**REQUEST FOR PROPOSAL**

for

LAND BALANCING and PREPARATION

for

9 ACRES OF VACANT PROPERTY

at

440 Bemer Street

Albion, Michigan 49224

March 1, 2022

**INVITATION TO BID**

 Notice is hereby given that CHRIST APOSTOLIC CHURCH shall accept confidential bids for the following:

**LAND BALANCING and PREPARATION**

 Bids shall be accepted electronically by email until 11:00 am on April 1, 2022\_\_\_\_\_\_ .

 at which time said bids shall be opened.

 “Plans and Specifications” may be obtained at: <https://www.cacalbion.org/projects>

 CHRIST APOSTOLIC CHURCH reserves the right to accept or reject any and all bids.

 An Affirmative Action/Equal Opportunity Employer. Minority/Women’s Business Enterprises

 are encouraged to apply.

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 Terron Erwin

 CAC Board of Directors

 **CHRIST APOSTOLIC CHURCH**

 P.O. BOX 125

 ALBION, MICHIGAN 49224

**BACKGROUND**

CHRIST APOSTOLIC CHURCH owns 9.0 acres of vacant land, which is located at 440 Bemer Street in the City of Albion, Michigan. Officially registered as APN# 51-017-201-05.

CHRIST APOSTOLIC CHURCH owns the land outright. There are no outstanding notes, debts or liens attached to the land.

CHRIST APOSTOLIC CHURCH has obtained a full set of architectural plans, civil engineering plans, site plans and other pertinent documentation to facilitate the future construction of a 40,000 square foot facility.

The City of Albion Planning Commission approved the project in May 2021 by unanimous decision.

CHRIST APOSTOLIC CHURCH has acquired the services of a General Contractor and a Project Manager to aid in the construction of the project.

CHRIST APOSTOLIC CHURCH has the necessary funds to acquire the services of a qualified and certified excavation company and/or individual to perform the work desired.

CHRIST APOSTOLIC CHURCH is now prepared to move forward by accepting competitive bids from qualified companies and/or individuals, who can level and balance the project property.

**GOALS**

The objective of this Request for Proposal is to locate a source that will provide the best overall value to CHRIST APOSTOLIC CHURCH. While price is a significant factor, other criteria will form the basis for deciding which company and/or individual will be granted the award.

 GOAL #1 To evaluate current property condition to determine best course of action

 GOAL #2 To evaluate the existing top soil to determine future use of the material

 GOAL #3 To clear the land as per Demolition Notes found on Civil Engineering Plan

 GOAL #4 To prepare the project site for future grading and landscaping,

 by leveling and balancing existing material

 GOAL #5 To complete the leveling and balancing of material in a timely fashion.

 GOAL #6 To use best management practices to ensure leveling and balancing will remain in good condition until such time as Grading Activities are initiated.

**PROJECT DESCRIPTION**

**General Description**

 This project is New Construction.

 The base size of the proposed steel building will be 40,000 square feet.

 The building will be used as a church which will accommodate 800 people.

 There will be 226 parking spaces.

**Area and Building information**

 Existing Proposed Required

 Site Area (SFT) 393,711 393,711 (9.0 AC) none

 Open Space (SFT) 393,711 236,445 none

 Open Space (%) 100% 60% none

 Impervious Area (SFT) 0 157,266 none

 Impervious Area (%) 0% 40% none

 Building Area (SFT) 40,020 none

**Current Condition**

 9.0 acre parcel was previously cleared

 Re-evaluation of current material condition is required

 Re-evaluation of current soil condition is required

 Re-evaluation of egress to property is required

**SCOPE OF WORK**

1. Evaluate current material condition

2. Evaluate current soil condition

3. Evaluate Egress to property

4. Demolition of Site as per Demolition Notes (CE Plans - CD100).

5. Level and Balance 9.0 acres of vacant land.

6. Rough grading of 9.0 acres to accommodate future grading activities.

7. Install BMP’s to mitigate weather and erosion until full Grading Plan is initiated (CE Plans – CD104).

 Note: Any excavation activities that are related to Final Site prep, Final Grading, Landscaping,

 Municipal Egress, Foundation, Infrastructure and other related excavation activities are

 not to be considered when preparing the Bid Package.

