

REQUEST FOR PROPOSALS

**CHARLOTTE HIGH SCHOOL
ATHLETIC TRACK REPLACEMENT**



CHARLOTTE ORIOLES™

Proposal Due Date: January 16th, 2025 at 1:00 P.M.

Issued By:

Andy Czaika

Director of Facilities & Safety Services
Charlotte Public School
378 State st
Charlotte, MI 48813

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SECTION 1: GENERAL INFORMATION

INTRODUCTION

Responses to this Request for Proposals (RFP) will be used by the Board of Education to select a qualified contracting firm to remove the existing high school track surface, mill 1.5" existing asphalt subsurface, install 1.5" new asphalt over milled asphalt, and install a new track surface. The desired outcome is to provide Charlotte Public Schools complete replacement of the high school track surface that is competition ready, within the specified time frame.

Charlotte Public School("CPS") is hereby soliciting sealed proposals for the purpose of selecting a qualified contractor to complete this project.

MANDATORY PRE-PROPOSAL MEETING

A **mandatory** pre-proposal meeting will be held on Friday, December 20th 2024 at 1pm at the Charlotte High School Track located at 378 State st, Charlotte, MI. 48813. Attendance at this meeting is recommended, but not required. No individual appointments subsequent to this meeting will be held. The purpose of this meeting is to discuss the requested proposal with prospective Respondents and to answer any questions concerning this RFP. Questions regarding the RFP process, after the date of the Pre-Proposal meeting, will be handled as stated below.

QUESTIONS OR CLARIFICATIONS OF RFP REQUIREMENTS

Emailed questions and inquiries will be accepted from any and all prospective Respondents in accordance with the terms and conditions of this RFP.

All questions shall be submitted on or before January 10th, 2024 by 3pm and should be submitted via e-mail to the Issuing Officer, Andy Czaika, Charlotte Public Schools Director of Facilities & Safety Services, at the following email address: Czaikaa@charlottenet.org. All questions submitted via email must have the following in the subject line: CPS Track RFP.

Interested firms or teams are to communicate solely with the individual listed above. **No contact is to be made with any other official or consultant of the school system unless specifically directed by the Issuing Officer. The Issuing Officer shall act as the sole point of contact between any interested parties and the School District on all communications.**

Should any prospective Respondent be in doubt as to the true meaning of any portion of this Request for Proposal, or should a prospective Respondent find any ambiguity, inconsistency or omission therein, the Respondent shall make a written request for an official interpretation or correction. Such requests must be submitted via email to Czaikaa@charlottenet.org.

ADDENDUM

Any changes or corrections, as well as any additional RFP provisions that CPS may decide to include, will be made only as an official addendum that will be posted to the State of Michigan SIGMA website and the CPS web site CharlotteOrioles.com for all parties to download.

It shall be the Respondent's responsibility to ensure they have received all addendums before submitting a proposal. Any addendum issued by the CPS shall become part of the RFP and will be incorporated in the proposal.

Each Respondent must, in its response, to avoid any miscommunications, acknowledge all addenda which it has received, but the failure of a Respondent to receive, or acknowledge receipt of; any addenda shall not relieve a Respondent of the responsibility for complying with the terms thereof.

PROPOSAL SUBMISSION

All Proposals are due and are to be delivered to the Charlotte Public Schools Administration building on or before 1pm, Friday, January 16th, 2025.

Each Respondent must submit one (1) original Proposal, and one (1) additional Proposal copy, and proposals are also to be submitted on a USB Drive. All submitted Proposals must be clearly marked: Charlotte High School Track Replacement Bid, and list Respondents name and address. All bids must be securely sealed and labeled as directed below.

Proposals must be addressed and delivered to:

**Charlotte Public Schools
Attn: Andy Czaika
378 State st
Charlotte, MI 48813**

All Proposals received on or before the due date will be considered and will be opened publicly at 1 pm, Friday, January 16th 2025. No immediate decisions will be rendered as all proposals must be reviewed and evaluated prior to a decision being made.

Hand delivered Proposals will be received by the receptionist at Door 20 at the address above. Normal business hours are 8:00 a.m. to 4:00 p.m. Monday through Friday, excluding holidays. CPS will not be liable to any Respondent for any unforeseen circumstances, delivery or postal delays. Postmarking on the due date will not substitute for receipt of the Proposal. Each Respondent is responsible for submission of their Proposal.

