

REQUEST FOR PROPOSALS
FOR THE
CITY OF ALPENA
2017 EVERGREEN CEMETERY GARAGE REPAIR

August 2017

Prepared By:

City of Alpena
Engineering Department
208 N. First Avenue
Alpena, MI 49707
(989) 356-1730



Request for Proposals

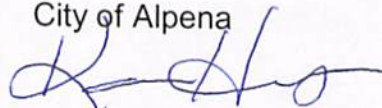
The City of Alpena will receive Proposals for professional services to complete restoration of the service barn at Evergreen Cemetery.

Proposals will be received via sealed submittal until 2:00 p.m. Tuesday, September 12, 2017. The City reserves the right to reject any proposals and to waive irregularities in proposals, which may be in the best interest of the City.

There will be a mandatory on site pre bid walkthrough on Tuesday, September 5, 2017 at 1:00 pm.

Beginning on Thursday, August 31, 2017, requests for proposals may be obtained on the City of Alpena website at www.alpena.mi.us.

City of Alpena



By: Karen Hebert
City Clerk

Project Outline

The City of Alpena will be restoring the service garage located within Evergreen Cemetery. Restoration work shall include the following:

- Replace one existing 12' x 12' overhead door
- Replace one existing 10' x 9' overhead door increasing the size to 12' x 12'
- Repair damage to the existing front wall of the structure.
- Change three (3) exterior passage doors
- Eliminate an existing 10' x 9' overhead door
- Replace three (3) exterior windows.
- Install new roof
- Remove existing chimney as part of the roofing activities.
- Install new soffit and fascia
- Replace two (2) existing exterior lighting with new high efficiency lights
- Replace siding on the front wall of the garage
- Remove and replace approximately 40' x 6' of concrete inside garage
- Install drywall fire barrier in rafters between cold and heated storage
- Install drywall ceiling in the heated storage at the west end of the garage

Additionally, the city of Alpena is requesting alternate pricing for the following:

- Alternate 1: replace siding on the entire garage
- Alternate 2: Install 2 inches of foam insulation under the new siding
- Alternate 3: Install drop ceiling in lieu of installing drywall in the west end of the building.
- Alternate 4: Install Heating unit in bathroom
- Alternate 5: Install Insulation in joist area in the west end of the building.
- Alternate 6: Install new high efficiency lighting in the west end of the building.

Proposed Work

Windows

Contractor shall remove existing windows. Dispose all construction material off-site.

All new windows shall match or exceed existing glass surface area. Existing openings shall be adjusted to accommodate any size change and ensure no air leaks. All work shall be done in accordance with 2015 Michigan Building code. Windows shall have an air tight seal when closed. All windows and trim shall be white in color.

Windows shall be Energy Star certified with a U rating of 0.32 or less.

Passage Doors

Contractor shall remove existing doors. Dispose all construction material off-site.

All new doors shall be 36 inch. Existing openings shall be adjusted to accommodate any size change ensuring no air leaks. All work shall be done in accordance with 2015

Michigan Building code. Doors shall be energy efficient, steel construction, and insulated with an Energy Star rating. All doors and trim shall be white in color.

Install all new hardware and locks. Locks to be keyed to match the existing keys. Doors shall meet or exceed Jeld-Wen Doors, Classic collection, Model # 1 or 21, or equal. All doors shall include weather stripping and create a tight seal when closed.

Doors shall have an ADA compliant threshold such as a Jeld-Wen ADA Compliant Thermally Broken.

All frames shall meet or exceed Jeld-Wen Endura-FrameSaver.

Overhead Doors

Contractor shall remove existing doors. Dispose all construction material off-site.

All new doors shall be 12 foot by 12 foot. Existing openings shall be adjusted to accommodate any size change ensuring no air leaks. All work shall be done in accordance with Michigan Building code.

Doors shall be energy efficient, steel construction, and insulated with an R value of 6.5 or greater. Jambs and frames shall be constructed of wood, and wrapped with aluminum to match. All doors shall include weather stripping and create a tight seal when closed. All doors and trim shall be white in color.

Overhead doors shall meet or exceed Clopay Premium Series, Classic Collection, Bonded Polystyrene Model 4300 or Holmes Commercial Steel Garage Doors, Gold Series, Model Number 240.

Roof

Contractor shall remove existing roofing materials. Dispose all construction material off-site.

