



**REQUEST FOR PROPOSAL  
2017 ASPHALT PAVING SERVICES**

RELEASE DATE: Monday, May 15, 2017

DEADLINE: Thursday, May 25, 2017 at 2:00 pm

Hartland Township  
Public Works Department  
2655 Clark Road  
Hartland, MI 48353  
(810) 632-7498

Issue Date: May 15, 2017

Pre-Response Meeting: Not Applicable

Response Deadline: May 25, 2017 @ 2:00 pm (local time)

Township Contact: Robert West, Hartland Township Public Works Director

Phone: 517.861.7889

Email: Rwest@hartlandtwp.com

Hartland Township Public Works Department is requesting responses to this Request for Proposal (RFP) to enter into a contract with contractors to provide asphalt paving services for various properties throughout the Township. Said services will include the removal of the current surfaces, proper prep, and the installation of a new asphalt surface as designated. New commercial applications will require parking lot striping.

A copy of this RFP can be obtained from the Hartland Township website at [www.hartlandtwp.com](http://www.hartlandtwp.com) until the expiration date of this solicitation. It is incumbent upon the Respondent to check the website for additional information and/or addendums. Copies of this RFP can also be obtained from Hartland Township, 2655 Clark Road, Hartland, MI 48353. If you have any questions, please call the contact identified above as it relates to your concern. Written questions regarding the substance of the RFP or scope of services must be submitted via e-mail to the Hartland Township contact listed prior to the deadline indicated above.

Responses are due prior to the deadline indicated above and must be delivered or mailed to Hartland Township Clerk's Office located at 2655 Clark Road, Hartland, MI 48353. Late responses will not be accepted.

#### I. PURPOSE AND GENERAL INFORMATION

It is the intent of this Request for Proposal to solicit bids for professional asphalt services for Hartland Township, through its Public Works Department. Hartland Township is inviting proposals from State of Michigan licensed Contractors to provide construction and reconstruction of the designated properties within Hartland Township. The work is scheduled to be performed from June 1, 2017 – July 10, 2017. The project must be completed by the July 10, 2017 deadline.

## II. SCOPE OF SERVICES

2.1 Services will include the reconstruction of various properties within Hartland Township from June 1, 2017 – July 10, 2017. Refer to attached images for aerial views of approximate paving boundaries, as well as pricing options.

The required services for the residential driveway located at 3581 Mill Street, Hartland, MI 48353 are as follows:

- Remove existing asphalt from existing driveway
- Grade and compact existing gravel base/sub grade prior to paving
- Install 3" HMA
- Roll and compact to tight mat finish
- Restore any landscape, sidewalk or other damage to the site

The required services for the residential driveway located at 3540 Avon St, Hartland, MI 48353 are as follows:

- Remove existing asphalt from existing driveway
- Grade and compact existing gravel base/sub grade prior to paving
- Install 1.5" of MDOT #1100L hot mix asphalt
- Roll and compact leveling course
- Apply SS-1H bond coat
- Install MDOT #1100T 20AA wearing course
- Roll and compact to tight mat finish
- Restripe parking spaces
- Restore any landscape, sidewalk or other damage to the site

2.2 Contractors will be responsible for any and all damage to the properties identified.

2.3 Hartland Township reserves the right to select the service provider which best meets the Township's goals and objectives, needs, budget constraints, and quality levels, as well as its educational and service level expectations. The Township reserves the right, in its sole discretion, to reject any/or all proposals, to waive any irregularities and technical defects contained therein, to award the contract in its entirety, in part or not at all and/or to determine which proposal is the lowest and/or best to enter into a Contract, as it may deem to be in the best interest of Hartland Township.

### III. COMPLIANCE WITH APPLICABLE LAWS

The Respondent must comply with all federal, state, and local laws and policies including, but not limited to:

- Title VIII of the Civil Rights Act of 1968 as amended
- The Persons With Disabilities Act
- The Age Discrimination Act
- Section 504 of the Rehabilitation Act
- The Contract Work Hours and Safety Standards Act, 40 USC 327
- The Copeland Anti-Kickback Act, 18 USC 874
- The Fair Employment Practices of the Equal Contracting Opportunities Ordinances
- National Environmental Policy Act of 1969, its associated regulations and Executive Orders
- Housing and Urban Development Act of 1968, Section 3
- Housing and Urban Development CFR 24 Part 135
- Michigan Worker's Compensation Statue, MCL 418.101
- Drug Free Workplace Act, 41 USC 701, 15 USC 631

### IV. PREPARATION OF THE PROPOSAL

4.1 Proposals should provide a straight forward, concise description of the proponent's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness, clarity of content, and conveyance of the information required by Hartland Township.

4.2 One (1) entire original Response must be submitted to the Hartland Township Clerk by Thursday, May 25, 2017 at 2:00 pm. The original must be marked as an original.

4.3 At a minimum, the proposal should contain the following information:

- Business Organization - State the full name, address, phone number, fax number and email address of your business and whether you operate as an individual, partnership, or corporation.
- List of business's experience with federal, state or municipal programs pertaining to asphalt paving projects. If applicable, also identify other services performed for federal, state or municipal programs.