Additional time will not be granted to a single Respondent; however, additional time may be granted to all Respondents when CPS determines that circumstances warrant it.

PROPOSAL TERMS AND REQUIREMENTS

CPS reserves the right to reject any and all proposals, to waive or not waive informalities or irregularities in the response procedures, and to accept the terms, or conditions of any proposal determined by CPS to be in the best interest of CPS. All agreements resulting from negotiations that differ from what is represented within the RFP or in

the Respondent's response shall be documented and included as part of the final contract.

The original Proposal must be signed in ink by an official authorized to bind the Respondent to its provisions for at least a period of one hundred eighty (180) days from the due date of this RFP. Failure of the successful Respondent to accept the obligation of any subsequent contract may result in the cancellation of any award.

In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission may be adjusted to allow for revisions.

Proposals should be prepared simply and economically providing a straightforward, concise description of the requested information included in this document. The Proposal shall be no more than **20 pages total** in length (front of page only). Proposals should not include any plastic covers, binders, or other non-recyclable materials. All sealed envelopes for the formal Proposal must be clearly marked "**Charlotte High School Track Replacement Bid**".

All proposals become the property of CPS once reviewed, whether awarded or rejected.

To be considered, each Respondent must submit a response to this RFP using the format provided in this document. No other distribution of proposals is to be made by the Respondent. Respondents must submit one (1) original and one (1) copy of the Proposal and one (1) USB Drive containing Proposal. Price Quotations stated in the Fee Proposal shall be valid through

the anticipated start of the project, which is May 2025 and completed by June 30 2025 Fees other than those stated in the Fee Proposal will not be allowed unless authorized by contract.

All information in a Respondent's Proposal is subject to disclosure under the provisions of the "Freedom of Information Act." This act also provides for the complete disclosure of contracts and attachments thereto except where specifically exempt.

The selected Respondent will be required to provide CPS an IRS form W-9 before a purchase order can be issued.

CPS is tax exempt from all taxes. The Respondent, if awarded a contract for this work, shall be responsible for all "sales taxes" and "use taxes" as applicable to this work.

SELECTION PROCESS

The Board of Education will use the following process to select a firm to perform the services outlined in this Request for Proposal. The Board of Education or its designee reserves the right to disqualify any Respondent at any time prior to final action by the Board of Education.

A. Part 1: Qualification Document Evaluation

1. The qualification requirements are specified in the Document Submission section at the end of this document.
2. The replacement track specifications recommended by contractors will be reviewed and scored by the District and will determine the final ranking of all submissions. The lowest responsive and responsible bidder as determined by CPS will be determined by comparing the proposed product and the associated cost.
3. Based on the combination of final ranking of the proposal qualification documents and the cost proposal, the District shall determine which contractor shall be selected.

By responding to this RFP, Respondents accept the evaluation process and subsequently acknowledge and accept that the determination of the successful contractor may require certain subjective judgments by the owner. Respondents waive the right of protest on grounds of subjectivity of judgment. All proposals, submissions and/or follow-up documentation shall become the property of the District.

The District at its sole discretion reserves the right to the following:

1. To reject any Proposal and waive any formalities, informalities and/or technicalities therein.
2. To change and/or cancel in part or in its entirety any elements of this RFP.
3. To extend or change the submission deadline and/or schedule, to divide the project into multiple parts, to reject any and all proposals and re-solicit for new proposals, or to reject any and all proposals.
4. To request additional information, interviews and/or clarifications from any or all Respondents to this RFP, and to visit the Respondents place of business or other projects, to contact any references, and to collect any other information required during the evaluation process.
5. To contact any Respondent and allow a Respondent to correct any and all formalities and technicalities that may be in in the best interest of the Owner.