Contractor shall review the existing roof sheeting and replace any deficient sheeting. Please provide a price per 32 square feet. Utilize an allowance in your proposal assuming replacement of 25 percent of the sheeting on the roof. Upon review of the project at the mandatory walk thru, please estimate what percentage of the sheeting will need to be replaced as part of your proposal.

The building has a chimney that is obsolete and needs to be removed as part of the scope of the project. This proposal shall include pricing for all work needed to eliminate the chimney from the roof and repair the existing opening.

Shingles shall be architectural (non-tabbed) style with a 25 year warranty. Price shall include all incidental materials including, but not limited to, vents, new soffit and fascia, ridge vent, ice guard, tar paper (minimum 15# felt or equal), etc. Color selection shall compliment other existing buildings on site.

Shingles shall meet or exceed CertainTeed, Landmark Series

Siding

Contractor shall remove existing siding materials. Dispose all construction material off-site.

Siding shall be double 4 inch in style. Siding shall have a minimum thickness of 0.044 or greater. Siding shall have UV protection to minimize fading. Color selection shall be an earth tone to compliment other existing buildings on site.

Siding shall meet or exceed PlyGem Mastic Carvedwood 44, or PlyGem Mastic Quest Premium Siding.

Other Information**Pre Bid Walkthrough**

There will be a mandatory on site pre bid walkthrough on Tuesday, September 5, 2017 at 1:00 pm.

Site Considerations

Evergreen Cemetery is an active cemetery with burials happening on a regular basis. Contractor shall be aware of the sensitive nature of the cemetery operations and expect times where outdoor work shall cease and noise will not be allowed out of respect to people utilizing the area.

Supporting Documents Attached

- Sketches of the garage

Vendor Submittals

Each vendor shall submit the following information as part of a narrative with regard to their ability to undertake and complete the project.

1. Company overview, summary, and history should include, but not limited to, contact information, office location(s), and longevity.
2. Each vendor shall submit a principal in charge, who shall be responsible for ensuring the completion of the project to the satisfaction of the City.
3. Each vendor shall submit a subcontractor list describing their roles and years of experience.
4. Each vendor shall submit the detailed pricing for the work described herein. All Alternates shall be priced as additions to the base work to be performed.
5. Vendor shall include a tentative schedule of the work. This schedule shall include a proposed commencement of work, approximate timeframe for each item of work listed above, and proposed completion date.
6. Each vendor shall provide any additional information, which may be beneficial in determining the ability of the vendor to complete the project. This shall include product specifications for materials that vendor will utilize.

Each vendor shall submit their proposal in a sealed envelope marked “**2017 EVERGREEN CEMETARY GARAGE REPAIR**” to the City of Alpena Clerk’s Office by 2:00 p.m., Tuesday, September 12, 2017 at the following address: City of Alpena, 208 N. First Avenue, Alpena, MI 49707.

Review and Selection Process

It is the intent of the City of Alpena to complete the review process and enter into a contract with a consultant for these services as soon as practical. The Engineering Department will review the Proposals received. The decision will not be based solely upon cost. The City will evaluate the proposed abilities and experience of each firm and will make a selection in the best interest of the City.

Staff anticipates making a recommendation to City Council at the September 19, 2017 meeting. Following approval, the City will issue Contracts to the Consultant which shall serve as the notice to proceed. **Project Completion date shall be June 1, 2018.**

The City of Alpena reserves the right to delete or amend the contract and to add project items upon negotiation with the Consultant.

Any questions regarding the Request for Proposals or the items to be included in the submittal should be directed to Rich Sullenger, City Engineer, 208 North First Avenue, Alpena, MI 49707, by phone at 989-354-1730 or by email at engineer@alpena.mi.us .

Insurance Requirements

While working within the City Limits, on City projects, and on City Owned Property, the Consultant shall conform to the following requirements.

All Bidders shall maintain at own expense during the term of this Contract the insurance coverage(s) where indicated by an [X]:

1. [X] Workers Compensation Insurance
 - a. Bidder shall maintain statutory workers compensation and employer's liability insurance. Limits shall be no less than \$ 500,000 for bodily injury by accident or \$500,000 each employee for bodily injury by disease, Dependent on the type of project the minimum coverage may be increased.
 - b. Waiver of Subrogation - Bidder waives all rights against the City of Alpena, its agents, public officials, employees, and volunteers for recovery of damages to the extent these damages are covered by workers compensation and employer's liability insurance obtained by the Bidder.
 - c. If Bidder is self-insured for purposes of workers compensation, the Bidder must submit a copy of a current letter, permit, or certification issued by the appropriate state agency.

