

**Burns Township**  
**Shiawassee County, Michigan**

Request for Proposal  
For  
Design Build Services for  
Township Community Hall and Township Offices

SEALED BID ADVERTISEMENT

The Township of Burns, Byron, Michigan is currently accepting sealed proposals for the design build of the new Township Hall & Administrative Offices located at a parcel on Lehring Road in Byron Michigan.

Sealed Proposals will be received by the Township Clerk at 10355 Bath Rd., Byron, MI 48418 on or before October 30, 2024 @ 7:00 p.m.

Sealed bid proposals will be publicly opened at 7:00 p.m., October 30, 2024 at the Township Hall, 10355 Bath Rd. Byron, Michigan.

Each proposal must be addressed to "Township Clerk", 10355 Bath Rd., PO Box 397, Byron, MI 48418 with the envelope clearly marked:

SEALED BID FOR NEW TOWNSHIP HALL and further endorsed with the name of the bidder. All proposals must be made on the attached form. Any deviations or additional information must be made by separate letter. Proposals must be signed by the company owner or by a duly authorized agent.

The right is reserved by the Township to reject any or all bids, to accept any proposal in whole or in part, or to waive defects or informalities in proposals in the interest of the Township.

Successful bidder must carry a minimum of \$ 2,000,000.00 (two million) dollar contractor liability insurance and name Burns Township as second insured.

We hereby submit the following bid, in accordance with the attached specifications, which is irrevocable for a period of sixty (60) days and binding upon the acceptance of Burns Township.

**BID FORM**

To: Burns Township Clerk  
10355 Bath Road  
Byron, MI 48418

Having carefully reviewed the bidding documents described in the RFP and understanding the scope of work involved in the proposed Bid and those that interface with it, we hereby propose to furnish labor, materials, tools, equipment, supervision, insurance and services required for the completion of all work required for the Bid indicated in accordance with the RFP.

BASE BID: (numerical form) \$ \_\_\_\_\_  
(written/ word form)

BIDDERS NAME:

ADDENDA:

And having Received and Examined the Following Addenda: (include date for acknowledgement)

Addendum Number \_\_\_\_\_, dated \_\_\_\_\_, 2024

Addendum Number \_\_\_\_\_, dated \_\_\_\_\_, 2024

SUBSTITUTIONS:

Bidder is cautioned to bid on the "Scope of Services" specified. The following substitutions for the "Scope of Services" specified are listed herein for consideration, and if accepted, the contract sum may be adjusted in accordance with the following:

\_\_\_\_\_ Add / Deduct \$ \_\_\_\_\_

\_\_\_\_\_ Add / Deduct \$ \_\_\_\_\_

CONTRACT:

This project is scheduled to start in November 2024. The undersigned agrees that the above Base Bid Prices shall hold for 60 days after receipt of proposals, and also agrees to accept provisions of "Instructions to Bidders".

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Dated: \_\_\_\_\_

## INSTRUCTIONS to BIDDERS

This project is to be considered DESIGN BUILD in nature with Contractor willing to work with the Township on design and implementation of project then also construction and completion of it. The new building will consist of a Community Hall with warming Kitchen & Administrative Office space totaling approximately 4,400 square feet. Civil Engineered plans by Rowe Professional Services are available upon request.

### **Scope of Services:**

The project will consist of design build services to prepare a complete set of design document for permitting and construction and for the construction of the Township Hall & Township Offices. The entire design build process must provide for the complete design and construction of the required structure on a "turn-key" basis.

### General Contractor:

1. General Contractor is responsible for the total coordination of the project.
2. General Contractor shall be responsible for temporary utilities and sanitary facilities during the construction process. Including temporary power, heat, water and dumpsters
3. All utilities are new. Water and sewer will be connected to the public system. Natural gas and Electric will be coordinated with Consumers Energy.
4. All work shall comply with Federal, State and Local Codes currently in effect.
5. Foundations shall be concrete and extend 42" below grade with reinforcing per code. Satisfactory compaction reports required prior to pouring of footings/ foundations and floor slab. Slab on grade floor to be 4" thick with reinforcing wire, 4 mil vapor barrier and perimeter insulation.
6. Provide frost-free concrete pads at each entrance. (1) 7' x 5' and (2) 5' x 5'.
7. Construction type is conventional wood framing with wood trusses bearing on 12' high exterior 2x 6 walls.
8. Exterior finish is brick up to 4' above grade with vinyl siding above the brick. Include vapor barrier and all trim work and caulking. No brick at the rear of the building.
9. A front entry canopy at Main Hall/Offices Entry will have columns and extend 8' out from the main entrance and include the brick wainscot at each column with vinyl column wrap/cover above.
10. Roof material will be commercial grade asphalt, Architectural shingles, color as selected by Owner and installed to comply with code and warranty requirements.
11. Windows shall be 5' x 4' energy efficient double pane, vinyl clad exterior. A mixture of Sliders and fixed windows by Andersen or approved equal, will be acceptable.
12. Fascia, soffit and gutter system to be aluminum as selected by Owner.
13. All wall and roof insulation to be per Energy Code.
14. Include wood blocking in walls prior to drywall installation as directed by Owner.
15. Trusses to have gypsum board installed on bottom cord throughout.
16. All interior walls to be minimum 5/8" gypsum board and installed per code. Painted with (1) coat primer and (2) coats color as selected by Owner.
17. Provide suspended acoustical ceiling tile and grid throughout.
18. Flooring to be Standard Vinyl Composite Tile throughout common spaces. Carpeting will be used in Office spaces. Main Lobby to be standard ceramic tile as selected by Owner.

