



## **REQUEST FOR PROPOSALS**

### **Evergreen Cemetery**

### **Paradise Township, Grand Traverse County**

Proposals Due:

10:00 AM Wednesday, September 21, 2022

Address Proposals to (Signed and Sealed: Mailed and/or Delivered):

Sealed Bids will be received, by Paradise Township, at the Township Offices located at 2300 M-113 E, Kingsley, MI 49649, until 10:00 AM local time on September 21, 2022.

Address Proposals Questions to:

*Engineer*

Attention:

Jennifer Hodges, P.E.

Gourdie-Fraser, Inc.

123 West Front Street

Traverse City, MI 49684

Phone: 231-946-5874

Facsimile: 231-946-3703

Email: jennifer@gfa.tc

Scope of Services:

We have been asked by our client, Paradise Township to solicit this request to qualified contractors and request a proposal to replace the existing Evergreen Cemetery gravel drives with paved asphalt surfaces. The cemetery currently has gravel roads that are deteriorated and in need of replacement. The asphalt drive is to include grading, subbase preparation, aggregate base conditioning, 3" thick asphalt surface, pavement markings and restoration. The cemetery is located off of M-133, between Summit City Road and Clark Road. The information contained below are the specific qualifications each contractor must meet in order to provide an accurate proposal. REFER TO ATTACHED DRAWINGS.

Requirements – General:

- Work must comply with all applicable laws, regulations and specifications as identified in this RFP and on the plans.
- Contractor is responsible to obtain all local regulatory permits (including fees) including Grand Traverse County Soil Erosion Control Permit.
- Date of completion to be within 30 days of material delivery as coordinated with the Township Engineer.
- All construction staking to be provided by Township Engineer.
- All work shall be coordinated with Township and their Engineer (GFA).
- Prospective bidders are strongly encouraged to conduct a site visit prior to bidding.
- Contractor shall demonstrate similar past work experience and provide three (3) references along with bid submittal. References to include scope of work completed, date and contact person.

Terms of Agreement:

General:

- To hold bid open for 60 consecutive calendar days from the bid due date
- To enter into and execute a contract with Paradise Township.



- Provide for the services required for the complete construction of the access road.
- One (1) year warranty, from date of substantial completion against material defect and/or workmanship.

Insurance:

- Contractor will have Worker's Compensation Insurance in limits required by state law and Comprehensive General Liability Insurance coverage in force for all of its operations under this contract.

Bonds:

- The Contractor shall include in the proposal price the cost to provide the following:
  - Maintenance and Guarantee Bond in the amount of 50% of the proposal amount, guarantying for a period of one (1) year from final acceptance of the project work
  - Letter of Surety, licensed to do business in the State of Michigan, stating ability to obtain a Performance Bond, and Labor and Material Bond for 100% of the project amount.
  - MDOT Bond / Insurance in compliance with MDOT submittal and permitting requirements.

Shop Drawing Submittals:

- Provide four (4) copies of material specification sheets and warranty information to Engineer. Do not proceed until written approval is received.
- Coordinate all work with the Engineer.

Services / materials to be Provided:

Contractor shall provide all equipment and materials as necessary to complete the work outlined above. They shall include, but are not limited to, the following not stated previously:

- Mobilization, demobilization, and equipment
- Temporary power supply
- Placing, maintaining and the removal of temporary soil erosion control measures and topsoil (as applicable)
- Aggregate base conditioning in accordance with MDOT specifications.
- Grading, subbase preparation, and asphalt surface; including disposal of materials offsite
- Restoration (including site grading, topsoil, seeding, and mulch) of all disturbed areas
- Final clean-up of the site upon completion

Services / Materials Not To Be Included (Provide by Owner):

- Site accessibility



Contractors Proposal Form:

Bidders are instructed to submit bids for this project on a lump sum basis with adjustments for footage and materials more or less as stated in the Proposal.

All bid items are tax inclusive. All work shall be in compliance with specifications, terms identified in the RFP and applicable laws.

NO.	ITEM DESCRIPTION	EST QTY	ITEM UNIT	UNIT PRICE	ITEM COST
1	Mobilization	1	LS		
2	Grading and Subbase Preparation	1	LS		
3	Aggregate Base, Conditioning	13	STA		
4	Asphalt, 3" Thick	1,650	SY		
5	Pavement Markings	1	LS		
6	Restoration	1	LS		
TOTAL BID					\$

\_\_\_\_\_  
Bidders Signature

\_\_\_\_\_  
Printed Name:

\_\_\_\_\_  
Business Name:

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

\_\_\_\_\_  
MI Contractor License No.:

\_\_\_\_\_  
Telephone:

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

***Paradise Township reserves the right to accept or reject any or all proposals.***





### Miscellaneous Legend

### Survey Legend

Existing	Proposed	
		Lot Line
		Property Line
		Right-Of-Way Line
		Right-Of-Way Centerline
		Physical Centerline
		Easement
		Benchmark
		Set GPS Point
		Found Iron
		Set Iron
		Found Monument
		Monument Box
		Section Corner
		Quarter Corner
		Top of Water

### Paving Legend

Existing	Proposed	
		Concrete
		Asphalt
		Gravel
		Brick
		Wood
		Railroad
		Pavement Markings
		Curb
		Sidewalk
		Two-track / Trail
		Concrete
		Asphalt
		Gravel
		Brick