2. [X] Commercial General Liability and Umbrella/Excess Liability Insurance
 - a. [X] a. Contractor shall maintain commercial general liability (CGL), and, if necessary, commercial umbrella/excess insurance with a limit of not less than \$1,000,000 each occurrence/\$2,000,000 aggregate. If the CGL insurance contains a general aggregate limit, such limit shall apply separately to this project.

[] b. Projects of a larger scope that could or would impact the greater population may require a CGL of \$2,000,000 per occurrence and \$4,000,000 aggregate. The required amount of coverage will be included in the bid specifications.
 - b. CGL insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract, including this contract.
 - c. City of Alpena shall be included as an additional insured under the CGL and under the commercial umbrella/excess, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance program afforded to the City of Alpena. *A copy of the certificate shall be provided to the City prior to the execution of the contract.* On the Additional Remarks Schedule of the certificate it shall state: "The City of Alpena is an

Additional Insured on the noted policies with respect to any contract between the Named Insured and the Certificate Holder.” A sample Certificate of Liability Insurance form is attached to the end of this policy.

- d. Waiver of subrogation - Bidder waives all rights against the City of Alpena and its agents, public officials, employees, and volunteers to the extent these damages are covered by the CGL or commercial umbrella liability maintained pursuant to this agreement.

3. Business Auto and Umbrella/Excess Liability Insurance

- a. Bidder shall maintain business auto liability and, if necessary, commercial umbrella/excess liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto, including owned, non-owned, and hired.
- b. Waiver of subrogation - Bidder waives all rights against the City of Alpena and its agents, public officials, employees, and volunteers for recovery of damages to the extent these damages are covered by the business auto liability or commercial umbrella insurance obtained pursuant to this agreement.

All the above insurance policies shall contain the following wording:

“It is agreed that this insurance shall not be cancelled, materially changed, or non-renewed without at least a sixty (60) day written notice to the City of Alpena at their principal mailing address.”

Insurance Company Approval and Certificates of Insurance

Insurance Companies, additional insured endorsements, and policy forms shall be subject to the approval of the City of Alpena. Such approval shall not be unreasonably withheld. Contractor shall furnish the City Manager of the City of Alpena with certificates of insurance or a certified copy of the policy, if requested by the City Manager.

Hold Harmless Clause

The Contractor shall defend, pay on behalf of, and hold harmless the City of Alpena, its employees, agents, public officials, and volunteers from and against any and all losses, damages, expenses, claims, suits, and demand of whatever nature resulting from damages or injuries, including death, to any persons or property, and including any claim for losses incurred by reason of project delay, impact (soft) costs, or other intangible losses that might result from Contractor’s late or defective performance, caused by or arising out of any action, omission or operation performed in connection with work attributable to the Contractor, any Sub-contractor, any Sub-subcontractor, any material men, any of their respective employees, agents, servants, or representatives; provided, however, the Contractor shall not be required to indemnify the City of Alpena, its employees, agents, public officials, and volunteers for any damages or injuries, including death, to any person or property caused solely and exclusively by the negligence of the City of Alpena, its employees, public officials and volunteers.

Local Bidder's Preference

The City reserves the right to enact the Local Bidders Preference. The City may grant an award to a *qualified* local bidder/vendor as defined below for an amount equal to the lowest bid submitted meeting specifications. The following businesses shall be given the opportunity to lower their overall bid amount if they are within the following percentages:

- A. Alpena City businesses:
 Within 7% for projects under \$100,000 and 5% for projects at or over \$100,000.

- B. Alpena County businesses:
 Within 5% for projects under \$100,000 and 3% for projects at or over \$100,000.

City of Alpena businesses shall have priority over Alpena County businesses.