- Proof of appropriate state certifications - Provide proof that you are licensed to operate in Michigan.
- Management Summary - Include a brief narrative description of the proposed services that will be delivered and the equipment available to perform the services.
- Qualifications - Please indicate completed projects of similar nature. Also indicate a contact person for each reference cited.
- References - References from at least three (3) clients for whom your company has completed asphalt services within the last two (2) years. The references should include the name, address and telephone number of a contact person for each reference cited.
- List of firm's insurance policies, the insurer, policy numbers and amount pertaining to required services.

#### V. INSURANCE REQUIREMENTS

- 5.1 The selected service provider shall agree to indemnify and hold harmless Hartland Township and its officers, agents, and employees from any and all claims, causes, or actions, and damages of every kind, for injury to or death of any person and damages to property arising out of or in connection with the work done by the Contractor under this contract, and including acts or omissions of Hartland Township or its officers, agents, or employees in connection with said contract.
- 5.2 Hartland Township will require proof of professional liability insurance with errors and omissions coverage, workers compensation insurance, general liability and automobile insurance with companies authorized to do business in Livingston County, Michigan, and in amounts satisfactory to the Township.
- 5.3 The successful Contractor, within five (5) days after the contract award, shall furnish Hartland Township with proof of insurance.
- 5.4 Hartland Township shall be named as additional insured on all policies. Should any insurance required by this contract lapse, the Contractor shall immediately cease any operations until authorized in writing by Hartland Township. If the lapse period extends fifteen (15) days, the contract shall automatically terminate and the Contractor shall be in breach of this contract.

## VI. AGREEMENT/EXCEPTIONS

- 6.1 Submission of a proposal indicates the Contractor agrees to the terms, conditions and other provisions contained in the RFP, unless the Contractor clearly and specifically presents in its proposal any exceptions to the terms, conditions, and other provisions contained in the RFP.
- 6.2 Exceptions presented in a proposal are not to be considered incorporated into the contract between Hartland Township and the selected Contractor unless and until Hartland Township agrees to accept such exceptions.
- 6.3 The selected Contractor must acknowledge and agree that the contract resulting from this RFP includes the terms, conditions, and other provisions contained in the RFP, the proposal selected (including any exceptions accepted by Hartland Township) which is acceptable to Hartland Township and is not in conflict or contravention of the RFP, and any other documents mutually agreed upon by Hartland Township and selected Contractor.
- 6.4 No oral statements or any person shall modify or otherwise change or affect the terms, conditions, or specifications stated in the RFP or the resulting contract.
- 6.5 A formal contract will be awarded after the selection of a contractor for the services identified in the scope of services by Hartland Township.
- 6.6 The contractor shall not assign the contract or any part thereof to any other person unless such assignment is first approved in writing by Hartland Township, it being understood that the contract shall not be assignable unless the proposed assignee is acceptable to the municipality. The request for assignment must include evidence that the proposed assignee qualifies under all requirements of the contract and must be addressed as defined in the contract for services.

## VII. PROPOSAL SUBMITTAL

One entire original Response must be submitted to the Hartland Township Clerk as follows:

Hartland Township Clerk  
2655 Clark Road  
Hartland, MI 48353

All proposals must be received prior to Thursday, May 25, 2017 at 2:00 pm. Proposals may be mailed or dropped off at the Hartland Township Hall. Proposals must be received in the Township Clerk's Office by 2:00 pm for it to be considered in the RFP review process.

#### VIII. EVALUATION OF PROPOSALS

8.1 Only proposals meeting minimum qualifications will be evaluated. Certification by the State of Michigan is required. Personnel must be State of Michigan licensed.

8.2 Hartland Township will evaluate proposals based on, but not limited to, the following criteria:

- Experience in asphalt parking lot paving and rehabilitation
- Capability of contractor and/or personnel
- References
- Price

8.3 Hartland Township reserves the right to accept or reject any or all proposals, in part or in total, and to waive any irregularity in any proposal if it is deemed to be in the best interests of Hartland Township.

8.4 Hartland Township reserves the right to reject the proposal of any contractor who has previously failed to perform properly, or to complete on time, contracts of a similar nature, who is not in a position to perform the contract, or who has habitually and without just cause neglected the payment of bills or otherwise disregarded his/her obligations to subcontractors, suppliers, or employees.

8.5 Hartland Township reserves the right to make an award based solely on the proposals submitted or to negotiate further with one or more vendors. The contractor selected for the award will be chosen on the basis of greatest benefit to Hartland Township, not necessarily on the basis of lowest price.

8.6 All costs incurred in the preparation and presentation of the proposal shall be wholly absorbed by the contractor. All supporting documentation and manuals submitted with this proposal will become the property of Hartland Township unless otherwise requested by the contractor at the time of submission.

---

Please provide a list of municipal and/or commercial client references:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

### Bid Summary

Section A Bid for 3540 Avon St, Hartland, MI 48353 Total: \$ \_\_\_\_\_

Notes: \_\_\_\_\_

Section B Bid for 3540 Avon St, Hartland, MI 48353 Total: \$ \_\_\_\_\_

Notes: \_\_\_\_\_

Base Bid for 3581 Mill Street Residential Driveway Total: \$ \_\_\_\_\_

Notes: \_\_\_\_\_

*\*Please note "Section B" for the property located at 3540 Avon St. is an option and may not be included in the contract awarded. See attached images.*



3540 Avon St, Hartland, MI 48353



*\*Please note "Section B" for the property located at 3540 Avon St. is an option and may not be included in the contract awarded.*

3581 Mill Street, Hartland, MI 48353

