2022@ 2:00 p.m. local time

Proposer Name: \_\_\_\_\_

Proposal Price: \$ \_\_\_\_\_

Submit To: Tim Lubitz <T.Lubitz@ci.belding.mi.us>  
City of Belding Fire Chief  
120 S. Pleasant Street  
Belding, MI 48809

### PROPOSER READ AND COMPLETE

The undersigned certifies that he/she offers to furnish materials and services in strict accordance with the requirements of this proposal including the specifications and Terms and Conditions that are attached; that prices quoted are correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Federal ID#: \_\_\_\_\_  
(Precede with "S" if Social Security #)

## **BACKGROUND INFORMATION:**

The City of Belding Dial-A-Ride, housed in the historic Pere Marquette Train Depot, has been servicing the community of Belding and surrounding communities since 1975. Dial-A-Ride has 5 lift-equipped busses that are responsible for the demand-response service of getting people to doctor appointments, work, school, and various other places.

Dial-A-Ride's main office is located in the historic Pere Marquette Train Depot. Built in 1920, the depot formerly served as a stop along the railway that provided transportation for passengers and goods alike. In 1991, the Depot underwent a renovation process that included a brand new roof, new paint to the inside of the building, and various other renovations.

## **SCOPE OF WORK:**

The City of Belding, Dial-A-Ride is seeking a firm to remove lath and plaster and replace with drywall in the interior of the building at our dispatch center located at 100 Depot Street, Belding, Michigan.

### **Scope of Work:**

- Remove the lath and plaster from the ceilings in the lobby and office areas.
- Remove the lath and plaster from the office wall areas (both sides of the east and south office walls), including the areas over the chimney.
- Remove the lath and plaster from the office wall areas (the east and south office walls), including the areas over the chimney.
- All doors, trim, wainscoting and counter materials on the south and east walls of the office area shall be removed.
- Remove the existing chimney down to the basement floor,
- Install flooring and floor framing where existing chimney is removed.
- Install 5/8" drywall in all ceiling areas in the lobby and office. Provide skim coat over drywall to match the existing texture for aesthetic/restoration purposes.
- Repair all wall areas as necessary with drywall (minimum of 1/2") and skim coat (match existing texture), to provide smooth transition to existing lath and plaster.
- Install new ceiling insulation in the lobby and office area with either cellulose or fiberglass insulation to provide a minimum of R30 protection.
- Replace all doors, trim, wainscoting, and counter materials on the south and east walls to match existing materials. If salvage of existing materials is possible, it would be allowed.
- Prime all exposed drywall, skim coat, and exposed plaster in the lobby and office, including walls, trim, and ceilings.
- Finish paint all walls, trim, and ceilings (including existing areas, so that they match replaced) in the lobby and office area. Color to be determined by the City of Belding. Color would be similar.
- Any electrical work necessary to perform renovations needs to be included in the price.

- Removal of fire detection equipment, so lath and plaster can be removed and replaced. Re installation of fire detection equipment.
- Removal of radiators and plumbing as required to remove and replace lath and plaster. Re installation of radiators and plumbing.
- Service area window needs operational.
- Clean up and remove all debris from the jobsite.

Milestones:

Proposals Due: December 5, 2022  
 Proposal Selection: December 12, 2022  
 Anticipated Project Completion: March 1, 2022

**OFFER PREPARATION AND SUBMITTAL:**

PROPOSAL CONTENT

Statement of Proposal. Provide a narrative statement of your proposal indicating, through the use of drawings, diagrams or other material, the way in which you propose to satisfy the requirements outlined above.

Prior Experience. Include descriptions of prior or present projects involving historic preservation methods which would tend to substantiate your qualifications to perform this project. Include name, address, and telephone number of the responsible person of former client's organization who may be contacted.

Proposal Price. Include a detailed breakdown of the proposed price and indicate any part of the proposal that will be performed by subcontract.

Signed Federal Contract Clauses. A signed copy of the Federal Contract Clauses Construction Less Than \$150,000 (Attachment A) must be included with the proposal.

THE COVER PAGE SENT WITH THIS RFP MUST BE SIGNED IN INK BY AN OFFICIAL OF THE PROPOSING ORGANIZATION AUTHORIZED TO BIND THE PROPOSER TO THE PROVISIONS OF THE RFP AND THE PROPOSED PRICE. THE COMPLETED RFP COVER PAGE MUST BE RETURNED WITH THE SUBMITTED PROPOSAL.

