

REQUEST FOR PROPOSALS

Asphalt Pavement Repair/Replacement

Issued By

NORTH COUNTRY COMMUNITY MENTAL HEALTH



1420 Plaza Drive
Petoskey, MI 49770
231-439-1244
www.norcocmh.org

Proposal Due Date: May 7, 2020
by 5:00 p.m. Eastern Time

OVERVIEW

Vision and Mission and Values of North Country Community Mental Health (NCCMH):

Vision:

All community members will have responsive high-quality integrated healthcare leading to a fulfilled life.

Mission:

To provide behavioral health services that inspire hope and promote recovery, resilience, and wellness to eligible residents.

Values:

Respect - We treat everyone—clients, providers, fellow staff members, and community partners—with the highest level of dignity, honor and respect.

Integrity - We will consistently do the right thing by maintaining an ethical culture and unified workplace.

Client-Centered - Our care will be delivered by respecting individuals' preferences. Every decision will consider the value it adds to client services.

Excellence in Practice - Excellence will be apparent in all that we do. We provide the highest level of service to promote recovery and quality of life through evidence-based and innovative practices. We produce outcomes that exceed expectations.

Summary:

North Country Community Mental Health (NCCMH) is requesting proposals from professionally qualified, licensed/insured asphalt pavement firms for evaluation, design and proposal to repair or replace asphalt at our Charlevoix Office property and at two adjoining properties containing Adult Foster Care homes in Gaylord (shared driveway and parking area) such that the newly installed pavement area provides safe, orderly vehicle parking and pedestrian/client access to the structures on site.

Background:

North Country Community Mental Health (NCCMH) operates as a Community Mental Health Authority under the provisions of Act 258 of the Michigan Public Acts of 1974, as amended. *“The purpose of a community mental health services program [is] to provide a comprehensive array of mental health services... including crisis stabilization and response including a 24-hour, 7-day per week, crisis emergency service... and the provision of inpatient or other protective environment for treatment.” (MCL 330.1206). NCCMH is a tax-exempt governmental agency.*

NCCMH serves six rural counties in northern Michigan—Antrim, Charlevoix, Cheboygan, Emmet, Kalkaska, and Otsego—covering 3000+ square miles with a population of 151,000, including 36,000 Medicaid beneficiaries. It is expected that the proposal to provide these services is compliant with all applicable Federal, State or Local laws, standards, guidelines and building/zoning codes. This RFP establishes criteria and requirements that have been designed to cover important aspects of these services.

PROJECT SCOPE AND AGENCY REQUIREMENTS

PURPOSE AND SCOPE OF THE TWO PROJECTS:

NCCMH currently owns two adjacent Adult Foster Care (AFC) Homes in Gaylord, and an office building in Charlevoix as identified in Section B – Project Locations below. Each of these two locations require repair or replacement of their parking lot and driveways. Bidders are requested to consider and include proper leveling of driveway and parking areas to avoid water runoff towards the structures, maximizing of parking spaces, determining proper quantity and location of handicapped parking areas, and include sealing of parking area and pavement marking for parking and handicap slots.

The parking lot/driveway areas are intended to improve public accessibility and safety while parking at or visiting the structures at each location. Currently these asphalt or concrete parking/driveway areas exhibit one or more poor conditions, including but not limited to potholes, poor drainage, no or indecipherable marking, and allow pooling near entranceways to the building, creating unsafe conditions for residents and guests to NCCMH facilities.

A. SCOPE OF SERVICES

NCCMH requires pavement refinishing or replacement satisfying the specifications described herein and will consider a long-term maintenance proposal, if provided, for each separate location identified below Section B – Project Locations.

Bidders may bid on one or both location projects, or may decline to bid either project. If you decline to bid either project, please advise via email to llaporte@norcocmh.org.

