



CITY OF BUCHANAN DEPARTMENT OF PUBLIC WORKS

REQUEST FOR PROPOSALS (RFP)

**Geo-Tech Soil Samples and/or Survey + Elevation Certificate**

The City of Buchanan seeks to solicit sealed bids containing price quotes for performing the following service or services:

(A) Geo-tech soil sampling for use towards a proposed project to update the City’s current DPW facility;  
and/or

(B) Survey work plus development of an Elevation Certificate for use towards a proposed project to update the City’s current DPW facility.

-NOTE- A vendor looking to submit a bid pursuant to this RFP is welcome to submit a sealed bid containing price quotes for one or both of the services listed above as “(A)” and “(B)”. A vendor is not precluded from submitting a bid because they only perform the type of work called for under either just (A) or just (B), respectively. The two services are simply listed in one RFP for convenience, not because they must be performed by the same vendor.

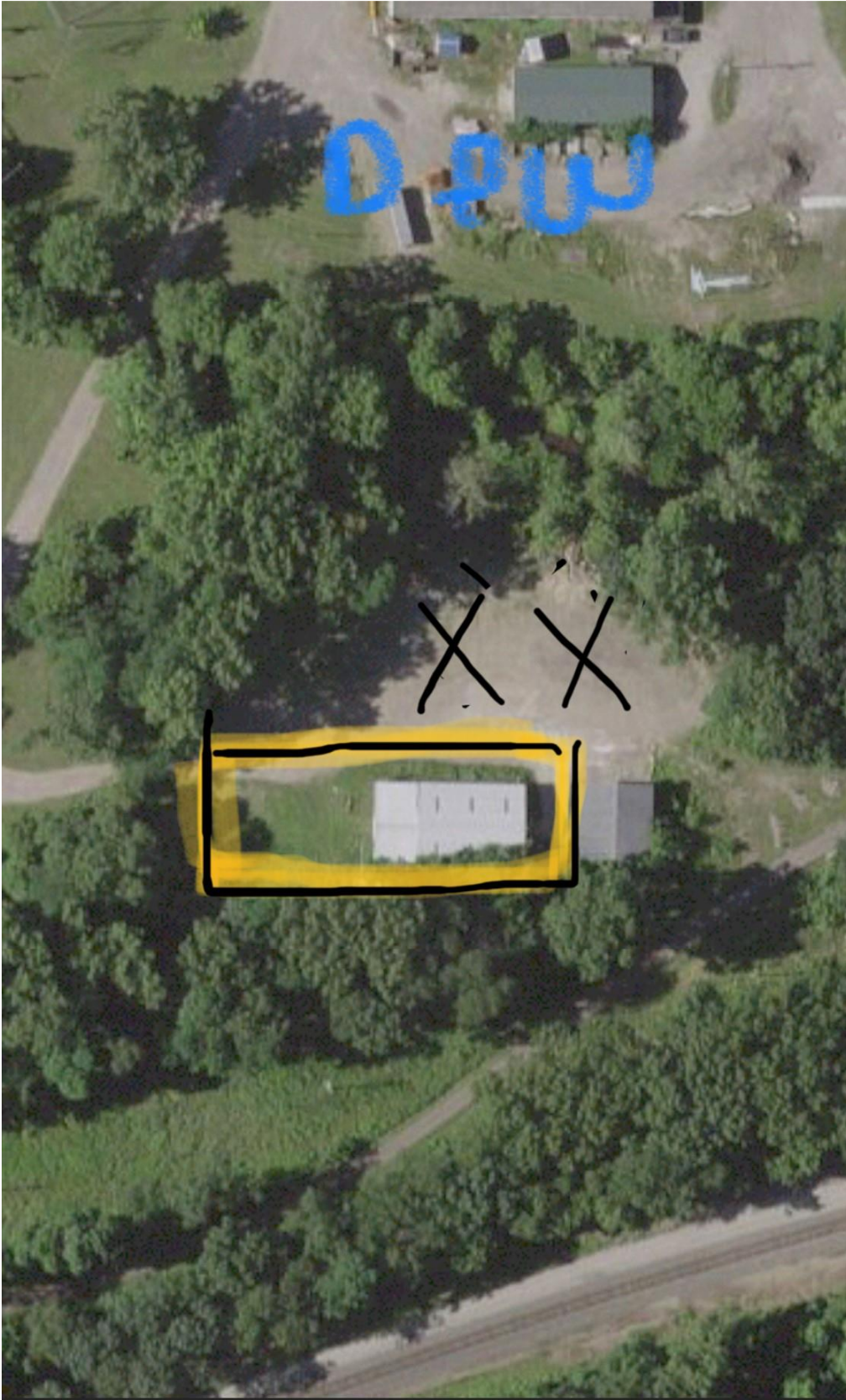
**CONTEXTUAL INFORMATION**

The services to be performed pursuant to this RFP will take place at the general location of the City’s current DPW facility, which is located at 606 Clark Street in Buchanan, Michigan, but the exact location is up the hill in relation to the existing DPW building (see attached maps and also contact JT Adkerson for exact location, which is staked out on site). The ultimate proposed project that services (A) and (B) will be utilized towards will likely include, but may not be limited to the following, which is only listed to provide context, as the architecture, engineering, and construction work associated with this project will be bid out in a separate subsequent RFP, pending the feasibility work that is being undertaken by virtue of (A) and (B), as requested in this RFP:

**Proposed Remodel/Addition to Existing DPW storage area (salt/upper barn area).** Located directly south of the existing main Department of Public Works building at 606 Clark Street and south of McCoy Creek. Currently there is a City-owned building (upper storage barn) that sits south of the driveway leading to this area. The unusable area measures 50 feet by 200 feet of space. There is a 50’ x 60’ x 14’ wall height existing structure that could be stripped of the outer metal and re-fabricated. The steel frame and the concrete inside is still usable. Attached to this is a 50’ x 25’ added on pole barn structure that is un-usable, and has a dirt floor, which will ultimately have to be removed, and will become the location of the new addition that will be added on to the remaining 50’ x 60’ x 14’ structure. The usable part sits approximately 30’ from our existing salt barn. The north side of this drive had historically been used as a fill site for asphalt, concrete, tree stumps, road brick, and a host of other items that have been buried over many years. The north side is filled with city spoils approximately 15’ deep. This would likely be unusable and nearly impossible