Proposal Submittal. Deliver one (1) hard copy of proposal to:  
 Tim Lubitz  
 City of Belding Fire Chief  
 (Belding Dial-A-Ride)  
 T.Lubitz@ci.belding.mi.us

Proposals will be received until 2:00 p.m. on December 5, 2022 at

City of Belding, Dial-A-Ride  
120 S. Pleasant Street  
Belding, MI 48809

Submitted proposals and prices will remain valid for 120 days after the proposal due date. Submitted proposals will become the property of City of Belding, Dial-A-Ride and will not be returned.

### **QUESTIONS:**

Questions must be submitted in writing to Tim Lubitz, Fire Chief, City of Belding, Dial-A-Ride at Tim Lubitz [T.Lubitz@ci.belding.mi.us](mailto:T.Lubitz@ci.belding.mi.us) by November 28, 2022. Questions and answers will be sent to all firms sent an RFP or who have submitted questions or proposals and posted on ci.belding.mi.us. Verbal comments are not part of this solicitation.

### **LATE SUBMISSIONS:**

Offerors are responsible for submitting offers so as to reach City of Belding, Dial-A-Ride on time. The entire proposal must be received, not merely a portion of it. Moreover, no acts of God or similar factors will excuse lateness.

### **MODIFICATIONS AND WITHDRAWALS OF OFFERS:**

Proposals may be withdrawn in writing at any time prior to the due date and time. A proposal may also be withdrawn in person by a proposing firm, provided the withdrawal is made prior to the due date and time. The proposing firm must sign a receipt of withdrawal. No proposal may be withdrawn after the due date unless there is a material error in the proposal. Withdrawn proposals may be resubmitted, with or without modifications, up to the due date and time. City of Belding, Dial-A-Ride shall require proof of agency from person withdrawing proposal.

### **FEDERAL REQUIREMENTS:**

This project is funded by Federal Transit Administration (FTA) and Michigan Department of Transportation (MDOT) grants and federal and state guidelines apply. The federal requirements are Federal Clauses - Construction Less Than \$150,000 as attached as Attachment A. A signed copy of the Federal Clauses must be submitted with the proposal. Davis-Bacon prevailing wage requirements apply, and certified payrolls must be submitted weekly. The Davis-Bacon wage determination and Certified Payroll Form are attached as Attachments B and C. The selected firm may have to execute a 3rd party subcontract approved by the Michigan Department of Transportation (MDOT). Award will only be made to a responsive and responsible firm.

### **PROPOSAL EVALUATION FOR AWARD:**

The proposals will be evaluated using the selection criteria which are listed below in order of importance, although the second and third criteria are equally weighted. Price is less important than the other technical factors as a whole.

All proposals will be evaluated by a Selection Committee consisting of the City Manager, Dial-A-Ride Director and City Finance Director. The Selection Committee may be assisted by other technical personnel as deemed appropriate for the purpose of selecting the proposer with whom a contract will be executed. Representatives from the firm(s) in a competitive range may be invited to meet in person with the Selection Committee before final selection is made. Original non-price criteria may be modified based on the results of the interview.

City of Belding, Dial-A-Ride reserves the right to cancel the solicitation or reject any and all proposals in whole or part for sound, documentable, business reasons. City of Belding, Dial-A-Ride also reserves the right to award to other than the lowest priced proposal and to the proposal representing the Best Value to City of Belding, Dial-A-Ride. City of Belding, Dial-A-Ride reserves the right to waive any minor informalities or irregularities and to use whatever reasonable and prudent evaluation techniques it deems appropriate. This solicitation will result in a firm, fixed price contract.

Proposal Content: Proposal's narrative statement will be evaluated on thoroughness and completeness.

Prior Experience: Experience will be measured by experience on projects similar to that described in the scope of work with historical preservation as a consideration.

Price: Proposals will be evaluated using the following formula: lowest proposal price/price being evaluated x points possible.