Bidders are expected to submit proposals that address all portions of this RFP utilizing standard construction methods as allowed by each separate location's Building and Zoning Codes. If a Bidder is unable to satisfy every element within this Scope of Services but chooses to submit a proposal anyway, it must clearly identify the element(s) it is unable to satisfy and the reason it cannot meet the requirement. NCCMH will review any exceptions taken but, at its sole discretion, may determine the proposal not responsive to NCCMH's requirements and remove it from further consideration.

Driveway and parking area bid requirements include but are not limited to:

- Advance property evaluation to determine project size, all underground utilities and easements, on-premise fire hydrant, driveway culverts or requirement to replace culverts, garbage bin pads, verification of required setbacks or other aspects of driveway or pavement areas prior to bid submittal. All of these items must be identified on a sketch of proposed pavement area supplied within the bid.
- Recommendations to level parking or driveway areas such that rainfall or melting snow drains away from structures and payment and is pitched towards predetermined drainage areas or designated/proposed water runoff area(s). Recommendations on drainage areas are welcome.
- Recommendations for maximizing parking spaces, including any required handicapped parking requirements (ie # of regular and handicap parking areas) which shall be verified by bidder to meet all building/zoning requirements.
- Installation of handicap parking signage where required for designated parking spots.

- Obtaining all zoning and building permits as may be required, and assure that all building and zoning specifications and inspections are met. Permits are required to be submitted upon commencement of project, posted at jobsite, and inspection reports must be provided prior to final payment on project.
- Removal of all debris including broken pavement or sidewalks, seeding or replacement of damaged grass/lawn areas either owned by NCCMH or owned by the locality, which occur due to acts of the bidder during the course of the project completion are the responsibility of the bidder to repair/replace to meet owner satisfaction. Care shall be taken to avoid such circumstances.
- Application of new asphalt of a depth and quality to assure a minimum of 20 years usage with normal wear and tear, and assuming periodic maintenance. Asphalt depth must be appropriate for weekly access of heavy vehicles including but not limited to garbage, fire, or recycle trucks and multi-passenger transit authority vans.
- Commencement of work: All work is preferred to be completed in under 5 business days at each location to minimize disruption of services to clients and residents entering each facility. Please state schedules that differ from this time frame. If no alternative schedule is offered, bidder is required to complete the work within the five (5) business day time frame (weather difficulties allowed).
- Project start and completion is preferred to be no later than September 30, 2021. Please state schedules that differ from this preferred work completion date. If no alternative schedule is offered, bidder is required to complete the work by September 30, 2021 (weather difficulties allowed).
- Inclusion of detail on any aspect of the project that is not defined by NCCMH herein, but nevertheless is recommended by the bidder as 'best practices', shall be included by the bidder.
- As an option, specify a 'best practices' maintenance schedule and a cost proposal of same for the proposed life of the pavement.
- Specify material type and material/labor guarantees.
- For the safety of all clients and residents, while the project(s) are underway, all broken pavement areas creating unsafe conditions (chance of tripping or falling) shall be cordoned off with portable fencing and marked as a hazard. All driveways shall be cordoned off while working on the premises and alternative parking shall be labeled. All equipment or tools shall be stored/locked away from public or residents while on site and not being used. NO debris or equipment shall block access to the main or alternative entrances to any structures. Debris piles shall be kept to a minimum, away from obvious walking areas accessing each structure, and removed as soon as possible. All care shall be taken by successful bidder to maintain safe and navigable access to the structure(s) at each location and to provide alternative parking while each project(s) is underway.

B. PROJECT LOCATIONS

Note: All properties listed are owned by NCCMH.



To arrange access to view jobsites, please email llaporte@norcocmh.org or call 231-430-1297 in advance of requested visit date.

Project 1: GAYLORD AFC HOMES

A shared driveway (with potential underlying culvert), and shared parking area, of two adult foster care homes located in adjacent properties (known as Pinehaven Red AFC Home, and Pinehaven Green AFC Home) whose addresses are 116 McLough Road and 118 McLough Road, Gaylord, MI 49735. Note: NO entrance to interior of homes is allowed. Bidder shall refrain from engaging with

residents of the home(s) while evaluating the premises. Bidders shall not allow home residents access to tools or equipment on site. Social distancing and CDC guidelines to eliminate the spread of Covid-19 must be met by bidder.


