

# Chippewa-Luce-Mackinac Community Action Agency

## Request for Proposals – Avery Square Elevator Construction

**Direct Questions To:** Joe Nolan / Executive Director  
Chippewa Luce Mackinac Community Action Agency  
[jnolan@clmcaa.com](mailto:jnolan@clmcaa.com)

Submit questions by 10 days prior to the due date. Questions and answers will be sent to all firms sent a solicitation or who have submitted questions or proposals and will be posted on [clmcaa.com](http://clmcaa.com). Verbal comments are not part of this solicitation.

**Date Issued:** Friday, November 15<sup>th</sup>, 2024

**Proposals Due:** Friday, December 20<sup>th</sup>, 2024 @ 1:00 p.m. local time

**Proposer Name:** \_\_\_\_\_

**Proposal Price:** \$ \_\_\_\_\_

**Submit Proposals To:** Joe Nolan, Executive Director  
CLMCAA  
524 Ashmun Street  
Sault Ste. Marie, MI 49783

### PROPOSER READ AND COMPLETE

The undersigned certifies that he/she offers to furnish materials and services in strict accordance with all requirements set forth in this proposal.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**DUN or Federal ID#:** \_\_\_\_\_  
(Precede with "S" if Social Security #)

## **BACKGROUND INFORMATION:**

Chippewa-Luce-Mackinac Community Action Agency owns and operates a 3-story senior living facility at 510 Ashmun St., Sault Ste. Marie, MI 49783. The 57-unit senior living facility was constructed in 1997 with one service elevator. A second elevator was originally in the plans but was scrapped late to fund the building's development. Chippewa-Luce-Mackinac Community Action Agency is aiming to construct a second elevator on the property that offers security for residents as well as lobby, 2<sup>nd</sup> floor, 3<sup>rd</sup> floor, and 4<sup>th</sup> floor landing zones.

## **SCOPE OF WORK:**

1. Design and Engineering:
  - Provide detailed design and engineering plans for the elevator system.
  - Ensure compliance with all relevant safety standards and building codes.
2. Construction:
  - Construct the elevator shaft and related structural components.
  - Install the elevator car, machinery, and control systems.
  - Coordinate with electrical and mechanical subcontractors as needed.
3. Testing and Commissioning:
  - Conduct thorough testing of the elevator system to ensure proper functionality and safety.
  - Provide training for staff on the operation and maintenance of the elevator.
4. Permits and Inspections:
  - Obtain all necessary permits and schedule required inspections.
  - Ensure the project meets all regulatory requirements.

## **SITE VISIT**

An optional site visit will be held at the facility at 510 Ashmun Street, Sault Ste. Marie, Michigan on Thursday, November 21<sup>st</sup>, 2024 at 11:00am ET. Direct questions on the site visit to Joe Nolan, CLMCAA Executive Director, at [jnolan@clmcaa.com](mailto:jnolan@clmcaa.com)

## **PROPOSAL PREPARATION AND SUBMITTAL:**

### PROPOSAL CONTENT

Statement of Proposal. Give the name and address of your organization and describe how you propose to satisfy the requirements outlined in the Scope Of Work.

Prior Experience. Describe prior or present projects which would tend to substantiate your qualifications to perform this project and include contact information.

Project Plan. Detailed project plan, including timelines and milestones. Cost estimates with breakdown of materials, labor, and any additional fees. Proof of insurance and bonding

Staff Description. Identify principal staff by name and qualification, and say which people are authorized to negotiate with the transit agency.

Price. Include a detailed breakdown of the proposed price.

**Proposal Submittal                      Deliver two (2) copies of proposal to:**

Joe Nolan, Executive Director  
CLMCAA  
524 Ashmun Street  
Sault Ste. Marie, MI 49783

**Proposals will be received until 1:00 p.m. EST on December 20<sup>th</sup>, 2024.**

**The RFP Cover Page (Page 1) must be signed by an official of the proposing organization, providing authorization to bind the proposer to the provisions of the RFP and the proposed project price. The signed Cover Page must be included with the proposal.**

Submitted proposals and prices will remain valid for 180 days after the proposal due date. Submitted proposals will become the property of Chippewa-Luce-Mackinac Community Action Agency and will not be returned.