### **TERMS OF PAYMENT:**

The contractor will submit an invoice to City of Belding, Dial-A-Ride. No payment will be submitted to the State of Michigan for reimbursement until City of Belding, Dial-A-Ride verifies that the project meets the RFP specifications or sufficient progress on project is accomplished. Upon acceptance, City of Belding, Dial-A-Ride will submit a request to the State of Michigan which will take a minimum of forty-five (45) days to be processed. No payment will be made by MCTI until the reimbursement check is received. All invoices shall be itemized.

### **PROTESTS:**

Protests about solicitation specifications or processes must be submitted in writing to the transportation director and must be received 10 business days before the solicitation due date. Protests received after the due date, but before award must be received before 5 business days after the due date. Post award protests must be received no later than 5 business days after the award decision.

### **CONTRACTOR FURNISHINGS:**

The contractor shall provide all supervision, labor, materials, supplies, parts, tools, transportation, and equipment necessary to perform the scope of this project.

### **PERMITS AND LICENSING:**

The selected Contractor, at their expense, shall be responsible for the obtaining of all applicable permits, licenses, and inspections as required by local, state, and federal authorities. The Contractor, and subcontractors, shall comply with all Federal, State, and local ordinances, rules, and regulations in the performance of this project.

### **WARRANTIES:**

The Contractor shall provide a warranty guaranteeing all work and materials for a period of at least ten (10) years after Substantial Completion, and all service within that period shall be rendered without charge to City of Belding, Dial-A-Ride. Warranty duration shall be extended for those products specified exceeding a ten (10) year period. The Contractor shall be responsible for all materials that are used in the project and warranty of the parts and workmanship. Extension of warranty will be considered when constant maintenance of item is required or if replacement parts prove unsound. City of Belding, Dial-A-Ride shall expect the Contractor to have adequate stock of replacement parts available to service the MCTI's needs in a timely manner.

### **INDEMNITY PROVISIONS:**

The contractor shall indemnify, defend, and hold harmless the City of Belding and City of Belding, Dial-A-Ride officers, employees and agents, from and against all losses, liabilities, penalties, fines, damages and claims (including taxes), and all related costs and expenses (including reasonable attorney's fees and disbursements and costs of investigation, litigation, settlement, judgments, interest and penalties), arising from or in connection with any of the following:

- a) the product provided, performance of the work, duties, responsibilities, actions or omissions of the contractor
- b) breach by the contractor or any representation of warranty made by the contractor in the contract
- c) occurrences that the contractor is required to insure against as provided for in this contract
- d) death or bodily injury of any person, or the damage, loss or destruction of any real or tangible personal property, in connection with the performance of services by

the contractor, by any of its subcontractors, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable; provided, however, that this indemnification obligation shall not apply to the extent, if any, that such death, bodily injury or property damage

- e) any claim, demand, action, citation, or legal proceeding against MCTI, its employees and agents which results from an act or omission of the contractor or any of its subcontractors in its or their capacity as an employer or person

### **ASSIGNMENT:**

Neither party may assign, directly or indirectly, all or part of its rights or obligations under this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld or delayed.

### **IMPACT OF FEDERAL, STATE, AND LOCAL TAXES:**

City of Belding, Dial-A-Ride is exempt from Federal, State, and local taxes and will not be responsible for any taxes levied on the respondent as a result of the contract resulting from this RFP.

### **DISPUTES:**

The parties shall attempt to resolve any dispute arising out of or relating to this contract through negotiations between senior executives of the parties, who have authority to settle the same. If the matter is not resolved by negotiation within 30 days of receipt of a written 'invitation to negotiate', the parties will attempt to resolve the dispute in good faith through an agreed Alternative Dispute Resolution (ADR) procedure.

### **EXAMINATION OF RECORDS:**

The proposer who is awarded the contract agrees that the auditor of City of Belding, Dial-A-Ride or an authorized representative from the State of Michigan shall have access to, and the right to examine, audit, excerpt, and transcribe any directly pertinent books, documents, papers, and records of the contractor relating to orders, invoices, or payments of this contract. All records relating to the awarded contract shall be retained for three (3) years after the date of final payment or completion of any required audit.

Compliance with this clause does not relieve a contractor from retaining any records required by other laws or regulations of federal, state, or local government units.

### **Attachments:**

**Attachment A - Federal Clauses - Construction Less Than \$150,000**

**Attachment B - Davis-Bacon Prevailing Wage Rates**

**Attachment C - USDOL Payroll form**