



2105 Sullivan Drive  
Harrison, MI 48625  
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<https://cityofharrison-mi.gov>

*"The City of Harrison is an Equal Opportunity Employer and Provider"*

## **REQUEST FOR PROPOSALS (RFP) SECOND STREET PARKING LOT IMPROVEMENT PROJECT**

**ISSUE DATE:** August 20, 2024

**PROPOSAL DUE DATE:** Friday, October 4, 2024

### **I. INTRODUCTION**

The City of Harrison invites qualified contractors to submit proposals for the complete development and improvement of the 2nd Street Parking Lot located in downtown Harrison, Michigan. The scope of the project includes asphalt paving, concrete curbs and gutters, excavation, trenching, and site grading, among other tasks as specified in the project documents.

### **II. PROJECT OVERVIEW**

The 2nd Street Parking Lot project aims to enhance the downtown area by providing improved parking facilities that meet current standards for safety, accessibility, and aesthetics. The project includes, but is not limited to, the following major components:

- Excavation and trenching for necessary utilities.
- Site grading and preparation.
- Stormwater management including retention basins and necessary sewers.
- Installation of concrete curbs and gutters.
- Asphalt paving of the parking lot area.

Detailed project specifications and site plans are available for review on the City of Harrison's official website: <https://cityofharrison-mi.gov/>. Contractors are encouraged to thoroughly review these documents before submitting their proposals.

### **III. SCOPE OF WORK**

The contractor selected for this project will be responsible for the following tasks:

1. **Site Preparation and Earthwork:**
  - Excavate and prepare the site according to the provided plans and specifications.
  - Perform trenching, backfilling, and compacting operations as detailed in the project specifications.
2. **Paving:**
  - Apply hot mixed asphalt pavement as outlined in the project documents.
  - Ensure proper grading and drainage in alignment with the site plans.
3. **Concrete Work:**
  - Install concrete curbs and gutters following the specified guidelines in the project documentation.
4. **Stormwater Management:**
  - Implement the stormwater retention and drainage solutions as indicated in the site plan and related specifications.
  - Ensure compliance with all relevant environmental and safety regulations, as detailed in the project documents.
5. **Subcontracting:**
  - Manage and coordinate all subcontractors necessary for the completion of the project, ensuring that all work adheres to the provided specifications.

#### **IV. PRE-BID MEETING**

Contractors have the option to schedule a pre-bid meeting or site visit by appointment to clarify any aspects of the project scope before submitting their proposals. While all necessary information is provided in the bid documents, this option is available to ensure that all potential bidders have a clear understanding of the project.

Additionally, contractors may submit questions at any time before the proposal deadline. All inquiries should be directed in writing to Justin Cavanaugh, City Manager, at [manager@CityofHarrison-MI.gov](mailto:manager@CityofHarrison-MI.gov) or by phone at 989-539-7145. Responses to all questions will be compiled in a Frequently Asked Questions (FAQ) section, which will be regularly updated and posted on the City of Harrison's official website. Bidders are encouraged to review this FAQ section before submitting their proposals.

#### **V. SUBMISSION REQUIREMENTS**

Interested contractors must submit a comprehensive proposal that includes the following:

1. **Company Background and Experience:**
  - A brief overview of your company's experience with similar projects.
  - List of key personnel who will be involved in the project.
2. **Licensing Requirements:**
  - Contractors must be properly licensed to perform the work they are bidding on. The prime contractor is responsible for ensuring that all subcontractors are also appropriately licensed.
3. **Technical Approach:**
  - Detailed description of your approach to the project.
  - Proposed timeline for completion.
4. **Cost Proposal:**
  - Detailed cost breakdown for all aspects of the project.
  - Any assumptions or exclusions must be clearly stated.
5. **Proof of Insurance:**
  - Include a certificate of liability insurance, including general liability. The City of Harrison must be named as an additional insured on the contractor's insurance policy.
6. **References:**
  - Provide at least two references from recent projects of a similar scope.

## **VI. EVALUATION CRITERIA**

Proposals will be evaluated based on the following criteria:

- **Experience:** Proven experience and qualifications in completing similar projects.
- **Cost-Effectiveness:** The overall cost of the proposal, with cost being a significant deciding factor.
- **Adherence to Specifications:** Compliance with the project specifications as outlined in the provided documents.
- **Overall Quality:** The completeness and professionalism of the proposal.

The City of Harrison reserves the right to accept or reject any or all proposals, to ask questions about submitted proposals, and to follow up with any references mentioned.

## **VII. SUBMISSION INSTRUCTIONS**

Proposals must be received no later than 5:00 PM on Friday, October 4, 2024. Electronic submissions are preferred and should be sent to [manager@CityofHarrison-MI.gov](mailto:manager@CityofHarrison-MI.gov). Paper submissions will also be accepted at the following address:

Harrison City Hall  
2105 Sullivan Dr.  
Harrison, MI 48625

**Note:** Proposals are not required to be sealed. The City reserves the right to ask questions about submitted proposals and follow up with any references mentioned.

## **VIII. PROJECT TIMELINE**

- **Proposal Due Date:** Friday, October 4, 2024
- **DDA Board Review/Selection:** October 9, 2024
- **Project Start Date:** April/May 2025, contingent on weather conditions and winter constraints.
- **Project Completion Date:** Before August 2025, with earlier completion preferred.

**Thank you for your interest in working with the City of Harrison. We look forward to your proposal.**