

Request For Proposals

**2024 Park
Paving Project**

*City of St. Joseph, Department
of Public Works 700 Broad
Street St. Joseph, MI 49085*

I. Purpose.

This Request for Proposals ("RFP") is to provide interested area **contractors** with sufficient information to submit proposals for consideration by the City of St. Joseph ("City") in connection with its needs to refurbish the walking path at Milton Park, as well as the parking area of Woodbine Lodge at Riverview Park.

Favorable pricing will be one element of the selection process, but the experience of the firm, qualifications, experience and ability of assigned staff, completeness of the level of service proposed and timeliness of service proposed by the Bidder will be significant factors in award of this contract. Final decision on selection of the Contractor for this project will be determined by the City Commission. The City reserves the right to reject any proposals or parts of proposals. The City also reserves the right to waive any irregularities, inconsistencies or take what other action is appropriate as determined by the City to be in the best interest of the City.

A complete Request for Proposal may be viewed or downloaded at www.sjcity.com, or mailed by contacting the City Clerk.

REQUEST FOR QUOTE: 2024 Park Paving Project

CLOSING DATE AND TIME: 3:00 p.m. Tuesday, March 19, 2024

II. Scope of Work & Bid Specifications:

- a. **Milton Park** is located at 1524 Niles Ave., at the corner of Niles Ave. and Winchester Ave. See attached **Exhibit 1** for layout of the park and areas included in the project. **Exhibit 2** is an alternate layout to be bid separately.

- Removal and replacement of paving as specified: Remove or mill existing asphalt pavement, replace and repair base material as needed, compact base material, pour new path using hot mix asphalt, restore turf where needed.
- The two areas designated with blue boxes (exhibits 1 & 2) shall be concrete areas installed by City staff prior to the start of the project. The new asphalt path shall butt up to and be at the same height as the concrete at these areas.
- All tree roots impeding upon base material must be removed or ground out to a minimum of 6 inches from each side of the future path.
- Millings from the removal of existing asphalt may be used as new base material. Should more base material be needed, it shall be 22A aggregate or comparable.
- Base must be a minimum of 3 inches after compaction. Base density test may be required.

- Bids shall be based on the new paving material at a thickness of 3 inches over the base material.
 - Areas disturbed by construction, or not used for the new path, are to be restored with topsoil and brought to grade, then seeded using a commercial sun and shade fescue mix.
 - Work on this project must be performed during the days and times approved by the City of St. Joseph.
 - All work on this project must be completed by **August 30, 2024**.
- b. Riverview Park** is located at 2927 Niles Rd., with its entrance road bordering Riverview Cemetery in the far southeast corner. Woodbine Lodge can be found near the center of the park next to the playground. See attached **Exhibit 3** for layout of the park and **Exhibit 4** for the layout of the specific project area.
- Improvement of parking area paving as specified: Remove or mill existing asphalt/gravel pavement as needed, replace and repair base material, compact base material, pour new ADA parking using hot mix asphalt.
 - Upon asphalt curing, stripes and wheelchair symbols shall be painted accordingly in 4" blue waterborne paint.
 - The three areas designated in black (**Exhibit 4**) shall only be completed up to, but including, the compaction of base material, and shall be bid separately. No asphalt is to be poured in these areas, and the base material shall meet the same grade as the finished ADA parking asphalt.
 - Improvement specifications for the ADA parking spaces and project area, including grades, depths and materials can be referenced in the attached **Exhibits 5 & 6**. A more detailed site plan is available upon request.
 - Areas disturbed by construction, or not used for new parking, are to be restored with topsoil and brought to grade, then seeded using a commercial sun and shade fescue mix.
 - Work on this project must be performed during the days and times approved by the City of St. Joseph.
 - All work on this project must be completed by **August 30, 2024**.

INTERESTED PARTIES ARE ENCOURAGED TO VISIT THE SITE.

III. Issuing Officer (Point of Contact.)

Questions regarding the scope of work to be accomplished may be directed to Jeff Rechner, Superintendent of Parks, at (269) 408-4554 or jrechner@sjcity.com.