### Sanitary Legend

Existing Proposed

Sanitary Sewer  
Sanitary Sewer Lead  
Cleanout  
Sanitary Manhole

### Storm Water and Grading Legend

Existing	Proposed	
-----	-----	Storm Sewer / Culvert
-----100-----	-----100-----	Major Contour
-----100-----	-----100-----	Minor Contour
-----	-----	Silt Fence
●	●	Round Catch Basin
■	■	Square Catch Basin
⊗	⊗	Storm Manhole
)	)	End Section
◆		Soil Boring
		Extent of Grading

### Watermain Legend

Existing	Proposed	
		Watermain
		Water Service
		Water Meter
		Curb Stop
		Gate Well
		Hydrant
		Well
		Spigot
		Blowoff





















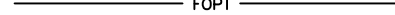

















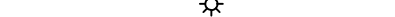



### Miscellaneous Legend

Existing	Proposed	
		Building
		Minor Building Structure
		Fence
		Rip-Rap
		Guardrail
		Sign
		Sheet Pile
		Trees / Brush
		Landscaping
		Edge of Water
		Ditch
		Wetlands
		Building
		Sign
		Parking Meter
		Stump
		Mailbox
		Post
		Tank Cover
		Trees (As Noted)

### Grading Legend

	Existing Grade
	Proposed Back of Curb Elev.
	Proposed Gutter Elev.
	Proposed Top of Asphalt Elev.
	Proposed Top of Concrete Elev.
	Proposed Finish Floor Elev.
	Proposed Top of Gravel Elev.
	Proposed Culvert Invert
	Proposed Ditch Invert
	Proposed Ground Elev.
	Proposed High Point
	Proposed Low Point
	Proposed Drainage Arrow
	Proposed High Point Breakline

### Electric & Gas Legend

Existing	Proposed	
		GAS Main
		Pipeline
		Overhead Electric
		Underground Electric
		Overhead Telephone
		Underground Telephone
		Cable Television
		Fiber Optic
		Gas Meter
		Electric Meter
		Utility Pole
		Guy Wire
		Satellite Dish
		Light
		Fiber Optic Marker
		Light Pole
		Guy Pole
		Electric Manhole
		Telephone Manhole
		Monitor Well
		Miss Dig Flag

- FOR PROTECTION OF UNDERGROUND UTILITIES AND IN CONFORMANCE WITH PUBLIC ACT 53, 1974, THE CONTRACTOR SHALL DIAL 1-800-482-7171 A MINIMUM OF THREE FULL WORKING DAYS, EXCLUDING SATURDAYS, SUNDAYS, AND HOLIDAYS PRIOR TO BEGINNING EACH EXCAVATION IN AREAS WHERE PUBLIC UTILITIES HAVE NOT BEEN PREVIOUSLY LOCATED. MEMBERS WILL, THUS BE ROUTINELY NOTIFIED. THIS DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY OF NOTIFYING UTILITY OWNERS WHO MAY NOT BE PART OF THE "MISS. DIG" ALERT SYSTEM.
6. CONTRACTOR IS RESPONSIBLE TO FIELD VERIFY EXISTING CONDITIONS PRIOR TO PERFORMING ANY WORK.
7. EXISTING PROPERTY CORNERS ARE IDENTIFIED ON THE PLANS. IF A PROPERTY CORNER IS DISTURBED DURING CONSTRUCTION IT SHALL BE REPLACED AT THE CONTRACTOR'S EXPENSE BY A PROFESSIONAL LAND SURVEYOR.
8. LOCAL TRAFFIC SHALL BE MAINTAINED AT ALL TIMES.
9. CONTRACTOR SHALL RESTORE ALL LAWSNS, LANDSCAPE PLANTINGS, SIDEWALKS, COMMERCIAL SIGNS, ETC., AS REQUIRED AT NO ADDITIONAL COST TO THE OWNER.
10. CONTRACTOR SHALL PROVIDE ADEQUATE SUPPORT FOR UTILITY POLES AS NECESSARY. CONTRACTOR SHALL CONSULT WITH THE UTILITY COMPANY PRIOR TO ANY DISTURBANCE OF UTILITY POLE OR ANCHORING SYSTEM.
11. SPECIAL CARE SHALL BE TAKEN IN GRADING WITH THE PROXIMITY OF ALL HEADSTONES/PLOTS. THE CONTRACTOR SHALL ADJUST AS NECESSARY GRADE AND ALIGNMENT IF CONFLICT IS ENCOUNTERED WHILE PERFORMING WORK. NOTIFY ENGINEER IMMEDIATELY IF CHANGES/MODIFICATIONS TO THE PLAN ARE REQUIRED. CONTRACTOR SHALL BE RESPONSIBLE FOR HEADSTONES PROTECTION DURING CONSTRUCTION.
12. TREES SHALL BE PROTECTED BY CONTRACTOR DURING CONSTRUCTION.
13. ALL WORK TO BE PERFORMED INCLUDING FACILITY ACCESS AND EQUIPMENT STORAGE SHALL BE COORDINATED WITH TOWNSHIP.
14. CONTRACTOR SHALL SUBMIT A CONSTRUCTION SCHEDULE TO TOWNSHIP/ENGINEER FOR APPROVAL PRIOR TO BEGINNING WORK.
16. ALL PROPOSED WORK IS WITHIN A PUBLIC CEMETERY THAT IS OPEN AND AVAILABLE TO THE PUBLIC YEAR ROUND. THE CONTRACTOR SHALL PROPERLY SECURE THE SITE, WITHIN THE VICINITY OF THE PROPOSED WORK TO ENSURE SAFETY OF THE PUBLIC AND ACCESS IS PROHIBITED.

