

**Harbor Design & Construction  
215 S. Hancock  
Pentwater, MI 49449  
(231) 869-6841**

March 16, 2017

**REQUEST FOR PROPOSAL**

Oceana County Board of Commissioners is requesting proposals from general contractors for demolition of their existing Animal Control Facility office building and the construction of an addition to their Animal Control Kennels which is located at 2185 W Baseline Rd, Shelby, MI 49455.

You will find a PDF of the plans attached to this notice. If you would like a paper copy of the plans please contact the Harbor Design & Construction at 231-869-6841. There will be a charge of \$50.00 per paper copy.

**INFORMATION ABOUT THE REQUEST**

One (1) copy of the proposal should be provided in a sealed envelope clearly marked "Proposal for Oceana County Animal Control Project" and will be accepted at:

Harbor Design & Construction  
215 S. Hancock  
P.O. Box 823  
Pentwater, MI 49449

Proposals will be accepted through Monday, April 10, 2017 at 4:00 pm. Proposals must state that they are valid for a period of at least ninety (90) days from the closing deadline. Submitted proposals will be evaluated at the Oceana County Board of Commissioners meeting on Thursday, April 13, 2017.

Questions about the project or this request should be directed to:

Jeremy Horton, Harbor Design & Construction  
(231) 869-6841, [harbor.jeremy@gmail.com](mailto:harbor.jeremy@gmail.com)

Owner reserves the right to reject any and all proposals submitted, to request additional information from any bidder and to waive any irregularities in the bidding process if it is in the best interest of the owner.

Owner also reserves the right to negotiate with the selected bidder in the event that the price exceeds available funds. The owner will make the final selection of the construction proposals based on evaluation of all the responses, qualifications, thoroughness, and pricing.

## **MANDATORY QUALIFICATIONS OF THE PROPOSER**

The proposer must be properly licensed for contract work.

The proposer shall furnish a copy of workers comp insurance and maintain this insurance throughout construction.

The proposer shall furnish a copy of general liability insurance with a minimum amount of \$1,000,000.00 and maintain this insurance throughout construction.

## **NATURE OF SERVICES RENDERED**

The proposer will be expected to complete all construction as outlined in the respective plans and specifications provided by Harbor Design and attached to this request.

Successful bidder shall secure and pay for all permits and inspections and shall comply with all laws, ordinances, and regulations governing construction.

The proposal shall include an estimated start and completion date. The successful bidder can start immediately; weather permitting, with a requested completion date no later than September 1, 2017.

## **REQUEST FOR PROPOSAL RESPONSE**

The proposal should include all pricing information relative to the project, including site work. The total, all-inclusive price shall be stated as not to exceed and will include all direct and indirect costs. Hourly fees for services beyond those in the RFP can be included.

Use attached proposal submission form as an outline for bid presentation.

## **PROPOSER WARRANTIES**

The proposer will warrant that it will not delegate or subcontract its responsibilities under agreement without prior written permission of Owner.

Additionally, the proposer will warrant that all information provided by it in connection with this proposal is true and accurate to the best of its knowledge.

## **GENERAL REQUIREMENTS**

1. All work shall comply with all national, state and local codes, ordinances, laws and regulations that are applicable: NAMELY THE 2015 MICHIGAN BUILDING CODE
2. The contractor shall notify Miss Dig at least 72 hours prior to the start of construction.
3. The contractor shall obtain all required permits and call for required inspections.
4. The contractor shall field verify the sizes, locations, elevations and details of the existing site conditions that affect the work and shall inform the engineer of any discrepancies before proceeding with the work.
5. The contractor shall provide all shoring, bracing and other means required to protect and maintain safety, integrity and stability of all new and existing construction.
6. The contractor shall familiarize themselves with the existing conditions of the site including utilities, services, etc. and shall be fully responsible for any unauthorized disruption of the surrounding facilities.
7. The contractor shall familiarize themselves with the construction documents and shall inform the engineer of any discrepancies in dimensions, sizes and locations before proceeding with the work.
8. The contractor and owner shall indemnify the engineer from errors and omissions which can occur during the preparation of the construction documents.
9. All contractors shall name the engineer as additional insured on all insurance policies.
10. The contractor shall coordinate all utility connections to the new construction. The use of temporary power shall be coordinated with the owner and power company.
11. Outline specifications are provided on the construction drawings.