PROPOSAL QUALIFICATION DOCUMENT INFORMATION

All submissions shall address the following items in the order listed below and shall be designated A. through G in the submission document:

- A. Bid Proposal Cover Sheet – See Appendix B
- B. Interest Statement – Briefly describe the particular or main interest the Respondent has in performing the services outlined in this RFP.
- C. Description of Firm and Experience – Provide an overview regarding the size of your business, location, proof of licensure and insurance to perform work of this type in the State of Michigan, years in business, staffing capabilities, and specialized in-house expertise in projects of this size and scope.
- D. Project Schedule – Describe your firms' ability to meet the restrictive schedule associated with this project.
- E. Project Specification Recommendations – Identify the specific replacement track products that your firm is recommending. This information shall include any and all information that support the recommended product, warranty information, certification/authorized installer information, and an explanation as to why the product should be considered.
- F. References – Please provide a minimum of three (3) professional references, with greater preference given to those references that are associated with public school projects successfully executed in Michigan.
- G. Affidavits, Certifications, and Other - Provide any additional information on firm's resources or experience that may be pertinent to this RFP. This section shall also include all required affidavits, and certifications.
- H. Fee Proposal - The Fee Proposal must be submitted at the time of proposal submission. The fee proposal form (ATTACHMENT A) included in this document should be the format in which proposals are submitted. Fee proposal must include a statement certifying understanding that this project must use prevailing wage and their willingness to certify payroll as such.

TYPE OF CONTRACT

The successful contractor will be required to prepare a standard Agreement (see attached) and submit the proposed contract to the issuing officer.

COST LIABILITY

CPS assumes no responsibility or liability for costs incurred by a Respondent prior to the execution of a contract. The liability of CPS is limited to the terms and conditions outlined in the subsequent contract. By submitting a proposal, the Respondent agrees to bear all costs incurred or related to the preparation, submission and selection process for the proposal

SCHEDULE

The following is the solicitation schedule for this procurement:

Activity/Event	Anticipated Date
Pre-Proposal Meeting	December, 20 th 2025 1pm
Proposal Due Date	January, 16 th 2025 1pm
Contractor Selection/Negotiation Process	February, 3 rd - 6 th 2025
Board Reading / Board Award	February, 10 th 2025

AWARD PROTESTS

All Proposal protests must be in writing and filed with the CPS Director of Facilities & Safety Services within five (5) business days of the award action email. The Respondent must clearly state the specific reasons for the protest.

DEBARMENT

Submission of a Proposal in response to this RFP is certification that the Respondent is not currently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal departments or agency. Submission of a proposal to this RFP also serves as confirmation that the Respondent holds all of the necessary licenses, certifications and the necessary insurance to perform the work specified in this document, and that CPS will be notified of any changes in this status.

INDEPENDENT FEE DETERMINATION

- By submission of a proposal, the Respondent certifies, and in the case of joint proposal, each party thereto certifies as to its own organization, that in connection with this proposal:
 - They have arrived at the fees in the proposal independently, without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such fees with any other proposal Respondent or with any competitor.
 - Unless otherwise required by law, the fees which have been quoted in the proposal have not been knowingly disclosed by the Respondent and will not knowingly be disclosed by the Respondent prior to award directly or indirectly to any other prospective Respondent or to any competitor.
 - No attempt has been made or shall be made by the proposal Respondent to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.
 - Each person signing the proposal certifies that she or he is the person in the proposal Respondent's organization responsible within that organization for the decision as to the fees being offered in the proposal and has not participated (and will not participate) in any action contrary to 1.a), b), or c) above.

SECTION 2: SCOPE OF WORK

SUMMARY

Charlotte Public Schools (CPS) is requesting proposals for Replacement of the Running Track Surface and Asphalt at Charlotte High School from capable contracting firms that have demonstrated experience in the technical requirements associated with the Replacement of a high school track. The services required include removal of existing track surface, mill 1.5" existing asphalt subsurface, install 1.5" new asphalt over milled asphalt, preparing the asphalt subsurface to receive final track surface, then the subsequent installation of the accepted track surface. SEAL-FLEX 3/8-inch rubber and latex surface system.

SCHEDULE

The stadium area will be available to the selected contractor after May, 1st 2025. The entire project shall be complete by June 30th, 2025. If this goal is not attainable, please provide the earliest date this project can be completed by.

GENERAL PROJECT REQUIREMENTS

The contractor shall be responsible for all labor, materials, and equipment to provide the following:

- Remove the existing rubber surface from Running Track areas, and dispose offsite.
- Milling and removal of 1.5" existing asphalt (Track area around Field)
- Install new 1.5" asphalt over milled surface (Track area around Field)
- Install the replacement 8 lane straight, 8 lane oval running track with the accepted track product and associated specifications, on all applicable track areas to include the running track, chute area (all should be black).
- Install lane striping and event marking according to the National Federation of State High Schools Association and in conjunction with the Athletic Department
- Provide project insurance, Supervision, and Mobilization.
- Provide Construction Surveying, Layout, and Staking
- Provide Performance and Payment Bonds.
- Provide, prior to construction, all required submittals.
- Provide track lane and event marking drawings for approval prior to construction.
- Provide project ending punch-list prior to sign off.
- Provide full clean-up of premises prior to vacating project.
- **This is a prevailing wage project.**
- Required permits/fees are the responsibility of Contractor
- The Charlotte Public Schools is a tax-exempt entity, Contractor is responsible for all taxes.