1. THE CONTRACTOR IS ADVISED THAT ALL SOIL EROSION MEASURES AND STORM WATER FACILITIES SHALL BE CONSTRUCTED AT THE EARLIEST FEASIBLE SCHEDULE. NO OTHER CONSTRUCTION ACTIVITIES SHALL PROCEED WHICH DO NOT PHYSICALLY DRAIN TO THESE FACILITIES UNLESS ADDITIONAL TEMPORARY FACILITIES ARE INSTALLED. PRIOR TO ACCEPTANCE OF THE PROJECT AS COMPLETED, ALL PERMANENT AND TEMPORARY FACILITIES USED DURING CONSTRUCTION SHALL BE RESTORED TO OPERATE IN THEIR DESIGNED CONDITION AT NO ADDITIONAL COST TO THE PROJECT.
2. THE CONTRACTOR SHALL PROVIDE TEMPORARY SOIL EROSION CONTROL MEASURES PER P.A. 451 AMENDED, WITH THE USE OF SILT FENCE AND OTHER TEMPORARY MEASURES. THE CONTRACTOR SHALL PROTECT THE ADJACENT AREA FROM ACCELERATED EROSION AND SEDIMENTATION FLOWS RESULTING FROM CONSTRUCTION. THE CONTRACTOR SHALL INSTALL ADDITIONAL TEMPORARY AND PERMANENT SOIL EROSION CONTROL MEASURES, IF DIRECTED BY THE ENGINEER OR SOIL EROSION CONTROL OFFICER, AT NO ADDITIONAL COST TO THE PROJECT
3. INSTALLATION AND MAINTENANCE OF TEMPORARY SOIL EROSION CONTROL MEASURES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
4. SHOULD ADDITIONAL SOIL EROSION CONTROL MEASURES BE DETERMINED TO BE NECESSARY BY EITHER THE SOIL EROSION CONTROL OFFICER OR THE OWNER'S ENGINEER THEY SHALL BE IN PLACE NO LATER THAN 24 HOURS FROM THE DATE OF NOTIFICATION TO THE GENERAL CONTRACTOR FOR THE PROJECT. IF NOT PLACED IN 24 HOURS OR LESS ALL ON SITE CONSTRUCTION WILL BE HALTED UNTIL SUCH MEASURES ARE INSTALLED AND APPROVED BY EITHER THE SOIL EROSION CONTROL OFFICER OR THE OWNER'S ENGINEER.
5. ALL DISTURBED NON-HARD SURFACE AREAS UNLESS IDENTIFIED OTHERWISE ON THE PLANS SHALL BE STABILIZED WITH TOPSOIL, SEED, FERTILIZED AND MULCHED. DISTURBED AREAS SHALL BE TOP SOILED TO A DEPTH NOT LESS THAN FOUR (4) INCHES. SLOPES WHICH ARE BETWEEN 3:1 AND 2:1 GRADE SHALL BE SODDED AND STAKED OR RECEIVE SEEDING IN COMBINATION WITH DOUBLE NET, BIODERAGEABLE EROSION CONTROL BLANKET (EXCEL CS-3 OR EQUAL). IN NO CASE SHALL CONSTRUCTED SLOPES IN EXCESS OF 1-1/2:1 BE ALLOWED ON THE PROJECT. CONSTRUCTED SLOPES SHALL EXCEED 2:1 UNLESS SPECIFICALLY APPROVED BY THE ENGINEER. IN WHICH CASE, SLOPES BETWEEN 2:1 AND 1-1/2:1 GRADE SHALL RECEIVE SEEDING IN COMBINATION WITH DOUBLE NET, BIODERAGEABLE EROSION CONTROL BLANKET (EXCEL CC-4 OR EQUAL). ALL SLOPES GREATER THAN 3:1 GRADE AND SUBJECT TO CONCENTRATED FLOWS SHALL RECEIVE PERMANENT TURF REINFORCING MATTING (EXCEL PP5-10 OR EQUAL). INSTALLATION OF EROSION CONTROL BLANKETS AND TURF REINFORCING MATS SHALL BE PER MANUFACTURER'S INSTRUCTIONS. STORM WATER CHANNELS AND BASINS SHALL BE TREATED ACCORDING TO THE DESIGNATION ON THE PLANS AND DETAILS.
6. CONTRACTOR SHALL STABILIZE DISTURBED EARTH IMMEDIATELY UPON ESTABLISHMENT OF FINAL GRADE AND SHALL BE SOLELY RESPONSIBLE FOR ESTABLISHMENT OF A HEALTHY STAND OF GRASS PRIOR TO THE ONSET OF COLD WEATHER.
7. ALL SEDIMENT DROPPED OR ERODED ONTO PUBLIC OR PRIVATE ROAD TO BE REMOVED AT THE END OF EACH WORK DAY AND AFTER EACH RAIN EVENT ON NON-WORKING DAYS.