### **LATE SUBMISSIONS:**

Proposers are responsible for submitting RFP so as to reach Chippewa-Luce-Mackinac Community Action Agency on time. The entire proposal must be received, not merely a portion of it. Moreover, no acts of God or similar factors will excuse lateness.

## **MODIFICATIONS AND WITHDRAWALS OF OFFERS:**

Proposals may be withdrawn in writing at any time prior to the due date and time. A proposal may also be withdrawn in person by the proposing firm, provided the withdrawal is made prior to the due date and time. The proposing firm must sign a receipt of withdrawal. No proposal may be withdrawn after the due date unless there is a material error in the proposal. Withdrawn proposals may be resubmitted, with or without modifications, up to the due date and time. Chippewa-Luce-Mackinac Community Action Agency shall require proof of agency from person withdrawing proposal.

## **PROPOSAL EVALUATION FOR AWARD:**

The proposals will be evaluated using the selection criteria below which are listed in order of importance, although the first three criteria are equally weighted. Price is less important than the other technical factors as a whole weighted.

All proposals will be evaluated by a Selection Committee consisting of the Executive Director of CLMCAA, Finance Director of CLMCAA, and the Maintenance Director of CLMCAA. The Selection Committee may be assisted by other technical personnel as deemed appropriate. Representatives from the firms in a competitive range may be invited to meet in -person or by video conference with the Selection Committee before the final selection is made. The original scoring of the non-price criteria may be modified based on the results of the interview.

Chippewa-Luce-Mackinac Community Action Agency reserves the right to cancel the solicitation or reject any and all proposals for sound, documentable, business reasons. Chippewa-Luce-Mackinac Community Action Agency also reserves the right to award to other than the lowest priced proposal and to the proposal representing the Best Value. Chippewa-Luce-Mackinac Community Action Agency reserves the right to waive any minor informalities or irregularities and award will only be to a responsive and responsible firm. This solicitation will result in a firm, fixed price contract.

Prior Experience: Experience will be evaluated by experience on projects similar to that described in the scope of work.

Capability and qualifications: The capability of a prospective proposer will be evaluated by the qualifications of the proposer's staff and the proposer's ability to successfully complete the project. The identified staff must be the staff who will work on the project.

Method of Approach: This refers to the proposer's understanding of the project, the comprehensiveness of the proposed approach, and the techniques to be used.

Price: Proposals will be evaluated by: lowest proposal price/price being evaluated times available points.

**TERMS OF PAYMENT:**

The contractor will submit invoices to CLMCAA. Upon acceptance of invoice, CLMCAA will issue payment within 30 days of receipt of invoice.

**PROPOSER FURNISHINGS:**

The Proposer shall provide all supervision, labor, materials, supplies, parts, tools, transportation and equipment necessary to perform the scope of this project.

**ASSIGNMENT:**

Neither party may assign, directly or indirectly, all or part of its rights or obligations under the final signed agreement entered into with the selected proposer without the prior written consent of the other party, which consent shall not be unreasonably withheld or delayed.

**IMPACT OF FEDERAL, STATE, AND LOCAL TAXES:**

CLMCAA is exempt from Federal, State, and local taxes and will not be responsible for any taxes levied on the respondent as a result of the final signed agreement with selected proposer resulting from this RFP.

**DISPUTES:**

The parties shall attempt to resolve any dispute arising out of or relating to a final signed agreement with the selected proposer through negotiations between senior executives of the parties, who have authority to settle the same. If the matter is not resolved by negotiation within 40 days of receipt of a written 'invitation to negotiate', the parties will attempt to resolve the dispute in good faith through an agreed Alternative Dispute Resolution (ADR) procedure.