

Arcadia Township

REQUEST FOR PROPOSAL

Excavation of Path to Lake Michigan

**PROJECT NAME: Temporary beach access
Arcadia Township
PO Box 318
Arcadia, Michigan 49613
PH: 6165500921
rkdaah@gmail.com
March 17, 2021**

REQUEST FOR PROPOSAL
Temporary beach access
Arcadia, Michigan

Article I. Introduction

Arcadia Township requests that your company make a proposal for your services on Temporary beach access. The following proposal request will outline the project goals and detail the format you should submit your proposal. Please read the timeline carefully. In order for your proposal to be considered, your proposal must meet our deadlines included in the timeline under Section 2.02.

Section 1.01 Location and Sponsor

Your bid is for operation on Temporary beach access located at the end of Lake Street Arcadia, Michigan, 49613.

Section 1.02 Management

Ross Kladder, Pat Manke will be managing this project. They will be on location during the project. Ross Kladder will be responsible for the project's timely completion.

Section 1.03 Contact Information

Please contact Ross Kladder for questions about the proposal submission details:

Phone: 6165500921

E-mail: rkdaah@gmail.com

Please contact Ross Kladder for questions about the project details:

Phone: 6165500921

E-mail: rkdaah@gmail.com

Article II. The Project

Section 2.01 Mission

By the end of this project we hope to achieve the following:

Excavated path from Lake Street parking lot to the beach

Section 2.02 Project Specifications

Excavate an 8 foot wide path from parking lot access point to approximately 220 feet south. The path then should turn to the west and continue to beach level. The path must slowly descend in elevation until it ends at beach level. For specific information a walk through is available. Contact Ross Kladder

Section 2.03 Contractor Requirements

Should your proposal be accepted, we expect you to contribute the following to the project:

Excavation, movement of sand as necessary,

Obtain any necessary permits

Section 2.04 Timeline

In order to complete our mission, we have set the following timetable. This timetable is subject to change by the managers of this project.

Requests for Proposals Sent Out March 17, 2021
Letter of Intent or No-Bid Letters Sent In March 24, 2021
Deadline for Proposals March 26, 2021
Project Start Date May 03, 2021
Project Completion Date May 07, 2021

Article III. The Proposal

Section 3.01 Summary of Proposal

(a) Expectations

Contracts will be awarded based on the information presented in the proposals received. We will award contracts based on the proposal expected to be the most beneficial to our project based on a variety of factors. Arcadia Township reserves the right to award more than one contract, accept the lowest price offer, award contracts before the proposal deadline listed in the timeline, award contracts before all proposals are received, and refuse any contract without obligation to Arcadia Township or to the company offering the proposal.

(b) Response Deadline

Please forward a letter of intent by March 24, 2021 if you intend to submit a proposal. Likewise, if you do not intend to make a proposal, please forward a no-bid letter by the same date.

(c) Proposal Deadline

All proposals must be submitted to Arcadia Township by March 26, 2021 to be considered for their contribution to Temporary beach access.

(d) Selection Criteria

All offers submitted will be considered based upon the materials provided in the proposal. Consideration will be given to performance projections as well as cost and staff requirements. Only those proposals submitted by the deadline above will be considered. The following criteria will be the primary considerations for selecting a proposal:

1. Submission of all proposals in the correct format by the stated deadline.
2. The perceived effectiveness of the proposal's solution for Arcadia Township's stated mission.
3. The perceived ability for the proposing company's ability to deliver their services set forth in their proposal.
4. The proposing company's past performance in delivering such services.

5. Availability of sufficient high quality personnel with the required skills for the specific approach proposed.
6. Overall cost of the proposal.

Arcadia Township may suspend or discontinue proposals at any time without notice or obligation to the company that submitted the proposal.

(e) Proposal Format: Arcadia Township suggests that you include the following information in your proposal. Proposals should adequately address the details of the proposed contract.

- (1) Contractor Summary*
- (2) Expected Results*
- (3) Communication*
- (4) Cost Summary*
- (5) Licensing and Bonding*
- (6) Insurance*
- (7) References*

Section 3.02 Proposal Details

(1) Contractor Summary

Include a brief history of your company including your past experience in dealing with similar projects. Also include the owners' names or those persons authorized to sign contracts for your business.

(2) Expected Results

Use this section to summarize the expected results of your methodology listed above. This should include a summary of your timeline for completing the project.

(3) Communication

Explain how you will communicate to the project manager to ensure the project stays on schedule.

**(4) Cost
Summary**

Give a brief summary of the total costs for your proposed contract. You may also include a brief explanation of the contributing costs to the total cost.

(5) Licensing and Bonding

If applicable, include the details of your licenses and bonds for the services you are proposing. If possible, enclose proof of your licenses and bonds.

(6) Insurance

If applicable, provide the details of insurance your company will provide for your staff and the project.

(7) References

Provide 1 reference for similar past projects.