Project 2 – CHARLEVOIX OFFICE PARKING LOT


The Charlevoix Office, located at 6250 M-66, Charlevoix, MI 49720. Phone: 231-547-5885. Entrance to interior of office is limited. Social distancing and CDC guidelines to eliminate the spread of Covid-19 must be met by bidder.

C. PROJECT ORGANIZATION AND MANAGEMENT

The Bidder shall establish and maintain an appropriate organizational structure to enable local management of this contract. Documentation supporting the Bidder's ability to service the contract should be included with the proposal submission. All ordering will originate directly from NCCMH Contract Management offices located at 1420 Plaza Drive, Petoskey, MI 49770. Contract Manager is Lani Laporte, llaporte@norcccmh.org, 231/439-1297.

D. BID PARTICIPATION AND BIDDERS' CONFERENCE


 **Recipients of this RFP package are requested to indicate their interest in bidding with a short email to Lani Laporte, Contract Manager, at llaporte@norcccmh.org by April 14, 2021.** Questions concerning the projects may be included in that email and will be addressed at the Bidder's Conference.

 **Bidders are required to register to attend the Virtual (Zoom Link) Bidder's Conference to be held at 1 pm on Thursday, April 22, 2021.** To participate in Bidder's Conference through a ZOOM LINK, please email Lani Laporte at llaporte@norcccmh.org by 5 pm April 21, 2021. Those requesting attendance at the Bidder's Conference will receive a Zoom link to attend via return email. Questions submitted, as well as a review of the Bid Packet will be conducted at the Bidder's Conference. The Bidder's Conference may be recorded to assure uniformity of response.

 **All questions should be submitted in writing to Lani Laporte, Contract Manager at llaporte@norcccmh.org, no later than April 21, 2021, 5 pm.**

Any change to this RFP after its release will be confirmed in writing by North Country Community Mental Health.

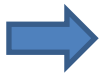
E. INQUIRIES AND RESPONSES

 **Responses to all inquiries/questions, input from the Bidder's Conference, or any changes to the bid parameters will be posted on NCCMH's website www.norcccmh.org home page. It is the responsibility of the Bidder to check the NCCMH website for updates made prior to or after April 22, 2021 Bidder's Conference.**

Applicants may not directly contact NCCMH staff members or its partner entities with questions regarding this RFP, other than as specified herein. Contacting staff or associates of NCCMH directly with questions could result in disqualification of a proposal.

PROPOSAL SUBMISSION CRITERIA

Failure to adhere to these submission requirements may result in rejection of the proposal.



Bidders are required to respond to this RFP exactly as outlined in the sections below in order for NCCMH to evaluate all proposals on a uniform and equal basis.

PRESENTATION FORMAT:

Proposals should be submitted in a format that can be read in Microsoft Word or PDF, or hard copy. Margins should be 1” on all sides. The font should be either Times New Roman or Arial and the text size should be 12-point only. Responses should be in the consecutive section order as specified below (e.g. A, B, C1, C1, C2, etc.), and should be ten (10) pages or fewer not including the cover page, required attachments, and project site diagram/sketch. Diagram/Sketch need not be to scale, providing rough dimensions are shown. All sections and documentation must be included with the proposal by the deadline or the proposal will not be considered. The bidder must fill out an RFP Bidder Cover Sheet and attach it to the proposal Sections A – F as shown below, with required attachments. If submitting electronically, proposal must be in PDF format.

BID COPY QUANTITY:

Submit four (4) complete paper copies of the bid proposal, or one electronic copy, along with all attachments.