IV. Addenda.

In the event it becomes necessary to modify any part of this Request for Proposal, addenda will be issued to all parties who received the original RFP.

V. Instructions to Bidders

- 1) Sealed bids are due at the at the St. Joseph City Clerk's Office no later than **3:00pm Tuesday, March 19, 2024.**
- 2) Proposals may be mailed or delivered to the City of St. Joseph City Clerk, 700 Broad Street, St. Joseph, Michigan 49085. Sealed envelopes should be plainly marked:

Attention: City Clerk
Re: **2024 Park Paving Project**
700 Broad Street
St. Joseph, MI 49085

It is the sole responsibility of the Bidder to see that its proposal is received within the required time period. The City is not responsible for any errors or irregularities with the delivery method utilized for submittal of the Proposal. Any proposals received after the closing date and time will be returned unopened.

VI. Incurring Costs

The City is not liable for any costs related to respondents' preparation of their proposal.

VII. Withdrawal of Proposal.

Any Bidder may withdraw its proposal in person, by facsimile, or by letter, any time prior to the scheduled closing time for receipt of proposals. Each proposal shall be considered binding and in effect for a period of Sixty (60) days after the closing date.

VIII. Opening of Proposals

Proposals will be publicly opened at **3:00 pm on Tuesday, March 19, 2024** in the City Commission Chambers, St. Joseph City Hall, 700 Broad Street, St. Joseph, MI 49085.

Evaluation of Proposals:

It is the intent of the City to evaluate all proposals quickly and be prepared to recommend an award at the March 25, 2024 City Commission meeting.

IX. Negotiations

The City reserves the right to reject any and all proposals and negotiate with any source, in any manner necessary, deemed to be in its best interest.

X. Award of Contract / Acceptance of Proposal (Terms and Conditions)

The contents of this RFP and the respondent's proposal, as submitted and/or modified, shall become contractual obligations to be executed by the authorized contracting agents of both parties.

During the term of the services provided as part of this RFP, the successful bidder must procure and maintain the following insurance with carriers acceptable to the City and admitted to do business in the State of Michigan, and provide proof of the same to the City:

- **Worker's Compensation Insurance**, including employers' Liability coverage, in accordance with Michigan law.
- **Commercial General Liability Insurance** on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: A). contractual liability, B) Broad form general liability extensions or equivalent.
- **Motor Vehicle Liability Insurance**, including Michigan No-Fault coverages, with limits not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage. Coverage shall include all owned vehicles, non-owned vehicles, and hired vehicles.

The Commercial General Liability Insurances shall include an endorsement naming as an additional insured the City of St. Joseph, all elected and appointed officials, employees, volunteers, boards, commissions, and/or authorities and boards, including members, employees and volunteers thereof. Bidder's insurance shall be primary and any other insurance City may have in effect shall be considered secondary and/or excess. Coverage shall be maintained throughout the term of the agreement.

All insurance shall include an endorsement that contains a 30-day advance written notice of cancellation to the City Manager, City of St. Joseph, Michigan, and 700 Broad Street, St. Joseph, Michigan 49085.

XI. Nondiscrimination.

The successful bidder shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, height, weight, marital status, or because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of this Agreement.

XII. Payment Terms:

The City shall make payments to the successful bidder for actual services rendered within thirty (30) days following receipt of an acceptable invoice; or as otherwise mutually agreed.

2024 Park Paving Project

Bid Form

My bid for the 2024 City of St. Joseph Park Pavement Renovation Project is as follows:

Name of Firm: _____

Address: _____

Phone: _____ Email: _____

Name of Authorized Representative: _____

Milton Park

Total area of project = approx. 6,700 square feet.

Width of path (unless an intersection, skirt or otherwise noted) = 5 feet.

Removal/Milling of existing path: \$ _____

Installation/Compaction of base material: \$ _____

Installation of new asphalt/Restoration: \$ _____

Milton Park (Alternate Layout)

Total area of project = approx. 6,300 square feet.

