



REQUEST FOR PROPOSALS (RFP)
RFP 2023 – 01Air
Commercial Roof Replacement

The City of Charlotte is issuing a Request for Proposals (RFP) from qualified commercial roof replacement contractors to replace the roof on the Fitch H. Beach Municipal Airport Maintenance Hangar building, located at 1325 Island Highway, Charlotte, Michigan.

To be considered for this contract, your business must meet the qualifications and satisfy the requirements set forth in this Request for Proposals. Proposals must be received at the address listed below no later than 4:00 pm, local time, on Thursday, April 27th.

City of Charlotte
City Clerk's Office
"Proposal for Commercial Flat Roof Replacement – City of Charlotte"
111 E Lawrence Ave
Charlotte, Michigan, 48813

SCOPE

The City is seeking interested and qualified contractors to submit a proposal to replace the existing flat roof on the maintenance hangar building at Beach Airport.

Providers must include all labor, materials, personnel, and equipment needed. Interested parties must demonstrate qualifications, experience, and abilities associated to accomplish and support all aspects of the prescribed scope of work in a cost-effective manner.

INSTRUCTIONS

Proposals will be received until **4:00 pm local time on Thursday, April 27, 2023** at the Charlotte City Hall, City Clerk's Office, 111 E Lawrence Ave, Charlotte, MI 48813 at which time and place the bids will be opened. All submittals shall be in a sealed, clearly marked envelope. Envelopes should indicate the name of the bidder and "RFP – Commercial Roof Replacement".

Submittals shall consist of one (1) clearly marked original and one (1) copy of your response which shall be signed and submitted to the Clerk's Office no later than the time and date specified in this solicitation. Timely submission of the response is the responsibility of the

bidder. An electronic PDF version of the entire proposal package must be provided upon request after the submittal deadline.

Bids submitted may not be withdrawn or modified for 60 days following the date on which they are opened by the City Clerk.

Questions regarding this Request for Proposals shall be directed to Bryan Myrkle, Community Development Director, 111 East Lawrence Avenue, Charlotte, MI 48813; (517) 543-8853 or bmyrkle@charlottemi.org.

The City of Charlotte reserves the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the City, to waive irregularities in any proposal, and to accept a proposal which best meets the needs of the City irrespective of the bid price.

GENERAL PROPOSAL REQUIREMENTS

The specifications outlined in this RFP will be made a part of any agreement entered into between the City and the selected individual or firm. All bidders should follow the format specified below. Applicants should base their submittals on the details of this RFP, specifically the detailed information provided in “Services Requested” section, along with any information provided in any addenda that may be issued.

1. Cover Page: The proposal shall include the RFP Title, date of submittal, company name, address, electronic-mail, and telephone numbers. This page should also include the main point of contact.
2. Resumes, Qualifications, and Experience: This section contains an overview of the bidder’s background, training, and experience. Provide at least three but not more than five similar projects that you have completed in the last five years.
3. Services Provided: This section contains the information requested as detailed in “Services Requested” section of this RFP.
4. Pricing: The proposal shall include a complete scope of services and all associated costs and an explanation of how fees are calculated. Work performed by authorized subcontractors should be itemized.
5. Certification: The bidder will provide a certification that the statements contained in the proposal are true and correct to the best of their knowledge.
6. Additional Attachments: All other attachments, e.g. required forms, company information, etc. or any additional information to be included with the proposal. Provide any additional information you would like the City to consider and any value-added goods or services that City might be interested in.

This Request for Proposals is not an offer of contract. Receipt of a proposal neither commits the City to award a contract to any party, even if all requirements stated in this proposal are met, nor limits the City's right to negotiate in its best interest. The City reserves the right to contract with a bidder whose proposal is determined to be in its best interests. The City reserves the right to reject any and all offers received. No proposals will be accepted from anyone who is in arrears for prior expenses or fees owed to the City.

Expenses incurred in the preparation of proposals in response to this Request for Proposals are the bidder's responsibility. No work performed by the selected contractor that is out of the scope as defined by the contractor's proposal will be reimbursed unless specifically authorized by the City in writing.

All proposals are subject to the Michigan Freedom of Information Act. Once bids are opened, the information contained therein becomes freely accessible by the public.

SERVICES REQUESTED

The City is seeking a qualified contractor to replace the flat roof at the maintenance hangar at Beach Airport. The City will rely upon the contractor's expertise and experience to suggest the best roofing solution suited to the building. This Request for Proposals identifies the requirements that are considered to be the minimum by the City. Specific details described within this Request for Proposals notwithstanding, it will be the obligation of the selected contractor to adhere to accepted industry standard methods and practices in completing work and to complete a project that is consistent in terms of appearance and quality of materials and workmanship of other areas of the airport.

