

Request for Proposals (RFP)
Main Street Streetscape Project

2nd RFP Issued: Friday, May 10, 2024

**Proposals Due: 4:00 PM on
Wednesday, May 15, 2024**

Request for Proposals (RFP) for Main Street Streetscape Project

Proposals Due:

All proposals are due by **4:00 PM on Wednesday, May 15, 2024**. Interested bidders should submit proposals to Roxann via email or mail:

City of Hartford
Attn: Roxann Isbrecht, City Clerk
Main Street Streetscape Project
19 West Main Street, Hartford, MI 49057
cityclerk@cityofhartfordmi.org

Rights:

The City of Hartford reserves the right to waive any informalities, to reject any or all proposals, and to accept that proposal or proposals which appear to be in the City's best interest. The City reserves the right to award all or part of this Request for Proposals. In the event that multiple RFP solicitation processes become necessary then the City may include originally submitted proposals for consideration in future RFP processes without requiring resubmittal.

Scope of Work:

Project A:

- Remove 8 existing landscape stone planters that are 4'x10' each. Grind the tree stumps. Remove excessive dirt to level off the green space with sidewalk. Planters are located at 4 W. Main Street, 7 W. Main Street, 11 W. Main Street, 12 W. Main Street, 20 W. Main Street, 32 W. Main Street, and 38 W. Main Street.

Project 1B:

- A total of 21 flower pots arrangements
 - 7 – Large size diameter 36" and height of 29"
 - 7 – Medium size diameter 24.5" height 19"
 - 7 - Small size diameter 20" height 16"

Color: Terra Cotta

Project 2B:

- Fill the flower pots with Miracle-Gro potting mix that controls the moisture. Fill the flower pots with annual flowers. Fill 21 pots with annual flowers such as Begonia, Geraniums, petunia waves, or similar. We would like the pots full and estimating 400 individuals to be planted.

- Place filled flower pot arrangements at 7 designated areas in groupings of 3 throughout downtown.

Project C:

- Fill the 8 green space areas with perennials flowers. The perennials flowers in groupings similar to:

Group 1:

- 4 – Winterberry Holly ‘Red Sprite’
- 5 – Calamagrostis ‘Karl Foester’
- 10 – Alium ‘Millenium’

Group 2:

- 8 – Daylily Dwarf
- 3 – Little Quick Fire Hydrangea

Group 3:

- 4 – Weigela ‘Fine Wine’
- 9 – Panicum ‘Shenandoah’

Project D:

- Replace sidewalks
Replace cracked, broken, or uneven sidewalks that are next to the 8 existing green space. Remove the existing cracked, broken or uneven sidewalks. Replace sidewalk with concrete, plain 4” in thickness.

The City of Hartford desires to have project A, 1B, & 2B completed by June 6, 2024. The city would like these tasks completed before the annual Strawberry Festival. The city understands if all 21 flower pots are not completed by Strawberry festival. Please specify in the bid how many flower pots can be completed by June 6th. Project C & D completed by Mid-September 2024.

Terms and Conditions:

The terms of this Request for Proposals and your response thereto will be incorporated into the terms of the final agreement if your firm is the successful proposer.

- The City of Hartford reserves the right to reject any and all bids, waive informalities and minor irregularities in proposals received and to select proposals which appear to be in the best interest of the City of Hartford.
- Invoices for work performed must be issued on a Net 30 (30 day) payment window and provided to the City of Hartford in a timely manner.
- The firm must comply with all local, state, and federal requirements in all stages and aspects of the project.
- All inquiries and requests for additional information must be made in writing by email to

citymanager@cityofhartfordmi.org.

Proposal Information & Requirements:

Proposals may be mailed or emailed to Roxann Isbrecht at 19 W. Main Street, Hartford, MI 49057 or cityclerk@cityofhartfordmi.org.

- Firm information: Provide firm contact information.
- Project list: Provide a list of similar projects, either completed by or currently being undertaken by your firm, and include the client, negotiated fee, and final fee paid. Please include at least three (3) references.
- Project understanding and approach: Provide a description of your understanding of project needs and how your firm will approach these needs, including how you or your firm foresee the role of City of Hartford staff in your approach.
- Statement of qualifications: Provide a clear and concise response stating why your firm is qualified to perform this work, and any other information which may be helpful to the City of Hartford's evaluation of your proposal.

Scope of work:

- Provide details of the proposed scope of work, including the specific methodologies, approaches, tasks, and schedule being proposed and indicate any work or resources that are to be subcontracted or assumed to be provided by local government staff or agencies. This shall include a basic schedule outlining preliminary deadlines.
- Availability: Provide a statement of the availability of key personnel of the firm to undertake this project. Preference will be given to firms that are able to meet our deadlines.
- **Cost Proposal – firms should provide a total cost not to exceed amount. The projects A, 1B, 2B, C, & D can be priced out separately. It's Not a requirement to bid on all areas.**

Disclaimers

City of Hartford Obligation: There is no expressed or implied obligation for the City of Hartford to reimburse firms for any expenses incurred in preparing proposals in response to this request.

Late Submissions: Any proposals received after the deadline will not be accepted or considered.

Withdrawal of Proposal: Respondents may withdraw all or any portion of a proposal at any time during and after the review and award process, up to the ratification of an agreement between the City of Hartford and the designated firm.

Withdrawal of Request for Proposal: The City of Hartford retains at all times the right to cancel or withdraw this RFP, to refuse to accept a proposal from any respondent and to modify

or amend any portion of this RFP. Notification will be provided to all firms involved in RFP process.

Applicable laws shall apply: The contract awarded shall be governed in all respects by the laws of Michigan, and the consultant awarded the contract shall comply with applicable Federal, State, and local laws and regulations.

Equal Opportunity: The City of Hartford seeks to ensure that all segments of the business community have access to supply the services needed. The City of Hartford provides equal opportunity for all businesses and does not discriminate against any provider regardless of race, color, religion, age, sex, notional origin, or disability. The City of Hartford encourages minority and women owned business participation in the contracting process.

Confidentiality: RFP responses will become public record and, therefore, are subject to public disclosure once a contract is awarded.

Contract: The contract for services will begin once contracts have been signed. This RFP and the firm's response to the RFP will be incorporated into the contract for the project.