Width of path (unless an intersection, skirt or otherwise noted) = 5 feet.

Removal/Milling of existing path: \$ _____

Installation/Compaction of base material: \$ _____

Installation of new asphalt/Restoration: \$ _____

2024 Park Paving Project

Bid Form (cont.)

Riverview Park (ADA Parking Spaces Only)

Total area of project = approx. 1,100 square feet.

Removal/Milling of existing area: \$ _____

Installation/Compaction of base material: \$ _____

Installation of new asphalt/Restoration: \$ _____

Riverview Park (Additional Parking Only)

Total area of project = approx. 1,800 square feet.

Removal/Milling of existing area: \$ _____

Installation/Compaction of base material: \$ _____



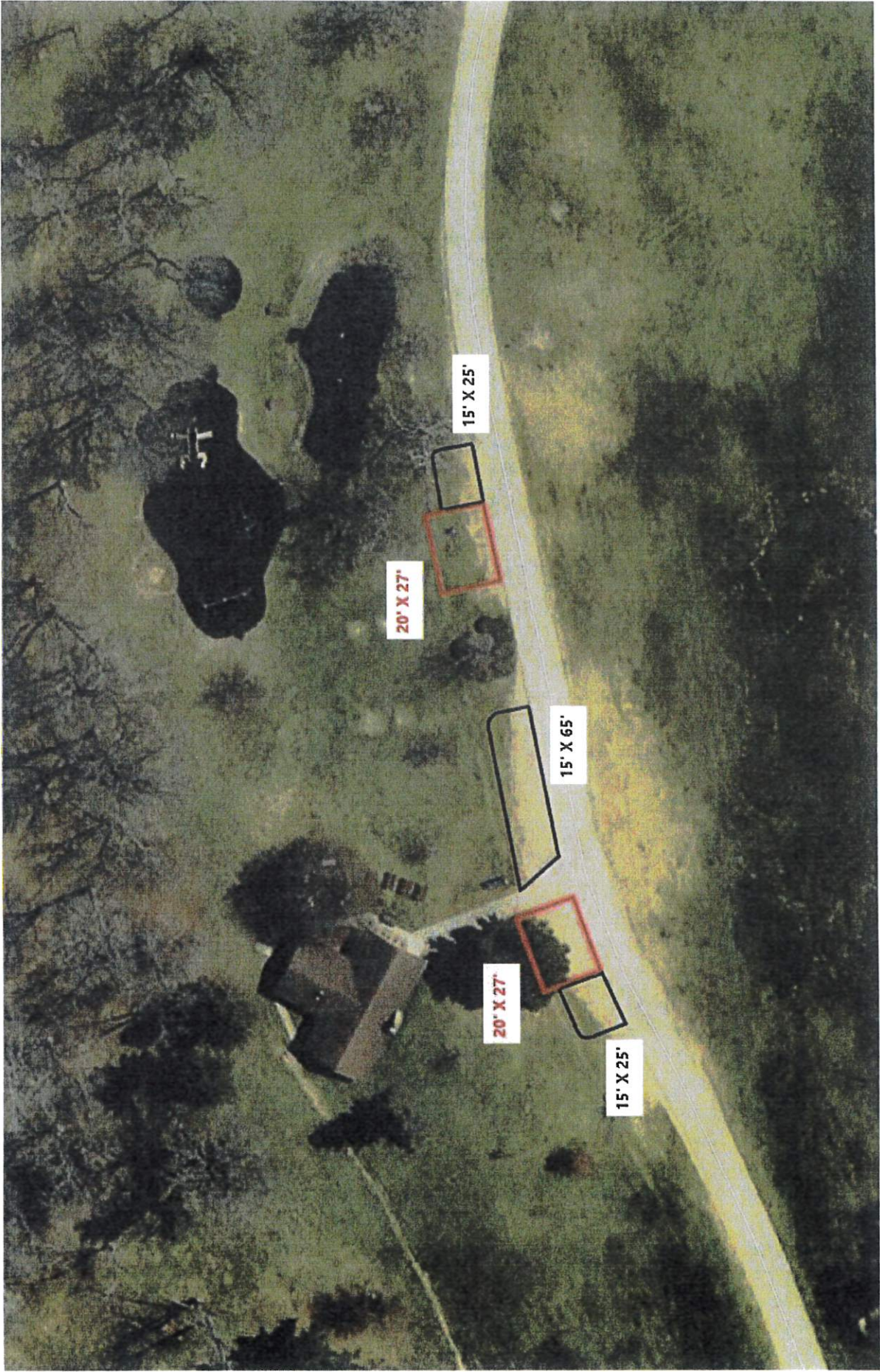
----- EXHIBIT 1 -----



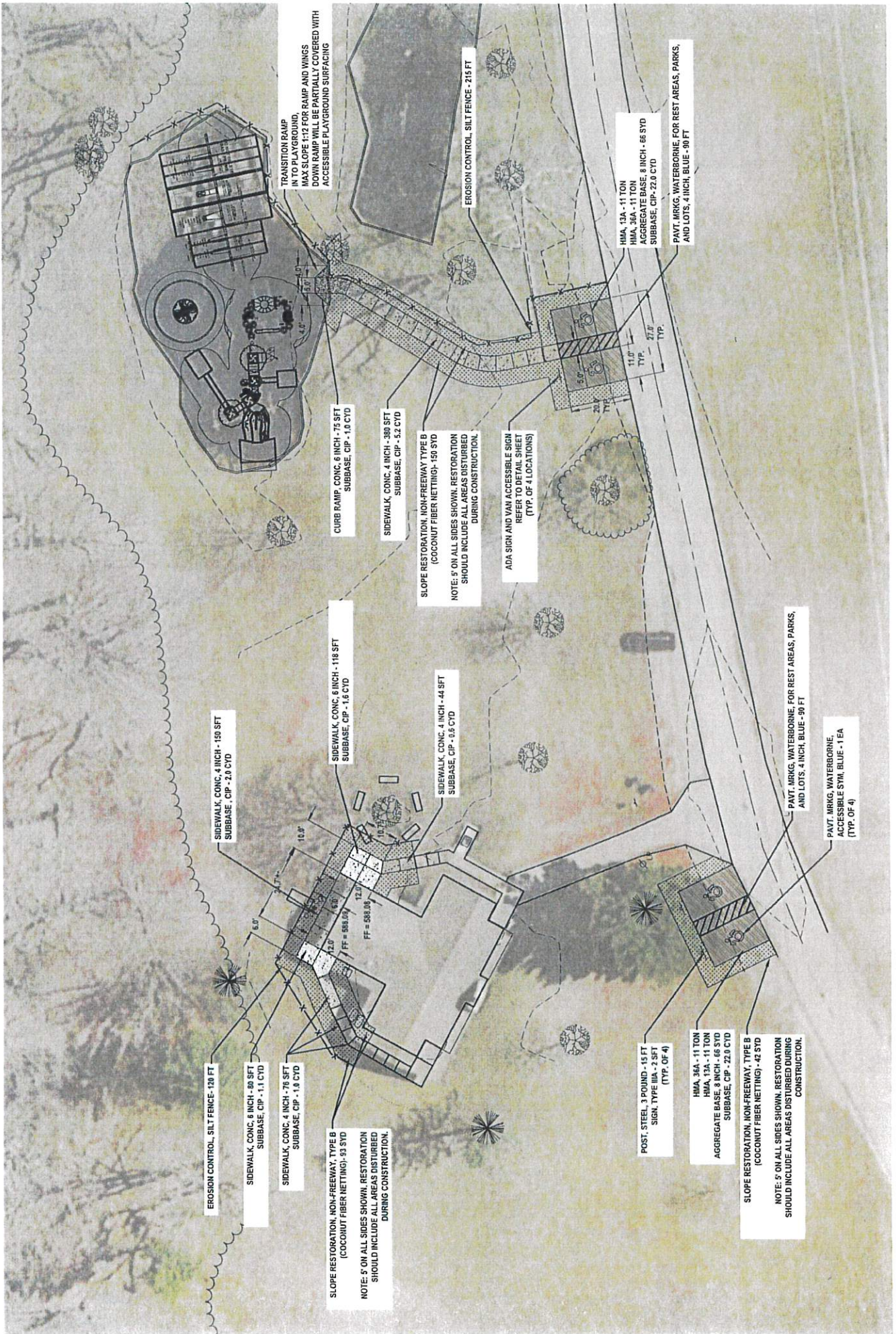