19. Interior doors to be pre-finished 3/0 x 7/0 x 1 3/4" wood core doors in standard color selected by Owner.
20. Exterior Front entry doors shall be aluminum storefront with full insulated glass. (1) 6' wide, double door assembly

#### Site Work

1. Provide all site excavation work for the new driveway/ parking/ sidewalk, and Building.
2. All utilities are new. Provide all connections to public water and sewer systems.
3. Provide backfill at building foundations per specifications, along with compaction reports prior to the installation of the building slab.
4. All excess soils shall be stored on site as directed by Owner Representative.
5. Provide the necessary clearing, grubbing, removal/stockpile of topsoil, cuts/fills of low/high areas as necessary and as per civil plans.
6. Storm water management per civil engineered drawings by Rowe Professional Services. Include underground connection of downspouts from buildings.
7. Provide Sidewalk at front entrance and the accessible parking area. All other paving will be a future project.

#### Mechanical

1. Provide all HVAC systems for Assembly use and Business use per Code. There should be (2) independent systems for this project.
2. Provide material and installation of natural gas piping as coordinated with other trades.
3. Provide all exhaust fans as required by code including, but not limited to, the toilet facilities and warming kitchen.
4. All systems to be installed completely and tested before final occupancy.
5. All work and required materials shall be per code.

#### Plumbing

1. Provide all underground drains, hot and cold water supply and hot water recirculating system connected to all provided plumbing fixtures for restrooms and warm-up kitchen.
2. Provide water softener and all associated piping.
3. (4) water closets, (1) urinal, (2) wall-hung lavatories, (2) Solid surface countertop lavatories, (1) kitchen sink (1) Hi-Lo Drinking Fountain and (1) mop sink.
4. Include sink controls and all required connections and materials for each sink.
5. Include (2) Baby Changing stations and all toilet room accessories, including: tissue dispensers, towel dispensers, soap dispensers, waste receptacles also, coat hook and shelf, as required, in the ADA compartments.
6. All work and required materials shall be per code.

#### Electrical

1. Provide all electrical panels, equipment, light fixtures and controls necessary for a complete project.
2. All lighting fixtures to be energy efficient LED's.
3. Provide all interior exit lighting and signage per code.
4. Provide and install (2) 20' parking lot poles and LED lights. Provide exterior recessed building lighting in the canopy.
5. Provide and install a whole building emergency generator with transfer switch.
6. All work and required materials shall be per code.

**IRAN BUSINESS RELATIONSHIP AFFIDAVIT:**

Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, Respondent certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an "Iran Linked Business," as that term is defined in the Act.

**SUBMITTED BY:**

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signed: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Date: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

If bidder is a Corporation, indicate State of Incorporation: \_\_\_\_\_

If a Partnership, give full names of all Partners: \_\_\_\_\_

\_\_\_\_\_

Please submit (1) one original copy and (1) one copy of this proposal. Contractor should retain (1) one copy for your records.

**FAMILIAL DISCLOSURE STATEMENT**

All bidders must complete the following familial disclosure form in compliance with MCL 380.1267 (Public Act 232 of 2004) and attach this information to the bid.

By the attached sworn and notarized statement we are disclosing the following familial relationship(s) that exist between the owner or any employee of the bidder and any member of the township board, intermediate township board of directors or the superintendent of the township. The Owner shall not accept a bid that does not include this sworn and notarized disclosure statement.

Disclose any familial relationship and complete the form below in its entirety:

The following are familial relationships as described above (provide employee name, family contact name, family contact position, and familial relationship or NONE.)

Signature(s): Title: Name of Firm:

STATE OF MICHIGAN  
SS COUNTY OF

On this day of \_\_\_\_\_, 20\_\_\_\_.

Said county, personally appeared

before me a Notary Public  
in and for ,  
agent of the said firm

And acknowledged the same to be his free act and deed as such agent.

Notary Public