**BIDDER RESPONSIBILITIES**

1. The Contractor shall be responsible for the removal of all existing utilities, paving, structures and any

 other existing improvements as noted on the plans (if applicable)

2. The contractor shall dispose of all debris, trash, and other materials resulting from demolition

 operations. Disposal of such items shall be in accordance with all applicable local, state, and federal

 regulations governing such operations.

3. Any damage to adjacent properties shall be the responsibility of the General Contractor. The

 Contractor shall receive written permission prior to any offsite disturbance, unless specifically

 mentioned on the sheet (CE Plans – CD100)

4. The Contractor shall field verify locations of all existing utilities shown on the plans. Utility locations

 shown are based off previous record drawings and field measurements where applicable. The

 information is not to be relied upon and must be confirmed by the utility company. The Contractor

 shall notify the utility company at least 72 hours prior to the excavation to request field locating.

5. Any demolition within the right-of-way must be coordinated with the local jurisdiction. Furthermore,

 the Contractor shall ensure that all required traffic control is in place prior to work within the right-of-

 way.

6. Erosion control BMP’s shall be in place prior to any demolition work. Erosion control and BMP’s will

 remain in place to buffer against weather and erosion until full Grading Plan is initiated.

7. The Contractor shall refer to the Geotechnical Report for all subsurface information.

8. All utilities shown that are not to be removed during demolition shall be protected. Any damage to

 such utilities or structures, shall be repaired or replaced at the General Contractors expense.

9. The Contractor shall use water sprinkling, temporary enclosures, and other suitable methods to limit

 dust (as per Erosion Control Sheet – CE104)

10. The Contractor shall completely fill all voids resulting from demolition activities. Material shall be in

 accordance with MDOT specifications for backfill. Fill material shall be placed in horizontal layers not

 exceeding 12 inches in loose depth and compacted to 95% of modified proctor density.

11. The Contractor shall level and balance the proposed area, as per the instructions and specifications

 of the CHRIST APOSTOLIC CHURCH General Contractor of Record and his associates.

12. The Contractor shall rough grade the property, as per the instructions and specifications of the

 CHRIST APOSTOLIC CHURCH General Contractor of Record and his associates.

**SUBMISSION GUIDELINES and REQUIREMENTS**

1. CHRIST APOSTOLIC CHURCH reserves the right to reject any or all bids, if deemed not in the best

 interest of the organization.

2. Only a certified and bonded Contractor, as described by State of Michigan Construction Law, may

 participate.

3. The Bidder will provide 3 references from professional sources that demonstrate the ability to

 perform the work proposed. Examples of similar work performed are desired.

4. The Bidder is required to list all company equipment to be used, including any rental equipment.

5. The Bidder is required to submit a list of Subcontractors if any are proposed to be used.

6. Bidder will provide a Certificate of Insurance for Worker’s Compensation, Motor Vehicle, and

 General Liability in the amounts listed below:

 General Liability

 Shall have a minimum of: $2,000,000 General Aggregate

 $1,000,000 Product- Comp/op Agg

 $1,000,000 Personal & Adv. Injury

 $1,000,000 Each Occurrence

 Automobile Liability

 Shall have a minimum of: $1,000,000-combined single limit.

 Worker’s Compensation and Employer’s Liability

 Statutory Limits.

 Bond(s)

 No bonds are required at this time.

7. All work will be performed according to the specifications as outlined in the Civil Engineering Plans.

8. All State and Federal laws and regulations must be complied with when determining work product.

9. A proposal must be provided that is not more than 3 pages. This proposal must provide an overview

 of the proposed solution as well as a fixed cost for service.

10. Proposals must be signed by a team member who is authorized to commit on behalf of the bidding

 company. If you have a standard set of terms and conditions, please submit them with your proposal.

11. Proposals must remain valid for a period of 30 days.

**INSTRUCTIONS**

1. A formal written request for Project Plans and Documentation is required before release of project

 Information is granted.

2. All project information is issued in PDF format. Hard copies of project materials may be issued, but

 necessary costs for reproduction will be applied (cost to be determined).