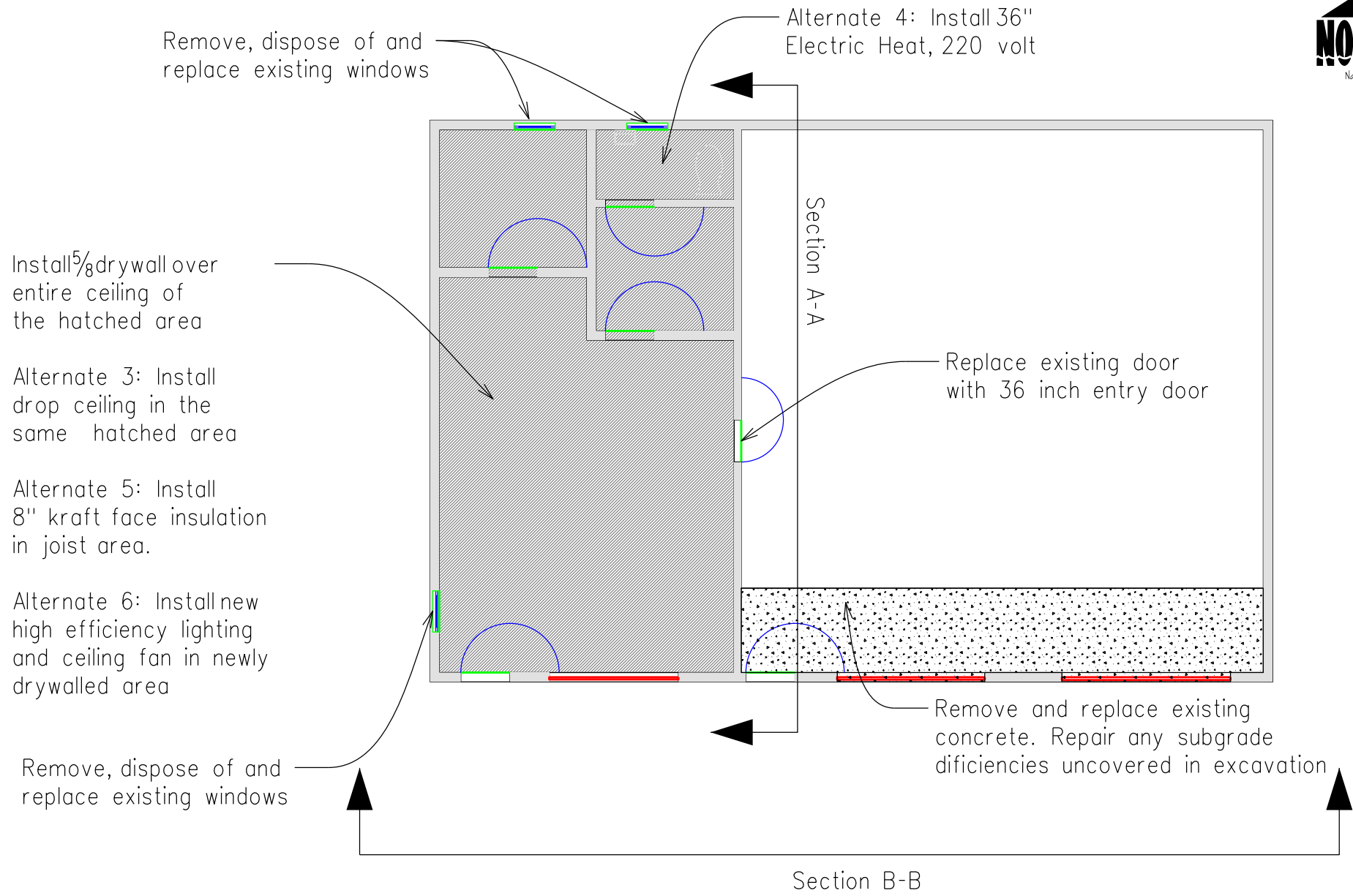
To be considered for local bidder preference, a local bidder/Vendor shall have met the following qualifications for at least one year prior to the date bid proposals are due:

- 1. Shall have a legal and permanent business address within Alpena County.
- 2. Shall be a personal property and real property taxpayer in Alpena County.
- 3. Shall be in compliance with all City Codes and Ordinances.
- 4. Shall not be indebted or in default to the City.