to build on. The final storage building, after the remodel/addition project, would need to be 50’ by 200’ long. We could use the existing structure, with new metal and doors running on the north side of the building. After the 60’ length of the existing building, we would have to raise the wall height to at least 16’. This would accommodate our taller equipment and still give us garage door height. Garage or bay doors would need to line the north side, with a minimum of 6 bays doors being 16’ wide and 16’ tall. Going beyond the 200’ mark

will put us in an area that holds water.

**Picture of Proposed Location of Services to be rendered:**



**PROJECT SPECIFICATIONS FOR SERVICES REQUESTED PURSUANT TO THIS RFP:**

302 Redbud Trail North • Buchanan, Michigan 49107  
Tel: (269) 695-3844 • Fax: (269) 695-3844 • [www.cityofbuchanan.com](http://www.cityofbuchanan.com)

**Geo-Tech Soil Sampling (A):**

*[Soil sampling for use towards a proposed project to update the City's current DPW facility.]*

The City of Buchanan seeks to have Bidder take geo-tech soil samples of sufficient type and quantity so as to allow for any type of assessments necessary related to the engineering and/or design of the type of remodel/addition contemplated in this RFP, including the proposed boring of utilities to service the proposed facility [additional details will be provided by JT Adkerson, so he *MUST* be consulted prior to bidding, or bid will not be considered eligible for review]. If a submitted RFP is approved, geo-tech soil sample reports related to this work shall also be prepared by Bidder and submitted to the City in a timely manner following the sampling. The Bidder shall indicate in the bid presented how many soil samples and what type of soil samples they recommend, as well as a "not to exceed" price for all recommended services. An anticipated timeline for the performance of said services, as well as an anticipated timeline for the provision of the resultant reports, should also be submitted.

**Survey Work + Elevation Certificate (B):**

*[Survey work plus development of an Elevation Certificate for use towards a proposed project to update the City's current DPW facility.]*

The City of Buchanan seeks to have Bidder perform a traditional survey of the entire parcel for the location of the current DPW facility, including the site of the proposed remodel/addition, located at 606 Clark Street in Buchanan, Michigan, 49107. The City also seeks to have the same Bidder generate an Elevation Certificate for the location of the proposed new facility [see below] that the City may rely upon to submit to EGLE in seeking to obtain a Floodplain Permit. It shall be the responsibility of the Bidder to ensure that any Elevation Certificate prepared will be of the proper type to allow EGLE to make determinations related to floodplain elevation. Additional details will be provided by JT Adkerson, so he *MUST* be consulted prior to bidding, or bid will not be considered eligible for review.