The proposed services must include, but need not be limited to, the following:

1. Complete turnkey project to remove and replace entire flat roof of the maintenance hangar located at 1325 Island Highway, Charlotte, MI 48813.
2. The general work to be performed in replacing the roof will be the following:
 - a. any necessary safety measures installed;
 - b. any necessary disconnections for equipment on or near roof;
 - c. complete removal of the existing roof, flashing and degraded or unusable supporting structure;
 - d. continuous containment of any and all project debris so as to prevent foreign objects and/or debris from entering any part of the airfield and thereby endangering safe flight operations;
 - e. installation of the roofing, flashing, supporting structure and other appurtenances;
 - f. any necessary reconnections of equipment;
 - g. removal and proper disposal of project debris and complete site restoration.
3. Contractor estimate must provide total cost of project, including draw amounts and dates.
4. Contractor proposal must provide a detailed description of work to be performed.
5. Contractor proposal must provide a detailed description of material(s) to be used.
6. Contractor proposal must provide a detailed description of warranty coverage, including specific manufacturer and installer warranties.
7. Contractor is responsible for securing all required permits and inspections.

8. On-site space requirements must be made known for the contractor and equipment parking.
9. Contractor must work with on-site project coordinator on timelines for project start and end. This includes working with local staff for access inside building when necessary.

TIME OF WORK AND COMPLETION.

The contractor shall complete all work by June 30, 2023. The contractor shall not discontinue work for more than five (5) consecutive calendar days without the prior written approval of the City Manager or the Community Development Director. The work to be completed pursuant to this Request for Proposals will be scheduled between the hours of 7:00 am and 10:00 pm, unless the contractor obtains written permission from the City Manager or the Community Development Director.

MAINTENANCE OF PROJECT SITE

The contractor shall not work, store or operate equipment outside designated work areas without the permission of the City Manager or the Community Development Director.

The contractor's activities shall not interfere with airport operations and/or emergency vehicles.

The contractor shall protect all abutting property from injury or loss and shall defend and save the City harmless from all such damages, injuries and loss occurring because of his/her work.

The contractor shall furnish and maintain all passageways, barricades, guard fences, lights and danger signals, and shall provide watchmen and other facilities as required by local conditions, all at no additional cost to the City.

The contract shall defer to the City of Charlotte Airport Manager if any questions arise regarding the project as it relates to the safe operation of the airport. The Airport Manager shall have the authority to temporarily halt the project if an unsafe condition is identified.

The contractor shall ensure that any and all debris created by project activities shall be contained to the immediate area of the project, and shall not be allowed to blow, fall, or otherwise enter the airfield, including but not limited to the ramp area, taxiways and runways. Safe flight operations at the airport depend on foreign objects and debris being managed and contained. If, for any reason, foreign objects and/or debris is not contained and enters an area where flight operations are taking place, or may take place, the contractor is responsible for immediately notifying the Airport Manager or his designee.

The contractor shall ensure that the interior of the maintenance hangar, including insulation and structural components are protected from rainwater or other water infiltration during the project.

The contractor shall assume full responsibility for loss or damage to the work during the entire construction period resulting from conditions and from all other causes whatsoever not directly due to the acts or neglect of the City, including fire, vandalism and malicious mischief, and shall

complete the work in accordance with this request for proposals within the time provided in this Request for Proposals.

CONTRACTOR REQUIREMENTS

The successful bidder will be required to agree to the below requirements, as well as prepare and provide the following:

1. The selected contractor will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. Further, the City will consider the selected business to be the sole point of contact with regard to all contractual matters, including payment of any and all charges resulting from the contract.
2. The contractor shall be responsible for operating the site in a manner so as to minimize the risks associated with its being a nuisance during times when construction activities have been suspended and the site is not occupied by the contractor or its employees or subcontractors. This includes, but is not limited to, the ongoing and continuous management and containment of all foreign object and debris.
3. The proposal must include a list of similar roofing projects completed, as well as the name and contact information for that business or individual to use as reference.
4. The Contractor must be able to meet the insurance requirements specified in Appendix A.
5. Contractor, subcontractors and their employees shall be considered independent contractors and shall not be deemed employees of the City for any reason.

SELECTION PROCESS

The City will make its selection based on its review of the proposals submitted. The criteria will include qualifications, experience, fee structure, ability to meet the needs of the City. The City of Charlotte reserves the right to reject any or all the proposals, and to waive informalities in the proposals or the proposal process. The City may interview selected bidder(s). The City further reserves the right to award the contract to other than the lowest bidder if such action is deemed to be in the best interest of the City. The City reserves the right to consider other factors not named here in making its decision. This includes timeliness, cost, quality of materials used, and documented experience pertaining to similar roofing projects.

PRE-BID ACCESS TO ROOF

Pre-bid access will be by appointment only. Prospective bidders are encouraged to conduct a site visit prior to bid submittal. Access will be provided during regular business hours (8:00 am to 5:00 pm) the week of April 18 to April 25. Contact Community Development Director Bryan Myrkle at (517) 543-8853 or Airport Manager Todd Cotter at (517) 712-8177 to arrange a date and time for inspection of the existing roof.

FEES

The proposal must include a “not-to-exceed” price to perform the list of requirements itemized. The proposal should also include the total hours estimated to complete the work. Please see attached bid form.