ATHLETIC SURFACE REPLACEMENT REQUIREMENTS

The contractor must provide the following information as part of the RFP submission process:

- Complete installation specifications and technical guidelines of the recommended track surface (this information is not counted as part of the page limitation of the proposal).
- Provide an authorized letter from the manufacturer stating the Respondent is an authorized installer of the recommended product.
- In an effort to provide quality assurance the Respondent shall state that recommended surfacing system will be installed by the Respondent, and if a subcontractor is used, the Respondent assumes all responsibility for the project.
- Provide warranty information that would be expected upon the successful completion of the recommended track surface.

ALTERNATE PROJECT REQUIREMENTS

The contractor shall be responsible for all labor, materials, and equipment to provide the following:

- Remove the existing rubber surface from High Jump, Pole Vault, and Long Jump areas, and dispose offsite.
- Install the replacement high jump venue, and common long jump, and pole vault runways, with the accepted track product and associated specifications, on all applicable track areas to include high jump area, pole vault area, and long jump area (all should be black).

SECTION 3: APPENDICES

Appendix A – TRACK AND TRACK LOCATION

Appendix B – BID PROPOSAL COVER SHEET

Appendix C – NON-COLLUSION AFFIDAVIT

Appendix D – FAMILIAL RELATIONSHIP AFFIDAVIT

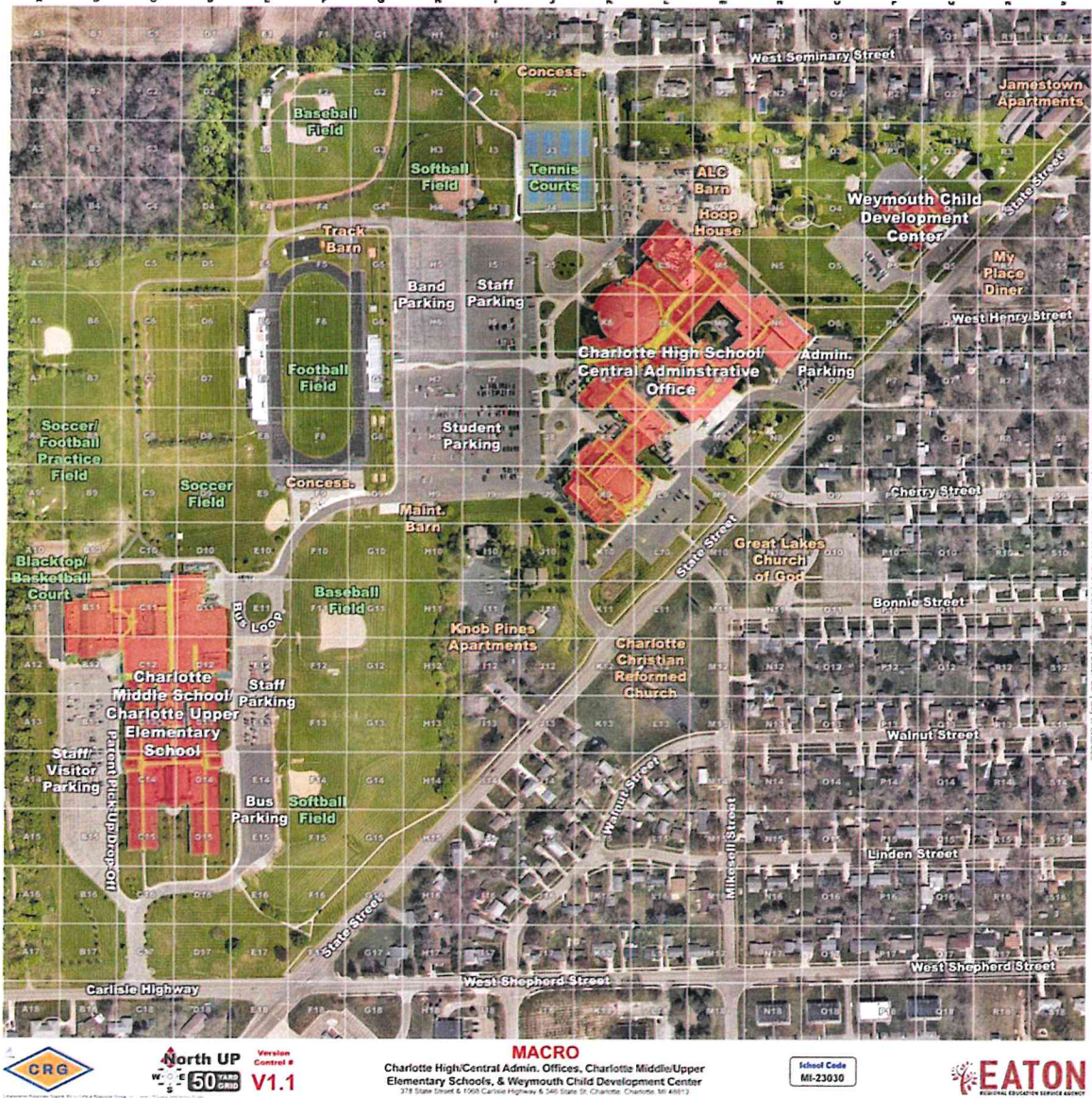
Appendix E – IRAN ECONOMIC SANCTIONS ACT CERTIFICATION

