

CHARTER TOWNSHIP of INDEPENDENCE, MICHIGAN

Clintonwood Park – Splash Park Demolition/Removal Request for Proposal (RFP) September 2017



Introduction & Background

The Charter Township of Independence (Township) invites prospective contractors to submit sealed responses to its Request for Proposal (RFP) for design, construction / labor and material for the **Clintonwood Park – Splash Park Project** at 6000 Clarkston Road – Clarkston, Michigan 48348.

The existing 7,200 sq ft splash park was opened in 2005. For over 12 years the park has annually been in operation from Memorial Day to Labor Day and is a featured amenity of Clintonwood Park. Over the years, the existing splash park and its mechanical operation has deteriorated beyond its useable lifespan.

RFP Response Requirements and Timeline

Response Submission:

The Request for Proposal (RFP) – Clintonwood Park – Splash Park Project response is due by 2:00 p.m. on **Tuesday, September 19, 2017**. **Bids submitted must be sealed.**

Late proposals will not be accepted and will be returned unopened to the vendor.

The Township reserves the right to waive irregularities and to accept and/or reject any and all Proposals.

Proposal may NOT be modified, withdrawn, or cancelled for sixty (60) days after the date of opening the bid.

SUBMIT SEALED RESPONSE TO:

Charter Township of Independence
Barbara Pallotta, Clerk
6483 Waldon Center Drive
Clarkston, MI 48346

- ✓ **THE VENDOR'S NAME, CONTACT NAME & PHONE NUMBER, AND ADDRESS MUST APPEAR ON THE LEFT CORNER OF THE SEALED ENVELOPE.**
- ✓ **IDENTIFY THE PROJECT NAME UNDER THE ABOVE INFORMATION OF THE SEALED ENVELOPE: CLINTONWOOD PARK – SPLASH PARK DEMOLITION/REMOVAL**
- ✓ **SUBMIT ONE WRITTEN COPY OF PROPOSAL.**
- ✓ **PROPOSAL MUST INCLUDE SIGNATURE LINE FOR PROPOSER AND SIGNATURE LINE FOR ACCEPTANCE OF THE AUTHORIZED REPRESENTATIVE OF THE TOWNSHIP.**
- ✓ **SUBMIT COPIES OF LICENSES AND INSURANCES IN ACCORDANCE WITH THE TOWNSHIP'S PROCUREMENT POLICY [SEE ATTACHMENT C]**

Questions:

Questions regarding the RFP should be directed, via e-mail, to the following contact by 4:00 PM EST on Monday, September 18, 2017:

Derek Smith, Parks, Recreation and Seniors Director
dosmith@indtwp.com

Responses to all questions received will be shared with all vendors. Vendor names, where mentioned, will be left out.

On-Site Visit:

Contact Derek Smith, PRS Director, at 248-922-6214 to schedule an on-site visit.

The Township has established the following timeline in relation to the project. Note that dates are subject to change. Vendors will be notified, via an addendum to this RFP, of any changes in the timeframe.

RFP Distributed:	Tuesday, September 6, 2017
Deadline for QUESTIONS submitted in relation to RFP:	Monday, September 18, 2017 @ 4:00 p.m.
Deadline for RECEIPT of RFP responses:	Tuesday, September 19, 2017 @ 2:00 p.m.
Vendor Determined and Notified:	Tuesday, September 19, 2017 Close of Business
RFP Awarded at Township Board of Trustee Meeting:	October 3, 2017
Estimated Date of Project Completion:	October 27, 2017

Project Overview and Objectives

The Township seeks to remove existing Splash Park including existing features, concrete pad, walkways and pump house.

Project Specifications:

- Demolition and removal of all existing Splash Park material including:
 - Concrete pad
 - Concrete walkways
 - Parameter fencing
 - Underground plumbing
 - Pumphouse structure
 - Pumphouse mechanical features and plumbing

- Water reservoir/retention pit.
- Removal and relocation of Memorial Splash Park Stone

Township Responsibilities:

- Will post photos and RFQ on the Charter Township of Independence website at www.indtwp.com
- Disconnection of well and electrical services to the site
- Will make payment after final inspection has been approved, upon receipt of itemized invoice, and in accordance with the Township's Accounts Payable Schedule.

Contractor Responsibilities:

- Will be responsible to visit the site, verify demolition areas and examine existing conditions to correlate with the requirements of the proposal.
- No EXTRA payment or allowance will be made to cover obvious discrepancies or changes required due to existing site conditions not visually determined and addressed in writing before opening of cost proposal, or by reason from any error or oversight on the Contractor's part.
- Will barricade construction area for safety.
- Will provide copies of licenses and insurance for all laborers with proposal in accordance with of the Township's Procurement Policy [See Attachment C]. The Township shall be named as an additional insured on all insurance policies, except Workers' Compensation.
- Will provide a current Form W-9 (Request for Taxpayer Identification Number and Certification) to the Finance Department.

Evaluation Criteria

All proposals and contracts awarded as a result of this RFP are subject to the Township's terms and conditions as stated in this RFP. The submission of any other terms and conditions by a vendor may be grounds for rejection of the vendor's proposal.

The RFP process provides all interested vendors with an equal opportunity to offer their services. The Township has the flexibility to negotiate with a vendor to arrive at a mutually agreeable relationship. The Township is not required to accept any proposal if in its judgment the Township's interests are better served by declining to do so.

The Township intends to award the project to the vendor whose proposal represents the best value to the Township.