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124 W. GREEN STREET · MARSHALL, MI 49068 · PH. 269.781.7821

**NOTICE OF PROPOSAL** The Marshall District Library is issuing this request for proposal (RFP) for the construction of a local history room and storage space at 124 West Green Street. The contact person regarding this RFP is Angela Semifero, who can be reached at the Marshall District Library, 124 W Green St, Marshall, MI 49068; (269) 781-7821 ext. 1100. The response due date for this RFP is 5:00 PM, October 11, 2024. Any proposals received after this date will not be considered. Proposals may be sent electronically to [semiferoa@yourmdl.org](mailto:semiferoa@yourmdl.org).

**PROJECT DESCRIPTION** The Marshall District Library is seeking proposals from qualified contractors to construct a new Local History Room and storage space within the existing library. Work includes construction of new walls, selected demolition of existing walls, new electrical, and new mechanical. All details are per the plans and specifications developed by MCD Architects.

**MANDATORY QUALIFICATIONS OF THE CONTRACTOR** The following information must be affirmed in the proposal response:

1. The proposer is properly licensed for commercial construction.
2. The proposer is able to provide sufficient references.
3. The proposer does not have a record of substandard work.

**SITE VISIT** No pre-bid meeting is scheduled. Please contact Nate Palmer, Assistant Director, at 269-781-7821 ext. 1300 or [palmern@yourmdl.org](mailto:palmern@yourmdl.org) to schedule a site visit.

**TIME REQUIREMENTS** The Library shall receive all proposal responses by 5:00 PM, Friday, October 11, 2024. Evaluation of each proposal will be made as soon as possible with the award contingent upon approval of the Marshall District Library Board of Trustees. The Library may elect to interview representatives from selected firms. We anticipate the successful bidder will be notified by October 20, 2024.

**RIGHT TO REJECT** The Library reserves the right to reject any and all proposals submitted and to request additional information from all proposers.

**TIMING** The project must be complete by March 1, 2025. A formal schedule will be developed with the successful bidder(s), Marshall District Library, and Library Design Associates, Inc.

**INVOICING** Invoices for service will be paid when received. The total amount to be invoiced shall not exceed the amount of the bid unless change orders have been approved by the Library in writing.

**CONTRACT TERMINATION** The Library reserves the right to terminate the contract at any time.

**WARRANTY** The successful bidder(s) will provide the Library with a minimum one-year parts warranty, or the manufacturer's warranty, whichever is greater. A minimum one-year warranty on all labor is required.

**INSURANCE** Liability Insurance and ACCORD certificate of insurance, or its equivalent, shall be furnished to the Library evidencing insurance in force for the duration of and applicable to this contract with an insurance company acceptable to the Library with a minimum AM. BEST rating of "A".

**CONTRACTOR USE OF SITE AND PREMISES** The contractor shall confine their equipment, apparatus, the storage of materials, and operations of their employees to the limit indicated by law, ordinances, permits, or directions of the Library and shall not unnecessarily encumber the premises with their materials or equipment. Contractor shall store their materials, supplies, and equipment in a neat and orderly manner so as not to unduly interfere with the progress of their work, the work of other contractors, or the operation of Library business.

Contractor shall remove all rubbish and debris from Library property and legally dispose of it. Upon completion of any work, the work areas shall be cleaned of all refuse caused by work performed under this agreement. The contractor shall not allow waste material, or rubbish, caused by their employees to accumulate in or about the premises, but shall have it promptly removed.

The contractor shall take all necessary measures to prevent damage to other areas of buildings, grounds, and utilities adjacent to their work. The contractor shall be responsible for damage to the Library's premises that may be caused by their work. Should damage occur as a result of the contractor's work, the contractor is responsible for the repair and/or replacement of the damaged area at their own expense, otherwise, the Library shall repair and/or replace the damaged area and charge the contractor or deduct the amount from the contractor's payment.

All work shall be performed in a professional manner using quality equipment and materials, all of which must be maintained and operated with the highest standards as well as meeting all Michigan Occupational Safety Health Administration (MIOSHA) regulations.

Contractor is advised that their employees must act in a polite and professional manner at all times and refer any questions, complaints, or concerns received from the public to a representative of the Library.

The Library reserves the right to require the contractor to replace any employee the Library deems to have performed in a non-professional, or discourteous manner toward the public or any Library representative.

All employees of the awarded firm assigned to this project shall carry proper company identification, and if applicable, be dressed in a company uniform so as to present a professional appearance.

Use of tobacco products while providing services to the Library is discouraged.

**METHOD OF EVALUATING PROPOSALS** Proposals will be evaluated with an emphasis on quality. Attributes which will be analyzed include:

1. Professional qualifications
2. Past involvement with similar projects
3. Proposed work plan
4. Fee proposal
5. Quality of staff included in assignment
6. References

After technical qualities have been evaluated, cost and other considerations will be evaluated.

**COMPENSATION** Provide a not-to-exceed cost of services being offered.

**REQUIRED DOCUMENTS** Please include the following information with your proposal:

- Qualifications and experience. Include any relevant professional certifications.
- References: Minimum of (3) commercial projects, including any work completed in libraries.
- Names and titles of staff that would be assigned to this project.
- Fee proposal.
- Acknowledgement of addenda.
- Any other information the proposer believes is relevant or important.

**ALTERNATES** No alternates or substitutions.

**PROJECT SPECIFICATIONS** All details and specifications are per the MCD Architects drawings dated 6/14/24, marked as Addendum #1.

**ADDENDA** Any additional addenda will be emailed directly to all confirmed bidders. Please acknowledge receipt of these on your response.

**QUESTIONS/CLARIFICATIONS** Any questions or clarifications should be emailed to Nate Palmer at [palmern@yourmdl.org](mailto:palmern@yourmdl.org). No questions will be answered via phone calls or other communication.

**OTHER INFORMATION** Bidders may bid on all work (construction and mechanical) or individual areas. Bidders will work with The Library's selected electrical vendor. The Library will select the best single bidder or combination of bidders based on the criteria outlined above.