Appendix F – COST PROPOSAL

Appendix G – ALTERNATE COST PROPOSAL

(APPENDIX A-1 – HIGH SCHOOL SITE)

378 State st, Charlotte, Mi 48813



(APPENDIX A-2 – TRACK SITE)

13701 Charlotte Public Boulevard, Charlotte Public, MI 48813



(APPENDIX B)

**CHARLOTTE PUBLIC SCHOOLS
BID PROPOSAL COVER SHEET**

CHARLOTTE HIGH SCHOOL ATHLETIC TRACK REPLACEMENT 2025

SEALED BIDS DUE: THURSDAY, JANUARY 16, 2025 BEFORE 1:00 P.M.

BID OPENING MEETING: THURSDAY, JANUARY 16, 2025 AT 1:00 P.M.

The bidder certifies he/she has familiarized him/herself with our specifications, has carefully read them and understands their contents. Any equipment furnished by the vendor will be in the style and quality requested.

VENDOR NAME: _____

VENDOR ADDRESS: _____

VENDOR PHONE: _____

VENDOR REPRESENTATIVE NAME: _____

VENDOR REPRESENTATIVE EMAIL: _____

SIGNATURE OF AUTHORIZED VENDOR REPRESENTATIVE

DATE

The following documents have been included in this RFP Response.

- Bid Proposal Cover Sheet
- Interest Statement
- Description of Firm and Experience
- Project Schedule
- Project Specification Recommendations
- References
- Affidavits / Certifications
 - Non – Collusion Affidavit
 - Familial Relationship Affidavit
 - Iran Economic Sanctions Act Certification
- Fee Proposal with Prevailing Wage Acknowledgement

(APPENDIX D)

**CHARLOTTE PUBLIC SCHOOL DISTRICT
CHARLOTTE PUBLIC HIGH SCHOOL - TRACK REPLACEMENT**

AFFIDAVITS:

Affidavit of Proposer – Familial Relationships

STATE OF)
MICHIGAN)

)
s
s
COUNTY OF)

_____ [Insert Name] being first duly sworn, deposes and says he/she is the
_____ [Insert Title] of _____ [Insert Company Name],
(the "Proposer"), which has submitted to the Charlotte Public Schools Proposal to provide High School
Track Replacement hereby represents and warrants, except as provided below, that no familial relationships
exist between the Proposer or any employee of the Proposer, and any member of the Board of Education
of the Charlotte Public School or the Superintendent of the School District.

(If no exceptions, please state).

List any Familial Relationships:

(If no exceptions, please state).

Affiant's Signature

On this _____ [Day] day of _____ [Month], 2025, before
me, a notary public, in and for [Insert County Name] County, personally appeared
[Insert Name], who made oath that he/she has read the foregoing Affidavit of Proposer
– Non-Collusion, by him/her signed and that the contents thereof are true, except as
to those matters stated therein to be based on information and belief, and as to those
matters, he believes same to be true.