BID DELIVERY AND DEADLINE:

Electronic proposals must be emailed to Cynthia Crumbaugh, Administrative Assistant, at ccrumbaugh@norcocmh.org with subject line “CONFIDENTIAL – PAVEMENT RFP MATERIALS ATTACHED.” **ELECTRONICALLY SUBMITTED BIDS MUST BE RECEIVED NO LATER THAN MAY 7, 2021 AT 5 PM.**

Hard copy proposals must be submitted in a sealed envelope with “CONFIDENTIAL – PAVEMENT RFP MATERIALS ATTACHED” noted on the outside of the envelope. Hard-copy proposals must be mailed or hand-delivered to North Country CMH, 1420 Plaza Drive, Petoskey, MI 49770 Attn: Cynthia Crumbaugh, Administrative Assistant. **HARD COPY BIDS MUST BE RECEIVED BY MAIL OR IN PERSON NO LATER THAN MAY 7, 2021 AT 5 PM.**

Proposals received after the deadline will not be considered. Once submitted, no changes to the RFP response from the bidder will be accepted.

NOTIFICATION OF AWARD:

Notification of the award will be made during the week of May 24, 2021.

PROPOSED TIMELINE (MAY BE MODIFIED AT NCCMH DISCRETION):

April 9, 2021	RFP release date
April 9 – May 6, 2021	Bidder visitation to jobsites is allowed
April 21, 2021, 5 pm	Deadline for questions to be submitted via email and deadline to sign up for Bidder’s Conference
April 22, 2021 1 pm – 2 pm	Bidder’s Conference
May 7, 2021	Bid Deadline
Week of May 10, 2021	Proposal Review and selection
May 24, 2021	Final Approval and Notification of Award

No proposal will be accepted after Friday, May 7, 2021 at 5 pm.

PROPOSAL REVIEW PROCESS

Award recommendations are contingent upon the successful evaluation of the Bidder's qualifications. All qualified Bidders will then be evaluated to determine successful Bidders.

The evaluation process will determine if a Bidder meets quality standards based on bid specifications and provider requirements. The selection committee will score each proposal using a tabulation grid for each section of the bid proposal outline. Award of bids will be determined on service delivery quality and cost.

Specific requests for additional information, to assist the evaluators, might be requested of the prospective bidder. This could include access to and potential interviews with bidder’s customers, employees, organizations and/or other stakeholders.

PROPOSAL CONTENT REQUIREMENTS

SUBMIT BID CONTENT EXACTLY IN THE ORDER OF SECTIONS A – F BELOW, INCLUDING ALL SUBSECTIONS:

- A. **COVER SHEET:** This Cover Sheet must be completed in full and signed by an authorized representative at the agency. Template is on the last page of this RFP. Behind Cover Sheet please attach:
 - 1. Certificate of Liability and Workman’s Compensation Insurance.
 - 2. Builder or other licenses
 - 3. W9

- B. **MBE STATUS:** Specify Minority Business Enterprise (MBE) status, if applicable.

- C. **QUALIFICATIONS:**
Provide a **brief** description of your organization, including:
 - 1. Founding, history, location of offices, number of employees; service areas; equipment owned to complete the project, and any information pertaining to ability to perform the specified services.
 - 2. Experience in performing work of a similar nature
 - 3. Demonstrated competence in the services to be provided

4. General description of the Bidder organization's structure and financial condition
5. Attach Certificate of Liability and Workman's Compensation Insurance.
6. Attach Builder's License or other applicable licenses, or state that you are unlicensed.
7. Attach completed W9 Form (Use IRS Form W9 available on the internet).

D. DETAILED TECHNICAL PROPOSAL:

Submit the following information separately for Project Location 1 and Project Location 2, labeled by location:

1. Direct material and service unit rates and quantities of materials for completion of base project, and any proposed options.
2. Indirect but applicable fees and charges, i.e. permits, dumpster/refuse disposal, equipment rental, etc.
3. Detailed sketch of site, including approximate dimensions, location of handicap parking slots, location of drainage flow, marking of parking area and any placement of berms for proper drainage. Designation of pavement depth must be shown.
4. Any responsibilities bidder requires of NCCMH (ie to block off parking or access in advance of project)
5. Bidder confirmation of available project start (actual date range to schedule start of projects) and completion time frame (number of days) by project location.
6. Optional long term maintenance proposal and service rates for all proposed elements.
7. Identification of any sub-contractors
8. Bidder labor and material warranties

E. TERMS OF PAYMENT:

Terms of payment shall be specified by the bidder as follows.