**Contact Information**—Public Service Director *JT Adkerson* (main point-of-contact for questions)

1-269-208-0346 Cell or Email at [jadkerson@cityofbuchanan.com](mailto:jadkerson@cityofbuchanan.com)

**ALL Prospective Bidders MUST do the following prior to submitting a bid:**

- (1) Speak to JT Adkerson to confirm understanding of the scope of the work; and
- (2) Visit the Site in person

**ADDITIONAL PROPOSAL REQUIREMENTS**

Bidders that wish to be considered should also submit a copy of the following information. Any bid not containing the required qualification submittals or meeting the qualification criteria may be rejected:

- Bidder name, address and telephone number
- Name and title of contact person
- A statement of the Bidder's understanding of the project
- Project concept and proposed work plan
- Proposed project schedule
- Contact information for three prior customers and/or references.

- Qualifications and resumes of lead staff members to be conducting work.
  - Total “not to exceed” fee for this project including all anticipated expenses
  - A “call out” for any known potential contingencies that might result in costs not included in the “not to exceed” fee submitted pursuant to this RFP.
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All Bidders (including subcontractors) that submit a proposal shall be able to produce a certificate of insurance within two weeks of a request for the following:

Performance Bond	100% of the Bid Amount, if required
Payment Bond	100% of the Bid Amount, if required
General Liability	\$1,000,000 each occurrence; \$2,000,000 aggregate
Excess/Umbrella Liability	\$10,000,000 each occurrence
Automobile Liability	\$1,000,000 each person and occurrence, accident and property; \$2,000,000 combined single limit Workman’s Compensation Statutory Limits
Professional Liability	\$1,000,000 each occurrence; \$2,000,000 aggregate

**Bidder’s Risk**

All team members including the City of Buchanan shall be additionally insured via the Certificate of Liability Insurance.

**PROPOSAL SUBMITTAL ADDRESS AND DEADLINE**

Proposals shall be submitted via sealed envelope with the words “DPW BID” written on the seal. Said envelopes may be delivered via mail or in person to the City of Buchanan at the address listed below by noon on or before March 16, 2021

City of Buchanan  
City Hall  
Attn: D.P.W. (Clerk)  
302 N. Redbud Trail  
Buchanan, MI 49107

**RIGHT TO ACCEPT OR REJECT ANY AND ALL BIDS**

The Buchanan City Commission reserves the right to accept or reject any and all bids.

Additional map of overall location:



**Additional Information Related to Proposed Project:**

**Department of Public Works, Structure-** clear span, 12,500 square feet (100' x 125') on concrete floors and center drains with a pitched roof. 22' insulated side wall height. Efficient heat, 8' high protected interior walls, 3-phase electric and lighting (not an all-inclusive list). A mechanic's shop (approximately 30' x 30'), and plumbed air. Most of the main structure will be for storage of dump trucks, backhoe, skid loaders, vector truck, street sweeper, JLG lift, pickup trucks and other seasonal vehicles as they are needed. There will need to be insulated bay doors on the long ends, 18' tall x 16' wide at the minimum, and 36" access doors along the building as well.

The structure will need; 1 large office w/windows (approximately 14' x 20'), unisex public bathroom, kitchen/breakroom, locker room/bathroom with a shower and washer & drier. Lastly, a mechanical room and a secure tool crib area for storage.

**Additional to the Main Structure**

- Currently there is a 50'x60' steel frame structure that will remain. This structure will be attached to the new building. The steel frame and concrete floor will remain. This will require new steel, insulation, electric, heat and plumbed air.
- Currently attached to 50'x 60' structure, is a dirt floor, 50'x25', pole barn that will require removal.

### **Additional Information**

- Concrete floors appropriately designed, sidewalks & drives to code regulations
  - 20' high x 16' wide insulated bay doors on long ends of the structure
  - Insulated with protective sidewalls with moisture barrier walls (F.R.P.) 8' to 10' height
  - Center floor drain extending the length of the structure with easy access catch basins and approved by state regulations.
  - Efficient lighting (LED) & outlets on steel post
  - Efficient heating- (most likely radiant)
  - Slop sink
  - Mechanic garage area, with hoist and tool crib
  - Small wood shop area
  - 3-phase electric
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- ❖ If the budget is less to tear down and rebuilt on the 50'x60' remaining structure, we would choose the less expensive quote.
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50'x 60' structure that will stay, or depending on feasibility and cost, too will be taken down



Pole barn structure that will be removed and the 100'x125' structure will be added