State of Michigan, County of

My Commission Expires:
Acting in the County of

(APPENDIX E)

**CHARLOTTE PUBLIC SCHOOLS
REQUEST FOR PROPOSAL**

IRAN ECONOMIC SANCTIONS ACT CERTIFICATION

This form must be completed, signed and included with the bid proposal.

I am the _____ [title] of _____ [bidder], or I am bidding in my individual capacity ("Bidder"), with authority to submit a binding bid for the provision of architectural services to the Charlotte Public Schools. I have personal knowledge of the matters described in this Certification, and I am familiar with the Iran Economic Sanctions Act, MCL 129.311, et seq. ("Act"). I am fully aware that the school district will rely on my representations in evaluating bids.

I certify that Bidder is not an Iran-linked business, as that term is defined in the Act. I understand that submission of a false certification may result in contract termination, ineligibility to bid for three (3) years, and a civil penalty of \$250,000 or twice the bid amount, whichever is greater, plus related investigation and legal costs.

Authorized Signature

Printed Name and Title

Date

(APPENDIX E)

**CHARLOTTE PUBLIC SCHOOL DISTRICT
CHARLOTTE PUBLIC HIGH SCHOOL - TRACK REPLACEMENT**

THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED IN A SEALED, MARKED ENVELOPE, AFFIXED TO YOUR PROPOSAL.

THE CONTRACTOR AGREES TO PERFORM ALL WORK AS SET FORTH IN THIS REQUEST FOR PROPOSAL, AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS AT THE PRICES QUOTED ON THIS FORM.

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COST</u>
1.	Cost to Remove & Dispose of Existing Track Surface	\$ _____
2.	Cost to Mill 1.5" asphalt surface	\$ _____
3.	Cost to apply new 1.5" asphalt over milled surface	\$ _____
4.	Cost to Install Completed Track Surface (that is ready for competition)	\$ _____
5.	Cost to Paint lane lines, and event markings to (NFSHSA)	\$ _____
6.	Total Project Cost (Sum of Items 1-4)	\$ _____

ALSO BREAK DOWN BY (should equal project cost above w/o Alternatives):

Labor: \$ _____ Materials: \$ _____ Other: \$ _____

NOTES/CLARIFICATIONS:

NAME OF AUTHORIZED RESPONDENT:

AUTHORIZED RESPONDENT SIGNATURE:

DATE: _____

******* RETURN THIS FORM SEALED WITH ORIGINAL PROPOSAL *******

Note: *This Bid Response Form is to be inclusive of all requirements noted in bid documentation. The costs provided shall be inclusive of all profit, fees, permits, travel expenses, and all other expenditures.*

No additional payment will be made for related expenses or miscellaneous costs

(APPENDIX G)

**CHARLOTTE PUBLIC SCHOOL DISTRICT
CHARLOTTE PUBLIC HIGH SCHOOL - TRACK REPLACEMENT**

Alternate 1

THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED IN A SEALED, MARKED ENVELOPE, AFFIXED TO YOUR PROPOSAL.

THE CONTRACTOR AGREES TO PERFORM ALL WORK AS SET FORTH IN THIS REQUEST FOR PROPOSAL, AND IN ACCORDANCE WITH THE TERMS AND CONDITIONS AT THE PRICES QUOTED ON THIS FORM.

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COST</u>
1.	Cost to Remove & Dispose of High Jump, Pole Vault, and Long Jump runway Surface	\$ _____
2.	Cost to Install Completed High Jump, Pole Vault, and Long Jump runway Surface	\$ _____
3.	Cost to Paint event markings to (NFSHSA)	\$ _____
4.	Total Project Cost (Sum of Items 1-4)	\$ _____

ALSO BREAK DOWN BY

Labor: \$ _____ Materials: \$ _____ Other: \$ _____

NOTES/CLARIFICATIONS:

NAME OF AUTHORIZED RESPONDENT:

AUTHORIZED RESPONDENT SIGNATURE:

DATE: _____

***** RETURN THIS FORM SEALED WITH ORIGINAL PROPOSAL *****

Note: This Bid Response Form is to be inclusive of all requirements noted in bid documentation. The costs provided shall be inclusive of all profit, fees, permits, travel expenses, and all other expenditures.

No additional payment will be made for related expenses or miscellaneous costs