Down Payment (if any) required at time of order placement: \$XXXX.XX

Final payment due (X) Days after final permit inspection and project approval by NCCMH: \$XXXX.XX

F. REFERENCES: Provide three references of similarly sized, local projects including client name, address, phone number.

ADDITIONAL INFORMATION

Insurance:

The applicant shall carry liability insurance of the kind and amounts necessary to perform services described in this RFP.

Indemnification:

NCCMH shall not be responsible or liable for any damage resulting from acts of omission by the applicant, its trustees, officers, employees, agents and contractors, under any theory of imputed negligence or otherwise, and the applicant shall indemnify the NCCMH, its members, officers and employees for, defend them against and hold them harmless from any or all claims relating to acts of omission of the applicant, its trustees, officers, employees, agents, and contractors, and from any costs, attorney fees, expenses, and liabilities incurred by them in connection with such claims or in the defense of any action or proceeding brought thereon. The indemnification rights under the resulting contract with the applicant shall be in addition to any rights or remedies that may be available to the NCCMH under general legal or equitable principles in the absence of an expressed agreement, and the resulting contract shall not be

construed to limit any such rights or remedies. These obligations shall continue in effect notwithstanding the termination or expiration of the resulting contract.

Any entity who responds to this Request for Proposal must comply with all federal and state civil rights, equal employment and affirmative action laws, and regulations.

Addendum to Request for Proposals:

If NCCMH determines that it is necessary to revise or clarify any part of this RFP, an addendum will be provided via email and posted on NCCMH's website. Any clarifications will become an addendum and no other responses are considered valid. It is the responsibility of the applicant to check the NCCMH website for addendums.

Right to Cancel:

NCCMH reserves the right to cancel all or any part of this RFP at any time without prior notice. NCCMH also reserves the right to modify the proposal process and timeline as deemed necessary.

Applicant Responsibility for Proposal Costs:

The applicant is fully responsible for all costs associated with the development and submission of the proposal. NCCMH assumes no contractual or financial obligation as a result of the issuance of this RFP, the preparation and submission of a proposal by an applicant, the evaluation of an accepted proposal, or the selection of approved proposals.

Ownership of Proposals:

All proposals and associated materials become the property of NCCMH.

Proposal Acceptance/Rejection:

NCCMH reserves the right to reject any or all proposals, to accept, or reject any or all of the items in the proposals, and/or to award the contract in whole or in part if it is deemed to be in the best interest of NCCMH.

Applicant's Disclosure:

Applicants must provide in their response a disclosure of any pending, current, or threatened court actions and/or claims against the applicant, parent company, or subsidiaries. This information will not necessarily be cause for rejection of the proposal; however, withholding information may be cause to reject the proposal or rescind any subsequent contract.

NCCMH RFP Cover Sheet: Pavement Projects

BIDDER CORPORATE IDENTIFICATION	BIDDER PROJECT MANAGER
Applicant Company: Address: CEO/President: Telephone: Fax: Website: Federal tax identification #:	Name: Address: Telephone: Email:

The Bidder certifies to the best of their knowledge and belief that the data and information in this proposal is true and correct and this document has been duly authorized by the governing body of the applicant. Further, the applicant certifies that, if the proposal is approved, the project will be conducted in accordance with the project proposal and any special condition included in the Request for Proposal. The applicant certifies that the organization does not discriminate in the provision of project services on the basis of race, color, religion, national origin, gender, gender identity, ethnicity, age, marital status, disability, pregnancy, military/veteran status, genetic information, sexual orientation, creed, human immunodeficiency virus status or other federal, state or local protected classes, and is not in violation of any local, state or federal laws, statutes, ordinances, or resolutions.

Authorized representative to complete the following:

Name and Title (print): _____

Signature: _____ Date: _____