

# Burns Township

Shiawassee County, Michigan

## Request for Proposal For General Contractor Services for Library Addition to the New Township Hall

### SEALED BID ADVERTISEMENT

The Township of Burns, Byron, Michigan is currently accepting sealed proposals for the design build of a New Library Addition to the new Township Hall located at a 124 Lehring Road in Byron Michigan.

Sealed Proposals will be received by the Township Clerk at 10355 Bath Rd., Byron, MI 48418 on or before September 3, 2025 @ 3 o'clock.

Sealed bid proposals will be publicly opened at 7:30 p.m. on September 3, 2025 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 LIBRARY ADDITION 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 and grant requirements for federal funds received through Michigan Community Center Grant through Labor & Economic Opportunities (LEO). This project requires compliance with the Davis-Bacon Act. Project completion date is no later than May 31, 2026.

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 \_\_\_\_\_, 2025

Addendum Number \_\_\_\_\_, dated \_\_\_\_\_, 2025

ALTERNATES:

Alternate #1 – Provide scissor trusses for vaulted drywall ceiling and all materials to finish system.

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

Alternate #2 – Provide a square footage cost for possibly enlarging the new building size.

Square Foot Cost \$ \_\_\_\_\_

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 September 2025. 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. Submit a sketch or rendering of the proposed exterior elevation at the same time as bid is submitted.

The new building addition will consist of a Library with separate restroom and mechanical systems totaling approximately 1,150 square feet. Site work has already begun. This will be Phase 2. Civil Engineered plans by Rowe Professional Services are available upon request.

### Scope of Services:

The project will consist of design build services for the construction of the Library Addition to the New Township Hall. The General Contractor must provide for the complete 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 will be separate systems connected at existing Township Hall tap-ins. 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 pad at front entrance. (1) 7' x 5'
7. Construction type is conventional wood framing with wood trusses bearing on 12' high exterior 2x 6 walls. \*SEE ALTERNATE #1.
8. Exterior finish is face-block and siding above the masonry to match the Township Hall. Include vapor barrier and all trim work and caulking. No masonry at the rear of the building. Metal roof material to match existing roof. \*\* Owner to supply split-face block units. Contractor to supply limestone cap sill to match existing.
9. A front entry canopy will have (2) columns and extend 8' out from the main entrance and include the masonry wainscot at each column with vinyl column wrap/cover above.
10. Roof material will be metal roofing panel system, color to match Township Hall and installed to comply with code and warranty requirements.
11. The north gable end shall have an "Eyebrow" with metal roofing, fascia and soffit to match existing eyebrow on south gable end. Approximate size: 2' high x 2' overhang.
12. Windows shall be 5' x 4' energy efficient double pane, vinyl clad exterior. Windows by Andersen to match existing. (3) windows total. (1) window will be supplied by Owner.
13. Fascia, soffit and gutter system to be aluminum to match existing.
14. All wall and roof insulation to be per Energy Code.
15. Include wood blocking in walls prior to drywall installation as directed by Owner.

16. Trusses to have gypsum board installed on bottom cord throughout. \*SEE ALTERNATE #1.
17. All interior walls to be minimum 5/8" gypsum board, finished, and installed per code. Painted with (1) coat primer and (2) coats color as selected by Owner.
18. Provide suspended acoustical ceiling tile and grid throughout. \*See Alternate #1.
19. Flooring to be Carpet tile throughout common spaces. Restroom to have VCT tile floor and vinyl base.
20. Interior doors to be pre-finished 3/0 x 7/0 x 1 3/4" wood core doors in standard color selected by Owner.
21. Exterior Front entry doors shall be aluminum storefront with full insulated glass. (1) 3' wide door assembly and hardware.
22. Exterior Signage at Byron Road entrance to be a \$10,000.00 allowance.

#### Site Work

1. Provide all asphalt paving for the new driveways and parking lot.
2. Provide connections to existing 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. Storm water management to include underground connection of downspouts from buildings.
6. Provide Sidewalk at front entrance and along Lehigh Road to connect to Dollar General.

#### Mechanical

1. Provide all HVAC systems for Assembly use per Code. This will be an independent system from the Township Hall. Furnace to be located in existing building Mechanical room.
2. Provide material and installation of natural gas piping as coordinated with other trades.
3. Provide exhaust fan as required by code including, but not limited to, the toilet facility.
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 hot and cold water supply connected to all provided plumbing fixtures for restroom. Connect to existing underground drain that has been installed and existing water heater.
2. ADA compliant (1) water closets, (1) Solid surface countertop lavatory.
3. Include sink controls and all required connections and materials.
4. Include (1) Baby Changing stations and all toilet room accessories, including: tissue dispensers, towel dispensers, soap dispensers, and coat hook as required by ADA Standards.
5. 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.\*SEE ALTERNATE #1. Adjust lighting as required.
3. Provide all interior emergency /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 and soffit.
5. Provide electrical to exterior signage location at Byron Road entrance.

6. All work and required materials shall be per code.

ALTERNATES:

Alternate #1 – Provide scissor trusses for vaulted drywall ceiling and all materials to finish system.

Alternate #2 – Provide a square footage cost for possibly enlarging the new building size to the north.

End of Specifications

# BURNS TOWNSHIP

## LIBRARY ADDITION PROJECT

### INSURANCE REQUIREMENTS

#### WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE:

Worker's Compensation: State of Michigan Statutory Limits Employer's

Liability:                   \$500,000 – each accident  
                                  \$500,000 – disease (each employee)  
                                  \$500,000 – disease (policy limit)

The limits for Commercial General Liability insurance including -coverage for Premises-Operations, Independent Contractors' Protective, Products-Completed Operations, Contractual Liability, Personal Injury and Broad Form Property Damage (including coverage for Explosion, Collapse, and Underground Hazards) shall be as follows:

#### COMMERCIAL GENERAL LIABILITY INSURANCE:

Each occurrence \$2,000,000 – aggregate Each

occurrence \$2,000,000 – aggregate Fire Damage (any

one fire) \$100,000 Medical Expense (any one person)

\$5,000

The Contractor shall furnish and maintain during the entire period of construction, a Protective/Contractual Liability policy written in the name of the Owner and Architect with the following limits:

Bodily Injury \$1,000,000 – each occurrence Property Damage  
\$1,000,000 – each occurrence Property Damage \$1,000,000 –  
aggregate

Notes;

Products-Completed Operations Insurance shall be maintained for a minimum period of one (1) year after final payment.

The Owner and Architect shall be listed as additional insured. The Owner shall be the certificate holder.

Automobile Liability insurance (owned, non-owned and hired vehicles) for bodily injury and property damage:

#### AUTOMOBILE LIABILITY INSURANCE:

Bodily Injury \$1,000,000 Property Damage  
\$1,000,000

Umbrella or Excess Liability Coverage: UMBRELLA/EXCESS LIABILITY INSURANCE:

Umbrella/Excess Insurance	\$2,000,000 – each occurrence
	\$2,000,000 – aggregate

**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\_\_\_\_,

before me a Notary Public

in and for ,

Said county, personally appeared

agent of the said firm

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

Notary Public