## Notes

- SEE SHEET 1.2 FOR GENERAL NOTES.
- ALL EXISTING MATERIALS AND DEBRIS THAT ARE REMOVED FROM THE SITE ARE THE RESPONSIBILITY OF THE CONTRACTOR.
- ALL WORK TO BE PERFORMED WITHIN CONFINES OF EXISTING TOWNSHIP PROPERTY.
- LIMITS OF WORK ARE SHOWN ON PLANS. ANY DAMAGE DONE BEYOND THIS SHALL BE REPAIRED AND/OR REPLACED AT NO ADDITIONAL COST.
- CONTRACTOR SHALL USE CAUTION WORKING AROUND HEADSTONES AND TREES AND ALL WORK IS TO BE WITHIN CONFINES OF EXISTING GRAVEL DRIVEWAY.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ALL LOCAL COUNTY & TOWNSHIP PERMITS AND INSPECTION FEE, INCLUDING SOIL EROSION.
- PRIOR TO CONSTRUCTION, STAKING TO BE PROVIDED BY OWNER.
- ALL DISTURBED NON-HARD SURFACE AREAS SHALL BE RESTORED WITH TOPSOIL, SEED AND MULCH. TOPSOIL SHALL BE AT A DEPTH NOT LESS THAN 4".
- ALL REMOVED MATERIALS SHALL BE PROPERLY DISPOSED OF OFF-SITE AT NO ADDITIONAL COST OF OWNER.

## Site Data

PARCEL ZONING: FOREST REC

PROPERTY OWNER:  
PARADISE TOWNSHIP  
2300 M-113 E  
TRAVERSE CITY, MI 49684

PROPERTY TAX NO: 10-010-006-00

SEC., TOWN, RANGE: SECTION 10, T25N, R10W

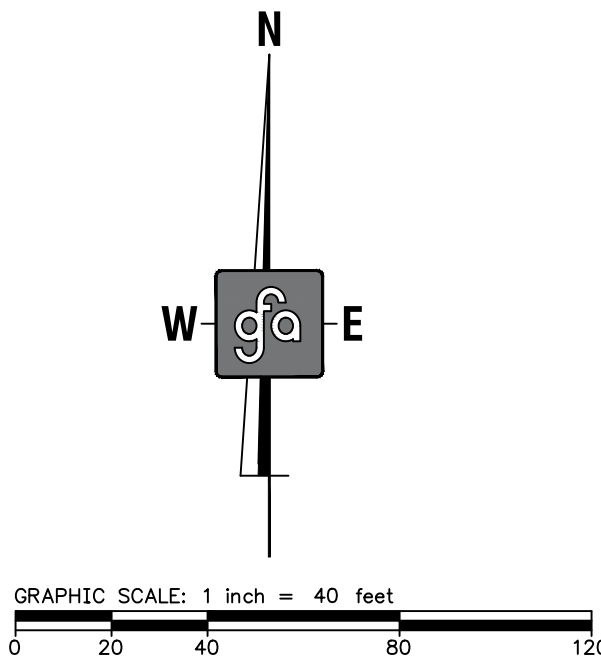
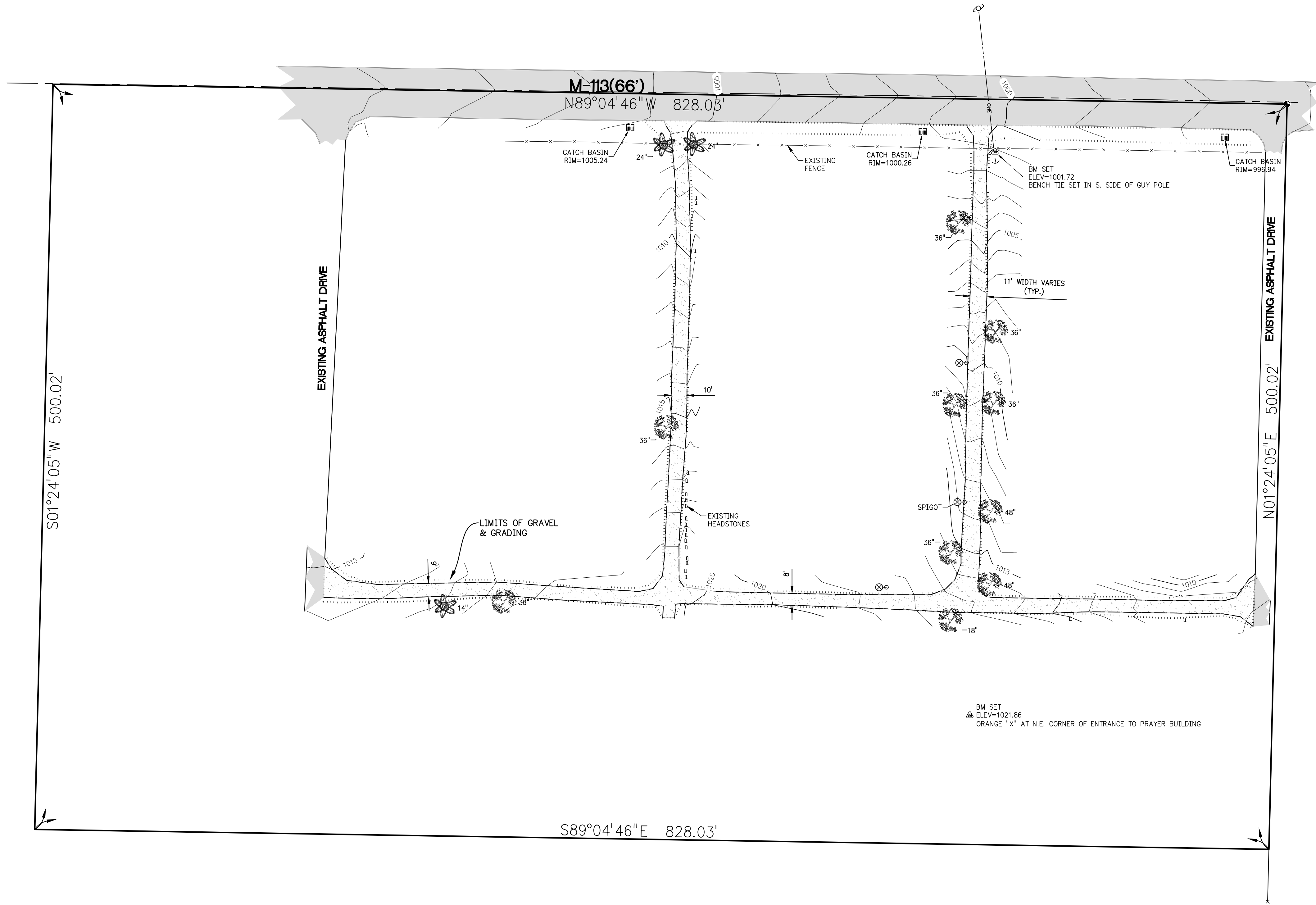
PARCEL SIZE: 9.41 AC.

