

**Request for Proposal: PLDL Redesign Project Management**  
**Submission due 1/20/2023**

I. Request

The Portage Lake District Library is seeking a proposal for a general contractor to assist with construction of prefabricated walls for three new rooms, electrical improvements, painting, and other renovation upgrades. New carpet installation and furniture redesign will be covered and arranged by Library Design Associates staff during May 2023.

II. Bids

Bids by qualified General Contractors will be accepted at the Portage Lake District Library at 58 Huron Street, Houghton, MI 49931 **before 4:00 PM, EST, 1/20/2023.**

Quotes must be submitted in sealed packages or by e-mail to the following:

**PLDL Redesign Project Management Proposal**  
**Katrina Linde-Moriarty**  
**58 Huron Street,**  
**Houghton, MI 49931**  
**[katrina@pdl.org](mailto:katrina@pdl.org)**

All bid items must be addressed completely. The Portage Lake District Library assumes no liability for any cost incurred by any bidder in responding to the bid invitation.

Questions concerning the Request for Proposal should be addressed to: Katrina Linde-Moriarty, Library Director, Portage Lake District Library, 906-482-4570 ext. 110 or [katrina@pdl.org](mailto:katrina@pdl.org).

III. Schedule of Events

- **RFP posted on 1/4/2023**
- **Walk-through on 1/13/2023**
- **Bids Due 1/20/2023**
- **Bid Award 1/25/2023**

IV. Pre-Bid Meeting

A pre-bid/walk-through will be held on **1/13/2023 at 1:00 PM** at the Portage Lake District Library, 58 Huron Street, Houghton, MI 49931. After the walk-through there will be a discussion of the work required. At that time, all bidders will be able to ask questions concerning this request.

Bid proposals are to include the following information:

- Sub-Contractors to be used
- Estimated start date and length of time required to complete the project

- Per hour cost for any work outside of scope of project
- Any special needs or concerns
- A list of similar projects by bidder with contact names and phone numbers

The Portage Lake District Library (PLDL) is a political subdivision of the State of Michigan and is exempt from Michigan Retail Sales and Use Taxes and Federal Manufacturers Excise Tax. The Bids will therefore exclude taxes.

#### Proposal Binding Period

Bids provided in the bidder's response will remain in effect for a period of at least 120 business days from the bidder's date of response.

#### Omissions

Omission in the bid of any provision herein described shall not be construed as to relieve the bidder of any responsibility or obligation requisite to the completed and satisfactory delivery, operation, and support of any and all equipment or services.

#### Compliance with Laws and Regulations

The bidder shall comply with applicable Federal, state and local laws, rules and regulations. The bidder shall give required notices, shall procure necessary governmental licenses, permits, and inspections, and shall pay without burden to the PLDL all fees and charges in connection with any normal maintenance projects. In the event of violation, the bidder shall pay all fines and penalties, including attorney fees, and other defense costs and expenses.

#### Safety

The bidder shall take necessary precautions and bear the sole responsibility for the safety of the methods employed in performing the work. The bidder shall at all times comply with the regulations set forth by Federal, state and local laws, rules and regulations "OSHA" and all applicable state labor laws, regulations and standards.

#### Indemnification

The bidder shall indemnify and hold harmless PLDL, its agents and employees from or on account of any injuries or damages received or sustained by any person or persons during or on account of any operation connected with this Project; or by consequences of any negligence (excluding negligence by PLDL, its agents or employees) in connection with the same; or by use of any improper materials or by or on account of any act or omission of said architect/engineers or its subcontractors, agents, servants, or their employees.

The bidder further agrees to indemnify and hold harmless PLDL, its agents and

employees, against claims or liability arising from or based upon the violation of any Federal, state, county, city or other applicable laws, bylaws, ordinances, or regulations by the bidder, its agents, associates, or employees.

#### Liability and Insurance

The bidder shall assume the full duty, obligation, and expense of obtaining and maintaining necessary insurance. The bidder shall provide and maintain in force during the life of the Project the following insurance coverage:

- General Liability Insurance of at least \$500,000 per occurrence and \$1,000,000 for all occurrences; and
- Worker's Compensation and Employer's Liability Insurance with minimum limits as required by the State of Michigan but in no case less than \$100,000.

The bidder shall furnish to PLDL a Certificate of Insurance which specifically names PLDL as a named insured under the policy.

#### Special Conditions

No smoking is permitted on any of the PLDL grounds or facilities/branches. The bidder will be required to work around all of the conditions listed above as well as working with the PLDL staff to minimize disruptions to normal library activities.

#### Choice of Law

Any agreement between PLDL and bidder shall be governed by and interpreted exclusively in accordance with the laws of the State of Michigan. The parties hereto irrevocably agree that any legal action or proceeding with respect to the Agreement shall be brought in the courts of the State of Michigan in the County of Houghton or of the US District Court-Western Michigan. By the execution and delivery of the Agreement, the parties hereto shall irrevocably submit to the jurisdiction and venue of such courts.

#### VENDOR QUALIFICATIONS, EVALUATION AND CONTRACT AWARD

##### Qualifications

1. Experience: PLDL will contract only with bidders having a successful history of performing similar work
2. All sub-contractors must be a qualified contractor and have performed similar work;
3. References: The bidder must provide a minimum of three (3) references for which similar work and scope has been performed within the last five years for both the primary contractor and its sub-contractor(s). Bidder is to provide contact names and phone numbers for each reference.

4. Equal Opportunity: In connection with the execution of any agreement for the performance of work on this Project, contractors and any sub-contractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, or national origin.

#### Evaluation of Proposals and Contract Award

PLDL may at its discretion and at no cost to PLDL, invite any bidder to appear for questioning for the purpose of clarifying its proposal.

PLDL reserves the right to award the work without further discussion. Therefore, responses should be submitted initially with the most favorable terms that the architect/engineer can propose. PLDL also reserves the right to waive formalities and to accept or reject any and all or any part of any proposal.

PLDL reserves the right to award the contract to the most responsible bidder or the bidder offering the best value, and not necessarily the lowest price.

#### V. Scope of Work

- Manage the project and develop a plan that minimizes the impact on patron's usage of the library.
- Coordinate project plan with PLDL staff and Library Design Associates, Inc.
- Provide additional electrical outlets at select locations to accommodate new furniture layout. Additional data may be required as well in select locations. Run new power to locations of study rooms and meeting rooms to be connected to furniture provided power supply. These connections will require a whip/hardwire connection.
- Reconfigure and add lighting to accommodate new study and meeting rooms.
- Provide all required mechanical system updates for new meeting and study rooms. These rooms will require adequate registers and/or return air based on size and location.
- Provide all required labor and supplies to paint throughout the library.

#### VI. Other Quote Requirements

- The Contractor shall provide all contingencies, labor, equipment (i.e.; scaffolding, rigging, man lifts), supplies, tools, materials and supervision needed to complete the project outlined in "Scope of Work".
- The Contractor shall be responsible for the proper disposal of all debris related to this project off site, and at their own expense.

#### VII. Exceptions to the Bid Solicitation

Each bidder must provide a list of exceptions taken to this bid. Any exceptions taken must be identified and explained in writing. An exception is defined as the bidder's inability to meet a mandatory requirement or exceed a requirement in the manner specified in the bid solicitation. If the bidder provides an alternative solution when taking an exception to a requirement, the benefits of this alternative solution must be explained. PLDL reserves the right to accept or reject any exception; whichever

is in the best interest of PLDL.