City Attorney Document Review

 8/30/17

William Pfeifer, City Attorney Date
(approved as to form only)



Replace existing light fixtures with new high efficiency LED fixtures with photocells

Eliminate Door

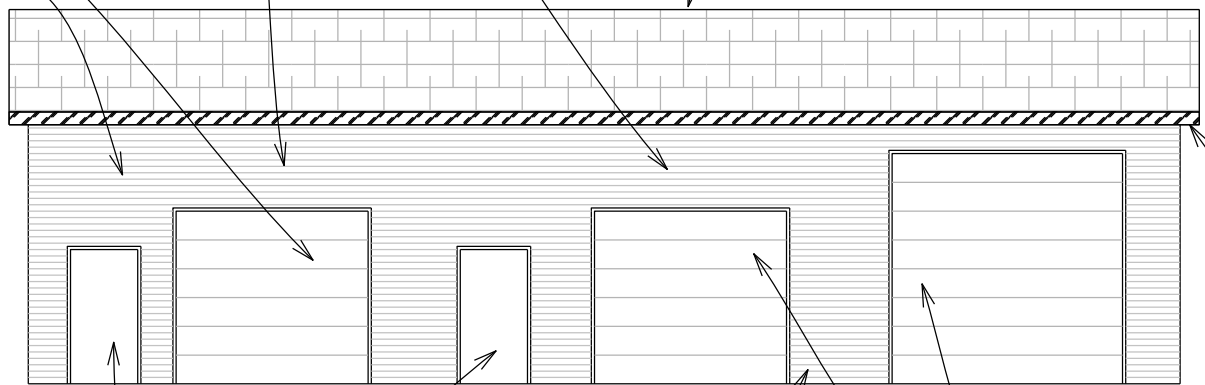
Remove and dispose of existing siding on the front of the building. Install 2" foam insulation, and install new siding.

Alternate 2: Reside remaining three sides of the building

Alternate 3: Insulate remaining three sides of the building

Replace existing doors with 36 inch entry door
Replace all hardware, trim Jamb. New locks to be keyed to match existing.

Remove and dispose of existing roofing. Eliminate existing chimney. Review and replace any deficient sheeting. Install new roofing as per specifications.



Replace all Soffit and Facia

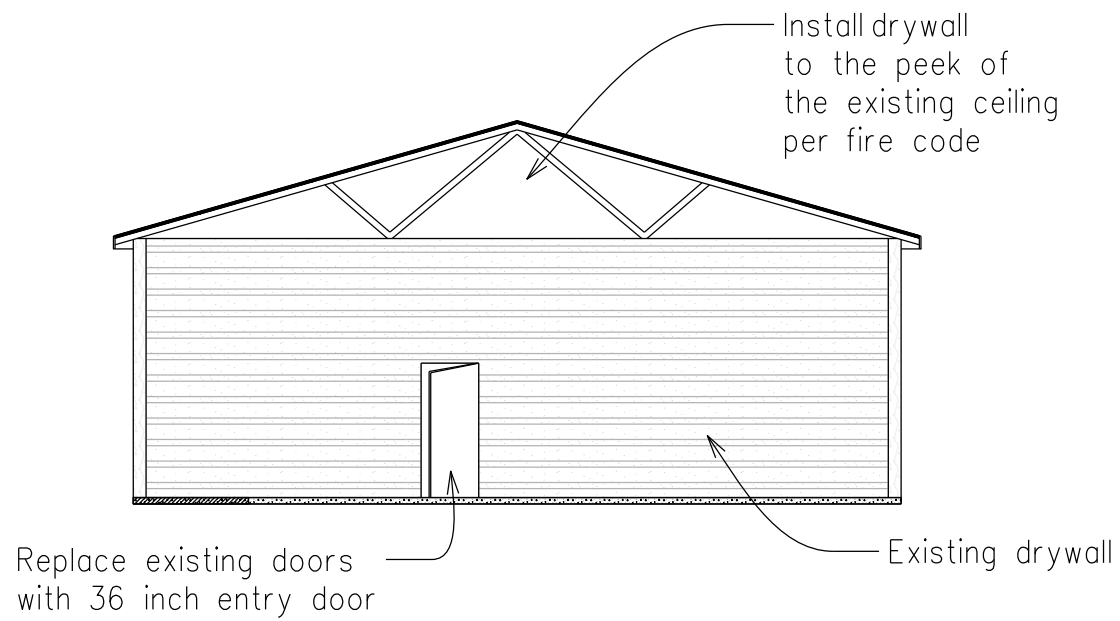
Repair Existing CMU damage

Replace Ex overhead doors with 12' x 12' insulated overhead doors. Include new hardware, trim, frost bars and jambs.

Cemetary Garage Repair


Section A - A





Cemetary Garage Repair

Section B - B



The logo for City of Alpena Engineering features a stylized green swirl icon to the left of the text 'City of Alpena Engineering'. 'City of' is in a small blue font, 'Alpena' is in a large, elegant blue script font, and 'Engineering' is in a smaller blue sans-serif font below it.