3. Specifications described in project documents provide the minimum qualifications for our needs.

 Only Vendors who meet and/or exceed these qualifications may be considered.

4. SUBSURFACE CONDITIONS: All information given on Drawings which will be used under this RFP

 relating to subsurface conditions, will be from best sources at present available to CHRIST APOSTOLIC

 CHURCH. All such information and drawings of existing construction will be furnished only for

 information and convenience of Bidders.

5. Proposals must be submitted to CHRIST APOSTOLIC CHURCH in a sealed envelope or by email and

 marked **“BID – LAND BALANCING and PREPARATION ”** on, or before the date: April 1, 2022 .

6. Proposals should be prepared simply and economically, providing a straightforward, concise

 delineation of the Bidder’s capabilities and description of the offer to meet the requirements of this

 RFP. CHRIST APOSTOLIC CHURCH will not be responsible for any costs incurred by any Bidder in

 preparing and submitting a response to this solicitation.

7. BID BOND: A Bid Bond is not required as a condition to participate in this proposal.

8. Unless a Proposal is formally withdrawn, it shall be deemed open for acceptance until the Contract

 Agreement has been executed by both parties thereto, or until CHRIST APOSTOLIC CHURCH manifests

 that it does not intend to accept the Proposal. Notice of acceptance of a proposal shall not constitute

 rejection of any other Proposal.

9. Upon delivery to CHRIST APOSTOLIC CHURCH of a duly written notice, bids may be withdrawn at any

 time prior to the designated time for the opening of all bids.

10. Minor variations to the specifications will not disqualify a bid from consideration. CHRIST APOSTOLIC

 CHURCH will make that determination. All variations will be noted on bid sheets.

11. Any questions in regards to this bid may be directed to:

 David Spooner / PentKor LLC / davidspooner@me.com

 Request for additional information or questions may be asked up to the date: \_\_ March 25, 2022\_\_.

**AWARD OF CONTRACTS**

1. The Contract will be awarded to the responsible bidder submitting the best quality of work for the

 price, as determined by CHRIST APOSTOLIC CHURCH and their associates.

2. In evaluating responses to this RFP, CHRIST APOSTOLIC CHURCH will take into consideration the

 following criteria:

 Years of Experience in providing excavation services

 Capacity to provide high quality excavation services

 Capacity to complete project requirements in a timely fashion

 Cost for excavation services compliment proposed work product

3. The Bidder to whom the award is made will be notified at the earliest possible date. The successful

 bidder shall execute and deliver to CHRIST APOSTOLIC CHURCH, within ten (10) business days of the

 date of the Notice of Award, an Agreement in the form of a FIXED CONTRACT to include conditions as

 CHRIST APOSTOLIC CHURCH may require.

4. Upon award of the contract, the successful Bidder shall provide, in triplicate, within ten (10) business

 days of the date of the Notice of Award, by a company satisfactory to CHRIST APOSTOLIC CHURCH a

 **Labor and Material (Payment) Bond** and a **Performance Bond**, each equal to 100 percent of the

 mathematically correct Bid Prices on the Proposal.

5. Upon award of the contract, the successful Bidder shall name CHRIST APOSTOLIC CHURCH as

 additionally insured before initiating any work on the project. This includes intellectual work or

 services provided prior to physical construction actions.

6. A pre-construction meeting will be held with CHRIST APOSTOLIC CHURCH and their associates, prior

 to issuing a “Notice to Proceed”. The successful bidder shall have present at the meeting, those

 individuals responsible for administration of the contract, as well as those responsible for performing

 construction.

**DISCLAIMER**

 Nothing in this RFP shall be construed to create any legal obligation on the part of CHRIST APOSTOLIC

 CHURCH. CHRIST APOSTOLIC CHURCH reserves the right, in its sole discretion, to amend, suspends,

 terminate or reissue this RFP in whole or part, at any stage. In no event shall CHRIST APOSTOLIC

 CHURCH be liable to respondents for any cost or damages incurred in connection with the RFP

 process, including but not limited to any and all costs of preparing a response to this RFP or any other

 costs incurred in reliance on this RFP. All supporting documentation submitted in response to this RFP

 will become the property of CHRIST APOSTOLIC CHURCH.