



Charter Township of Elmwood

**Request for Proposals
Timberlee Water System Improvements,
Building Maintenance and Upgrades**

Charter Township of Elmwood
10090 E Lincoln, Traverse City, MI 49684
Jack Kelly, Township Supervisor

Pre-Bid Meeting Tuesday, June 23rd at 10:00AM

For information and RFP Packet go to XXXXXXXXXXXX

**Proposal Submission Deadline
Wednesday, July 8, 2009
at 4:30PM Eastern Standard Time**

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Introduction

The Charter Township of Elmwood is located in Leelanau County, and is part of the Grand Traverse County Regional Water and Sewer System. This proposal is proof of our intent to solicit competitive bids for improvements to the well houses and booster station located within the Timberlee Water System located in the Charter Township of Elmwood.

**CHARTER TOWNSHIP OF ELMWOOD
REQUEST FOR PROPOSALS, TIMBERLEE WATER SYSTEM IMPROVEMENTS,
BUILDING MAINTENANCE AND IMPROVEMENTS**

Project Details

The Timberlee water system improvements include the following:

- A) Main Well House located at 10725 South Slope Drive, Traverse City, MI 49684: remove substrate on interior rear wall and ceiling and replace with OSB, remove and replace rotted or damaged 8-inch sill plate, remove damaged or deteriorated cedar siding and replace with similar fiber cement board, replace any missing steel corners, paint or stain exterior (one coat, one color).
- B) Well House II located adjacent to the main well house at 10725 South Slope Drive, Traverse City, MI 49684: install wolmanized trim board and aluminum flashing on bottom 8" of entire well house; replace all 1x4 exterior corners; repair/replace trim boards on interior of roof access, reflash rooftop, and paint or stain exterior (one coat, one color).
- C) Booster Station located at the intersection of South Slope Drive and East Timberwoods Drive (south of the Main Well House): remove and dispose of existing shingles, reapply OSB on roof lines; apply pole steel and trim to entire exterior, side trim and finish on roof; flash lower 8" building bottom.

Submission Requirements

Guarantees

Please submit a paragraph summarizing your warranty/guarantee policy to cover the work items noted above.

Experience and References

Please submit information and descriptions of similar projects that your firm or members of your team have worked on. Include the name of the client, the project, location, description of work and services provided, date completed. Additionally, please submit three references from previous projects.

Compensation

Please provide a not-to-exceed cost for 100% completion of the work items noted above, noting the time period during which the price quoted remains in effect.

Schedule

These work items should be 100% complete by October 5, 2009. You will be notified by Mr. Jamie Wade, P.E. of Gourdie-Fraser, upon contract award. Upon accepting the contract the winning firm will be required to attend a pre-construction meeting with Mr. Wade to review construction and scheduling details.

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Additional Information

There will be a Pre-Bid site meeting held on Tuesday, June 23rd, 2009 at 10:00 am. The meeting will convene at the main well house located at 10725 South Slope Drive, Traverse City, MI 49684. From there the meeting will continue to well house #2; then the meeting will proceed to the booster station located at the corner of South Slope Drive and East Timberwoods Drive. The purpose of the pre-bid meeting is to allow all bidders access to the interior and exterior of the buildings at one time and to allow an open question period for the bidders.

Selection Criteria

After the Request for Proposals submission deadline, a Review Committee will evaluate each proposal and conduct due diligence inquiries. The project will be awarded to the firm scoring highest based on the following factors and successfully passing due diligence inquiries:

- Demonstrated ability with similar projects.
- Cost estimate
- Demonstrated ability with cost control, schedule compliance, and scope management.

Supplemental Information

Submission Deadline

The proposal shall be signed by an authorized officer or employee and shall be submitted as follows:

Submit To: Mr. Jamie Wade, P.E. Gourdie-Fraser Inc.
123 W Front Street, Traverse City, MI 49684
Phone: (231)-946-5874

Submittal Date: Wednesday, July 8, 2009

Submittal Time: 4:30PM (Eastern Standard Time)

*Proposals may be delivered to the address above or faxed to 231-946-3703. **All submittals must be marked Attn: Jamie Wade.***

Proposal Invitation and Acceptance

The Charter Township of Elmwood reserves the right to accept the proposals in whole, or in part, and to reject any and all proposals and negotiate separately or solicit new proposals to better serve its interests. This Request for Proposals does not commit the Charter Township of Elmwood to award a contract nor to pay for costs incurred by successful or unsuccessful firms in the preparation of their proposals.

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Equal Employment Opportunity Statement

The Charter Township of Elmwood is committed to provide equal opportunity in employment. No person is to be discriminated against on the basis of race, color, religion, sex, age, national origin, or disability.

Contact Information

All questions regarding this Request for Proposals should be directed to Mr. Jamie Wade, Gourdie-Fraser, Inc., E-mail jwade@gourdiefraser.com, no later than June 30, 2009.