SUBCONTRACTS

Any subcontracted services proposed by the bidder shall be described and information provided as to the nature of the services the subcontractor provides as it relates to this proposal. The bidder shall include the name of the subcontractor, describe prior business relationships with these firms, the experience and qualifications of said entities, and describe methods the contractor will employ to manage the subcontractor. The financial and legal relationship between the bidder and the subcontractor must be described in the proposal and approved by the City prior to initiation of a contract. Bidders and their subcontractors must comply with all confidentiality laws and will be responsible for standard insurance requirements, which are part of these specifications.

QUESTIONS

Any interested party may submit, in writing via email to bmyrkle@charlottemi.org, questions regarding this RFP and proposed services not later than Tuesday, April 25 at 4:00 pm local time. All questions will be answered in writing, via email response to the sender, and posted as an addendum to the RFP.

BID FORM
RFP 20223-01Air
Commercial Roof Replacement
Proposal Issued April 13, 2023

Contractor Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Cell Phone: _____ Email: _____

Bid Amount (Lump Sum): _____ dollars

(\$ _____)

Alternates—Please Describe:

Exceptions—Please Describe:

____ I have read the Request for Proposals dated April 13, 2023

Authorized Signature: _____ Date: _____

Title: _____

APPENDIX A
CONTRACTOR'S LIABILITY INSURANCE

The Contractor shall purchase and maintain such insurance as will protect him from claims as set forth below, which may arise out of or result from the contractor's operations under the Contract, whether such operations be by himself or any subcontractor or by anyone employed by any of them or anyone for whose acts the Contractor may be liable:

1. claims under workmen's compensation, disability benefit and other similar employee benefit acts;
2. claims for damages because of bodily injury, occupational sickness or disease, or death of his employees;
3. claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees;
4. claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the Contractor, or (2) by any other person; and
5. claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.

Certificates of Insurance acceptable to the City shall be filed with the City prior to commencement of the work. The City must be named and included as an additional insured under the Contractor's general liability insurance. Proof that the City has been named as an additional insured on the Contractor's general liability insurance must be provided in the form of an additional insured rider to said policy, or by other proof acceptable to the City Attorney.

The Contractor's Comprehensive General Liability Insurance and Automobile Insurance shall be in an amount not less than One Million Dollars (\$1,000,000) for injuries, including accidental death, to any one person and subject to the same limit for each person, and in an amount not less than One Million Dollars (\$1,000,000) on account of one occurrence. The Contractor's Property Damage Liability Insurance shall be in an amount not less than One Million Dollars (\$1,000,000). The Contractor shall require his subcontractor's to procure and to maintain during the life of his subcontract Comprehensive General Liability, Automobile Liability, and Property Damage Liability Insurance of the type and in the same amounts as specified hereinabove. The Contractor's and his subcontractors' Liability Insurance shall include adequate protection against the following special hazards:

Bodily Injury and Property Damage – completed job operation and/or products liability at before mentioned limits with \$1,000,000 for bodily injury and \$1,000,000 aggregate for operations, protection, contractual and products and/or completed job operations. Property Damage shall be on the broad form and shall include coverage for explosion, collapse and underground damages.

The above insurance is not, and shall not be construed as, a limitation upon Contractor's obligation to indemnify the City.

HOLD HARMLESS

The Contractor shall, to the fullest extent permitted by law, at all times indemnify and save harmless the City of Charlotte from and against any and all claims and demands whatsoever, including costs, litigation expenses, counsel fees and liabilities in connection therewith arising out of injury to or death of any person whomsoever or damage to any property of any kind by whomsoever, to the extent caused in whole or in part, directly or indirectly, by the negligent acts or omissions of the Contractor, any person employed by the Contractor, or anyone for whom the Contractor is liable, while engaged in the work hereunder. This clause shall not be construed to limit, or otherwise impair, other rights or obligations of indemnity which exist in law, or in equity, for the benefit of the City.

IN WITNESS WHEREOF, the CONTRACTOR has set its hand this __day of _____, _____.

SIGNATURE_____

NAME & TITLE_____

VENDOR INFORMATION FOR THE CITY OF CHARLOTTE

Please complete the following information for the City of Charlotte to track vendor applicant information and for the City's purchasing process.

Business Name _____

Address _____

Business Type (Sole Proprietorship, Corporation, LLC, etc.) _____

Is your business a Disadvantaged Business Enterprise (DBE)? **Yes** **No**

Is your business a Minority and Women-Owned Business Enterprise (MWBE)? **Yes** **No**

Does your business have a small business status? **Yes** **No**

Any other business status, please provide information: _____

Provide the name of the Certifying Entity (ties): _____

Have you conducted business with the City before? **Yes** **No**

If the answer to the above question is NO, please provide your Federal ID Number and attach a copy of your W-9 Form. FEIN # : _____

How did you discover this Bid opportunity? _____

Do you use the MITN Purchasing Group Website (BidNet)? **Yes** **No**

If Yes, do you find it useful (explain) or if No, why? _____

**Completing the above information does not change your chances of being awarded a contract. The information collected will NOT be sold and will not be used to contact you.
Thank you.**