



Deadline for Submission: February 29, 2023 by 3:00 pm

Purpose

The Meridian Township Parks and Recreation Department is requesting proposals for professional services for the renovation of the Central Park Pavilion. This pavilion has been serving hundreds of visitors each year for the past 45 years. Upgrades to the current structure are a high priority at this time in order to keep up with the demand for use of this structure and the surround park.

Required upgrades include:

- New tile floor in both restrooms
- Add two stalls and one additional toilet in the women’s restroom
- Custom doors added to voids to create storage space
- Replacement door for current storage room
- Replace ceiling above the seating area
- Replace all soffit, fascia, gutters and downspouts
- Replace all T1-11 boards and add additional boards to the interior of those structures
- Create a half-wall for viewing of the soccer fields on the north and south end that are facing west
- Replace lighting fixtures with new, LED fixtures throughout
- Add sliding barn doors to the north and south end of the pavilion to allow closure of both ends
- Desired native landscaping around the pavilion
- This project will require architectural drawings for the structural renovations

Background

Central Park's history dates back to 1966 when the first parcel of land was purchased. In 1978, the pavilion was constructed to serve as the original Meridian Township Farmer’s Market. More land was acquired in 1986 and 2005 expanding Central Park to be 188 acres. Central Park is where you will find the Meridian Township offices, the Public Safety Building, the Historical Village and the Nokomis Learning Center. Other amenities in the park include athletic fields, a fishing dock and pond that is regularly stocked, nature trails, picnic areas, a playground and so much more. Central Park continues to grow to accommodate the needs and interests of the community. The original pavilion still stands sturdy, but is in need of some major upgrades to ensure visitor enjoyment for years to come.

Estimated Timeline:

- Thursday, February 29, 2024: Proposals Due
- Friday, March 8, 2024: Award Contract
- Friday, June 14, 2024 Project Completed

Proposal Scope

The intent of this proposal and the resulting contract (attached) is to provide the Township with the ability to utilize, as-needed, specific prices for listed pay items. For the specific pay items listed on Page 3, include all necessary costs for the successful completion of the particular pay item unit, including, but not limited to, overhead, maintenance, fuel and profits.

Please provide, as a minimum, the following information in your proposal:

1. General company information, including a description of the company's quality operating system;
2. A comprehensive description of the services offered by your company;
3. An emergency contact phone number;
4. Any other company information for use in evaluating the proposal;
5. Two (2) to Three (3) References

If the contract is awarded, the Contractor's Proposal will be incorporated as Exhibit "A", along with the items listed below.

Rights Reserved by the Township

The Charter Township of Meridian reserves the right to reject any or all proposals, waive irregularities in submitted proposals in the best interest of the Township, to reissue RFP's, and to request additional information. The Township reserves the right to negotiate the terms and conditions of all or any part of the project or to accept any proposals determined by the Township to be in the best interest of the Township and successful completion of the project.

Deadline for RFP Submission

Proposals shall be mailed, hand delivered or emailed by **Thursday, February 29, 2024 by 3:00 pm**. At that time, the bids received will be publicly opened and read.

Proposals may be submitted to Meridian Township, Office of the Clerk, 5151 Marsh Road, Okemos, MI 48864. Furnish the original proposal in an envelope with the company name. Bids may also be submitted electronically at bids@meridian.mi.us. Provide the following on the outside of the envelope or in the subject line if submitting electronically:

"PROPOSAL – Central Park Pavilion Renovation"

Further Information

For further information, please contact:

Kati Adams

Parks/Land Preservation Superintendent

kadams@meridian.mi.us

W 517.853.4616 | F 517.853.4095

2100 Gaylord C. Smith Ct. | Haslett, Mi 48840

Criteria for Selection

The following factors will be taken into consideration in the selection process:

1. Qualifications of the firm and individuals responsible for the work
2. Experience with similar projects
3. Price

Other Information

1. In the event it is necessary to revise any part of the request for quotes, addenda will be provided to all who received the request.
2. Freedom of Information Act: Responses and contents therein may be eligible for review under the FOIA.
3. Acceptance: The contents may become an obligation if a contract results. The proposal will be incorporated by reference into any resulting contract to the extent accepted by the Township.
4. Contract Compliance: The selected firm will comply with all relevant requirements of Meridian Township.
5. There is no expressed or implied obligation by the Township to reimburse any expenses incurred in responding to the Request for Proposals.

SPECIFIC PAY ITEMS
Central Park Pavilion Renovation Contract
(Provide pricing for all listed items.)

| <u>ITEM/JOB DESCRIPTION</u> | <u>TOTAL COST</u> |
|---|--------------------------|
| Tile flooring in both restrooms..... | \$ _____ |
| Construct stalls and add toilet in women’s restroom..... | \$ _____ |
| Addition of and upgrade to exterior doors..... | \$ _____ |
| Replace ceiling in pavilion | \$ _____ |
| Replace soffit, fascia, gutters and downspouts | \$ _____ |
| Replacement/addition of T1-11 boards and create half-walls for viewing..... | \$ _____ |
| Upgrade lighting with LED fixtures | \$ _____ |
| Sliding Barn doors on north and south ends | \$ _____ |
| Architectural drawing of pavilion upgrades..... | \$ _____ |
| Native Landscaping..... | \$ _____ |
| ENTIRE PROJECT AS A WHOLE | \$ _____ |

*****The Township reserves the right to exclude individual upgrades based on budget allowance for the project.*****

(Attach additional pages to include the information requested in the Scope above [available personnel and rates, services offered by your company, etc.]

| | |
|------------------------|----------------------|
| Date: _____ | Company Name: _____ |
| By: _____ Signature | Address: _____ |
| _____ | _____ |
| Printed Name | |
| Title: _____ | Phone Number: _____ |
| | Email Address: _____ |