PARCEL ADDRESS:  
3456 E M-113  
KINGSLEY, MI 49649

SETBACKS:  
FRONT - 35 FEET  
SIDE - 30 FEET  
REAR - 25 FEET

## Survey Notes

- BASIS OF BEARING = MICHIGAN STATE PLANE COORDINATE SYSTEM CENTRAL ZONE - NAD83 (2011). REFERENCED TO THE TRAVERSE CITY CORS
- BASIS OF ELEVATION = NAVD 88 DATUM, REFERENCED TO THE TRAVERSE CITY CORS



PARADISE TOWNSHIP  
EVERGREEN CEMETERY 3456 E. M-113  
EXISTING CONDITIONS  
SECTION 10, TOWN 25 NORTH, RANGE 10 WEST  
PARADISE TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN

PREPARED BY:  
JENNIFER HODGES P.E.  
DRAWN BY:  
B. SEEVERS  
CHECKED BY:  
J. HODGES P.E.

22145  
2.1

http://gfa.tc  
231.946.5874 (p)  
231.946.3703 (f)  
ENGINEERING  
SURVEYING  
TESTING & OPERATIONS  
123 West Front Street  
Traverse City, MI 49684

Construction Notes

- 1
- ASPHALT PAVING DETAIL

2

3

4

5

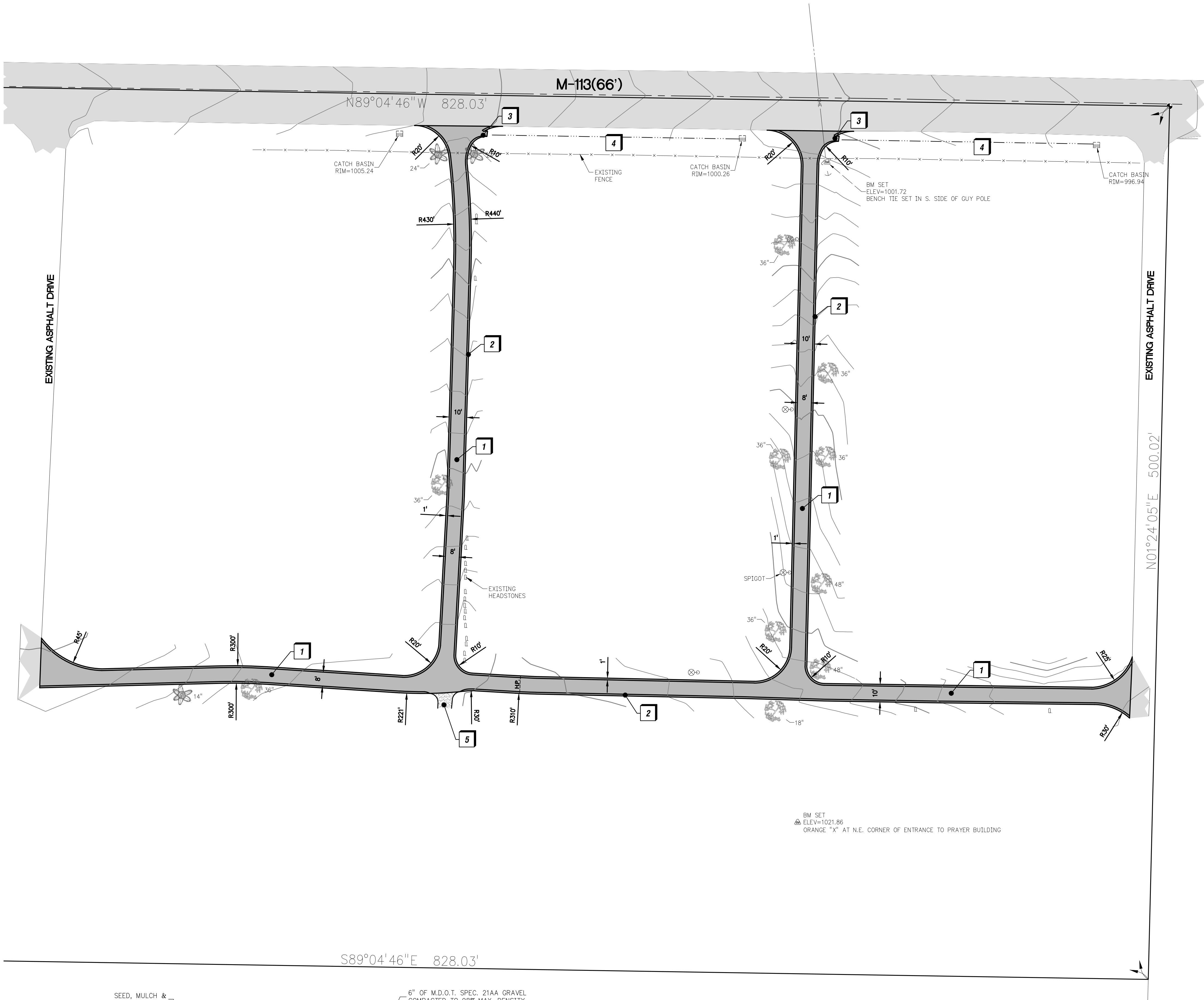
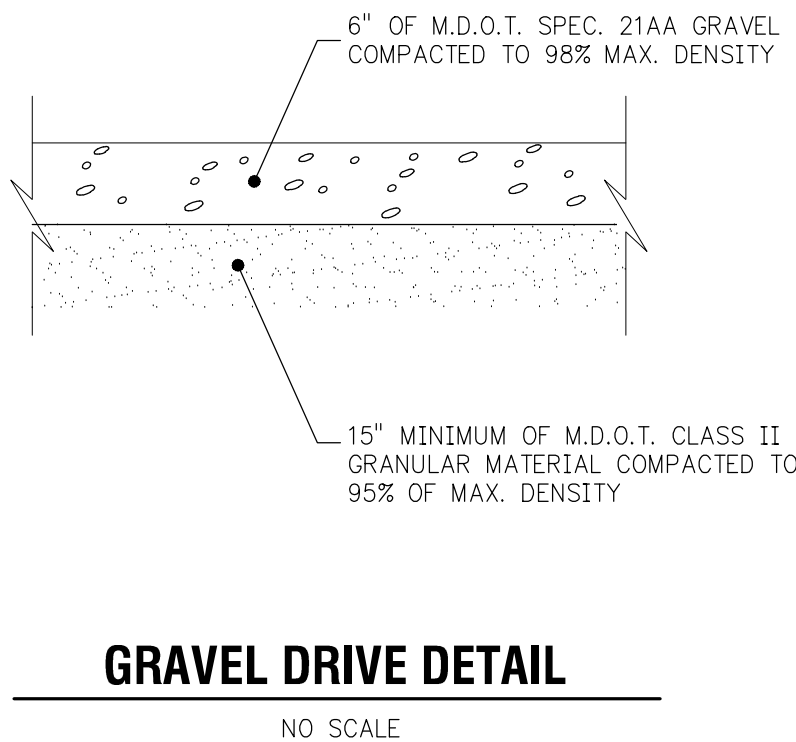
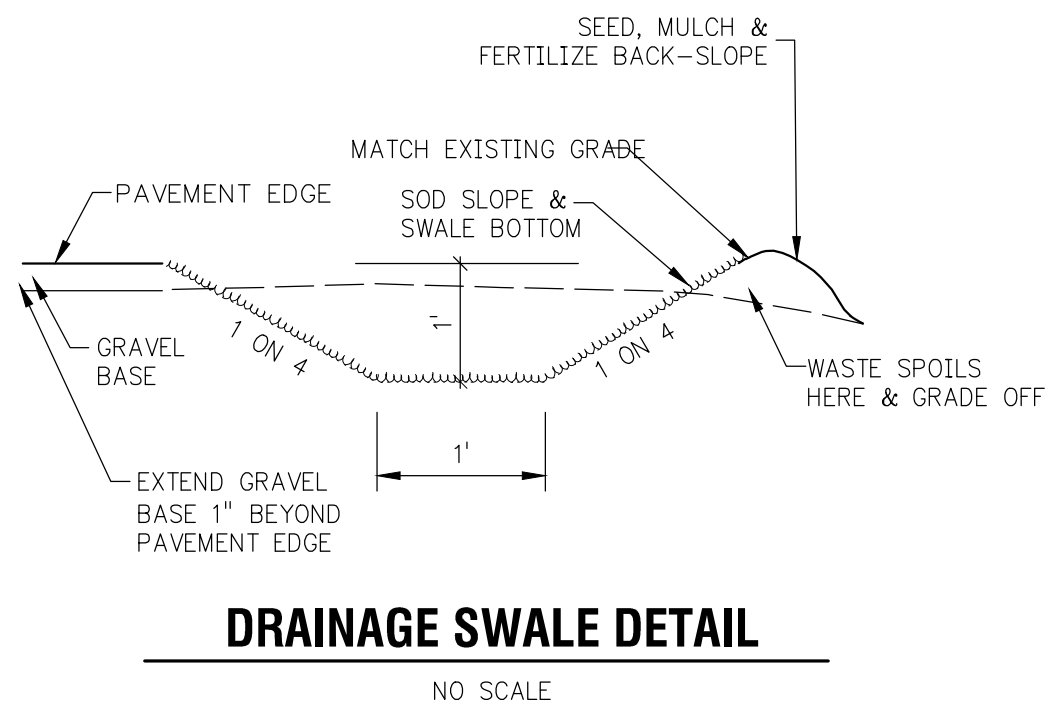
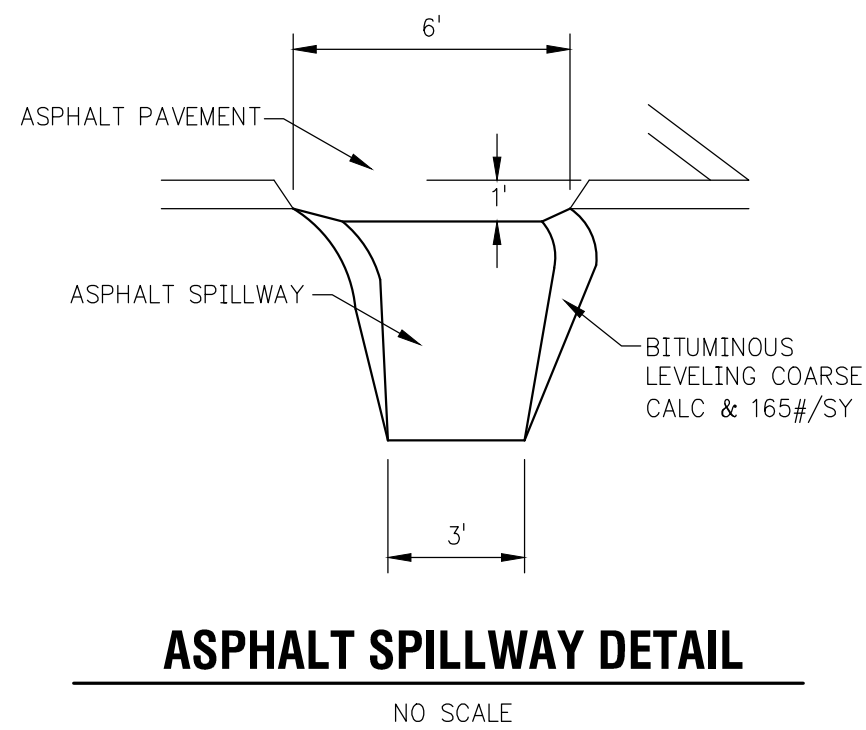
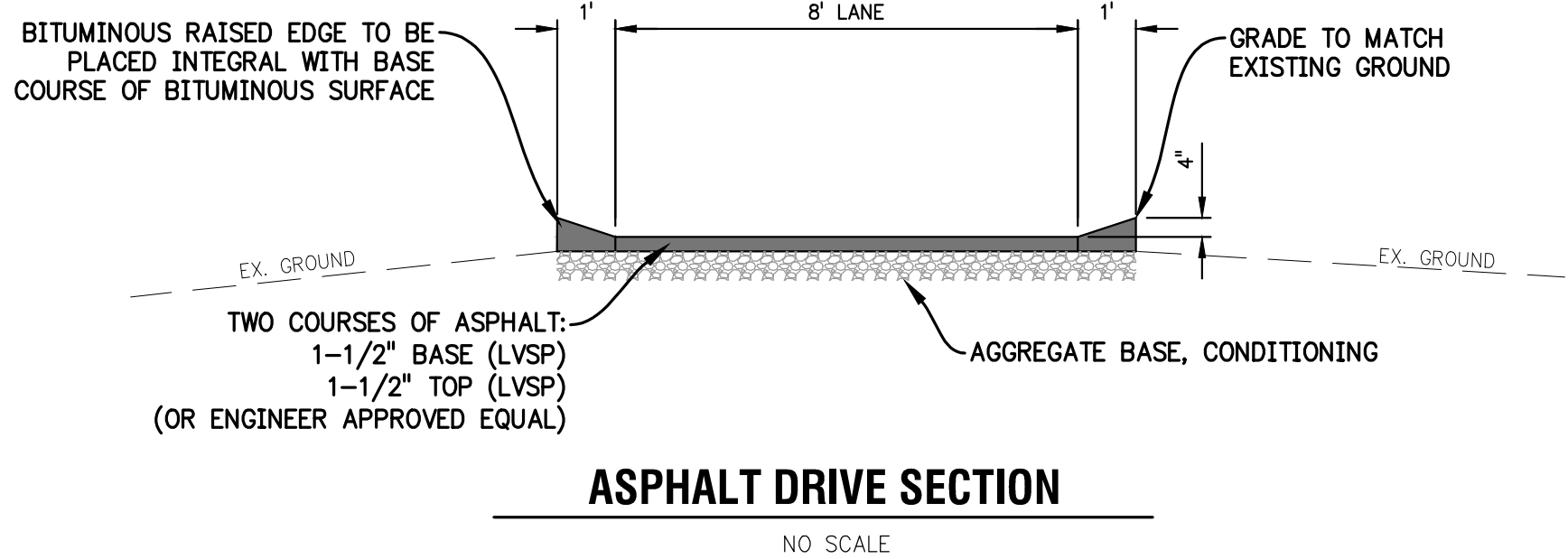
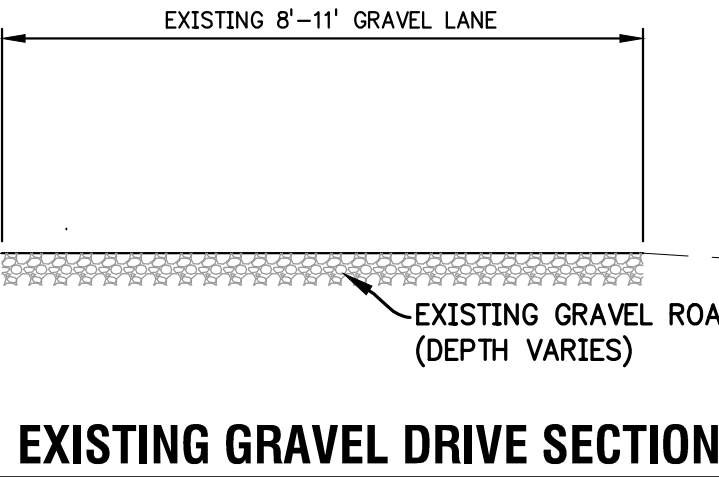
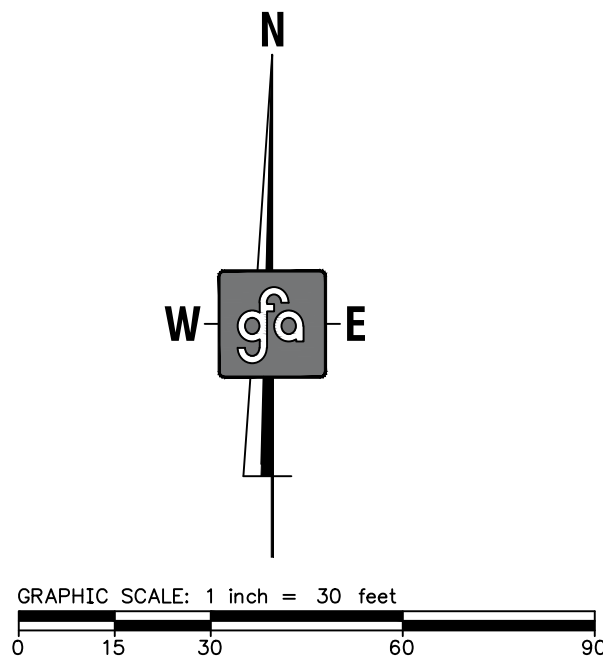
Notes