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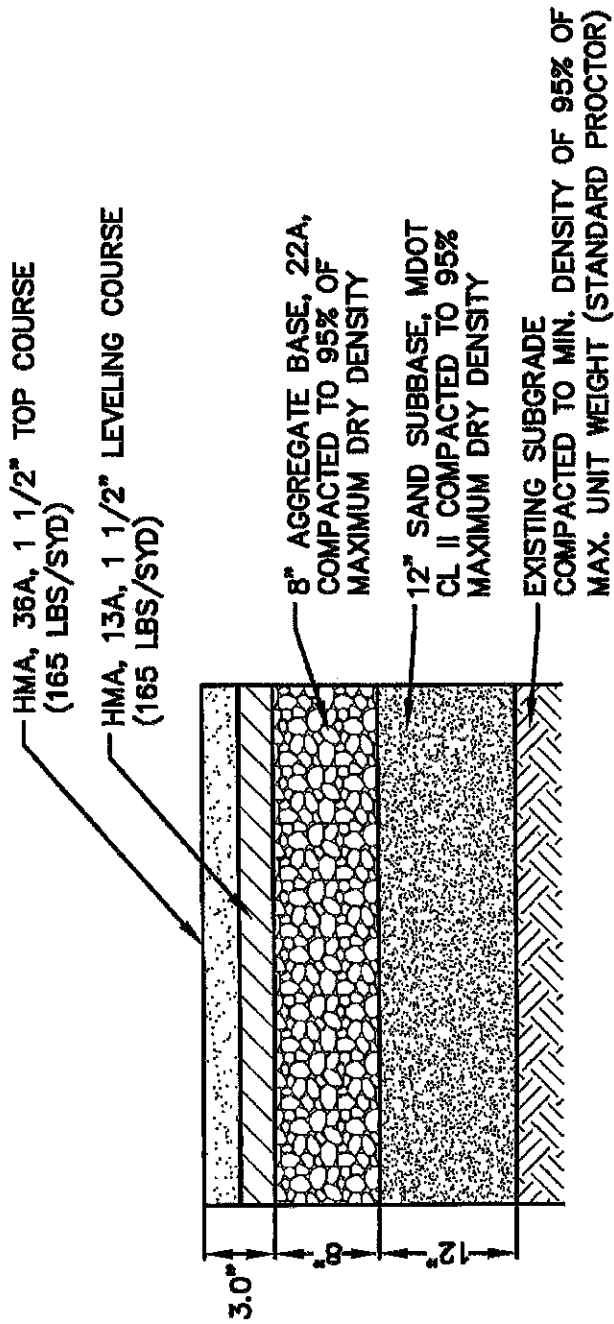


----- EXHIBIT 3 -----



----- EXHIBIT 4 -----





HMA PAVEMENT CROSS SECTION
NOT TO SCALE

HMA APPLICATION TABLE				
IDENTIFICATION NO.	MIXTURE	RATE (LBS/SYD)	PERFORMANCE GRADE	TYPE
TOP COURSE	HMA, 36A	165	58 - 28	TOP COURSE (AWI=260)
LEVELING COURSE	HMA, 13A	165	58 - 28	LEVELING COURSE

- HMA BOND COAT 0.05 TO 0.15 GAL/SYD REQUIRED BETWEEN ASPHALT LIFTS.
(NOT A PAY ITEM)