

**Village of Holly**  
**REQUEST FOR PROPOSAL (RFP)**  
**REPLACING/INSTALLING SIDEWALK**

The Village of Holly will receive proposals for replacing/installing sidewalks in the Village as part of our CBDG project. Information relating to minimum specifications of services, data to be included in the proposal, evaluation, criteria, and selected information relating to the sidewalk project will be given at time of request for RFP information. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the company and will not be reimbursed by the Village of Holly.

Sealed proposals will be accepted until noon, **May 1, 2023** at the Village of Holly Offices at 300 East Street, Holly, MI 48442. If mailed, the proposals should be mailed to:

ATTN: Deborah Bigger, Clerk/Treasurer  
Village of Holly  
300 East Street  
Holly, MI 48442

Those submitting sealed proposals should indicate on the outside of the envelope in the lower corner that it is a sealed proposal for the Sidewalk RFP and the name of the firm submitting the proposal. Failure to do so may result in premature disclosure of your proposal and therefore disqualify you for further consideration. It is the responsibility of the firm to ensure that the proposal is received by the Village of Holly by the date and time specified above.

Further information may be obtained from Deborah J. Bigger, Clerk/Treasurer at 248-634-9571  
Email [dbigger@hollyvillage.org](mailto:dbigger@hollyvillage.org).

**I. SPECIFIC REQUIREMENTS**

- A. The Village of Holly reserves the right to reject any and all proposals received.
- B. Only proposals received at the location described and in the time frame given will be considered.
- C. Small and/or Minority-Owned Businesses

Efforts will be made by the Village of Holly to utilize small and minority-owned businesses.

A firm qualifies as a small business firm, if it meets the definition of "small business" as established by the Small Business Administration (13CFR 121.3-8) by having average annual receipts for the last three fiscal years of less than four million dollars.

D. Notification of Award

It is expected that a decision selecting the successful firm will be made within two (2) weeks of the closing date from the receipt of proposals.

E. Price

THE COMPANY'S PROPOSAL PRICE SHOULD BE SUBMITTED IN A SEPARATE SEALED ENVELOPE MARKED "Sidewalks"

F. The sidewalk removal/construction shall be performed in accordance with the following:

- U.S. Generally Accepted Construction Standards/Codes

G. The fees quoted in your proposal and included in the contract will be the maximum paid, unless both parties complete an amendment to the contract.

H. The Village of Holly will require the construction firm to meet with Village Staff review all work papers and schedules. )

**II. DATA TO BE INCLUDED IN PROPOSAL**

In order to simplify the review process and to obtain the maximum degree of comparability, the proposals should include the following items and be organized in the manner specified below.

**A. Letter of Transmittal**

A letter of transmittal briefly outlining the contractor's understanding of the work and general information regarding the contractor and individuals to be involved is limited to a maximum of two pages. The letter should clearly identify the local address of the office of the company to be performing the work, the telephone number, and the name of the contact person.

**B. Table of Contents**

Include a table of contents that identifies the material by section, page number, and a reference to the information to be contained in the proposal.

**C. Profile of Firm Proposing**

1. State whether the firm is a local, national, or international firm and include a brief description of the size of the firm.
2. State whether the firm follows the registration and permit requirements to engage in the practice of construction in the state of Michigan.

**III. Scope of Services and Proposed Project Schedule**

Briefly describe the company's understanding of the scope of services to be provided. Indicate a proposed time schedule for completing the work, including the approximate dates the company would begin demolition, construction and final finishing.

**Construct new sidewalk in identified CBDG eligible area. The sidewalk shall meet all ADA requirements. Must be a minimum of 5 feet wide, 4 inches thick, except in areas crossing driveways then it shall be 6 inches. Project is roughly 508 linear feet long. Davis Bacon Act must be complied with due to Federal funding. All prep and sub base materials shall be provided by the contractor and approved by the Village of Holly. Any modifications to utility structures such as manholes, catch basins, curb stop, valve boxes, etc. will be the responsibility of the contractor and be approved by the Village of Holly.**

#### **V. Fees and Compensation**

Provide the following information in a separate, sealed envelope:

- A. Estimated total hours to complete the project
- B. Estimated out-of-pocket expenses.
- C. The frequency and timing of the company's billing process.

#### **VI. Evaluation Criteria**

The proposal will be evaluated based upon the following areas. Therefore, it is important that the proposal be responsive to data requested.

##### **FACTOR**

#### **A. Qualifications**

- 1. Recent experience in similar projects.
- 2. Understanding of the work and timetable to complete the engagement.
- 3. Must have a performance bond.

#### **B. Cost**

Overall cost, including out-of-pocket expenses.

#### **C. Submission of Proposals**

All submitted documents will become part of the agreement between the company and The Village of Holly.

#### **D. Review Process**

The Village of Holly may, at its discretion, request presentations by or a meeting with any or company representatives, to clarify or negotiate modifications to the company's proposal.

However, The Village of Holly reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the company can propose.