1. SEE SHEET 1.2 FOR GENERAL NOTES.
2. CONTRACT FOR: AGGREGATE CONDITIONING, PAVING AND RELATED DRAINAGE WORK.
3. ALL AREAS DISTURBED DURING CONSTRUCTION AND SHOWN AS LANDSCAPED SHALL BE RESTORED WITH 4 INCHES OF TOPSOIL (MIN.), NATIVE GRASS SEED, AND MULCH BLANKET, UNLESS OTHERWISE NOTED ON THE LANDSCAPE PLAN.
4. CONTRACTOR TO ADD AGGREGATE AS NECESSARY TO ACHIEVE MINIMUM 6" AGGREGATE BASE BELOW PAVED AREAS & PROVIDE POSITIVE PAID FOR AS AGGREGATE BASE, CONDITIONING.

Property Description - As Described

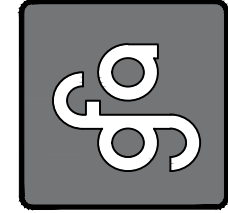
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3456 M-113 E COM N 1/4 COR TH S 500' TH W 830' TH N 500' TH E 830' TO POB SEC 10 T25N R10W



PARADISE TOWNSHIP  
EVERGREEN CEMETERY 3456 E. M-113  
SITE PLAN & DETAILS  
SECTION 10, TOWN 25 NORTH, RANGE 10 WEST  
PARADISE TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN

http://gta.tc  
231.946.5874 (p)  
231.946.3703 (f)



ENGINEERING  
SURVEYING  
TESTING & OPERATIONS  
123 West Front Street  
Traverse City, MI 49684

REV#	DATE	BY	DESC

PM: JENNIFER HODGES P.E.  
DR: R. SIEVERS  
CIVIL: J. HODGES P.E.  
22145  
3.1



T:\PROJECTS\22\220456\220456.dwg 14:52:00 08/01/22 J. H. HODGES

Legend

665

EXISTING CONTOURS

665

PROPOSED CONTOURS

PROPOSED DRAINAGE FLOW

PROPOSED CATCH BASIN

PROPOSED STORM MANHOLE

PARADISE TOWNSHIP  
EVERGREEN CEMETERY 3456 E. M-113  
GRADING PLAN  
SECTION 10, TOWN 25 NORTH, RANGE 10 WEST  
PARADISE TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN

22145  
3.2

ENGINEERING  
SURVEYING  
TESTING & OPERATIONS  
123 West Front Street  
Traverse City, MI 49684

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231.946.5874 (p)  
231.946.3703 (f)

REV#	DATE	BY	DESC

These documents are prepared in accordance with the contractual terms and conditions for this project.