



## **BENZIE COUNTY REQUEST FOR PROPOSAL PARKING LOT LIGHTING AT GOVERNMENTAL CENTER**

Benzie County is inviting qualified Companies and their teams to submit a bid for consideration to provide and execute plans of updating the Benzie County Governmental Campus lighting.

If the specifications are obtained from the County's website link at: [Bid Link](#), it is the sole responsibility of the Bidder to check the website for updates and addenda prior to the bid being submitted. Bidder may also sign up to receive notifications when bids and RFPs are posted by sending an e-mail requesting same to [roelofs@benzieco.gov](mailto:roelofs@benzieco.gov).

### **BACKGROUND:**

Benzie County currently has two different styles of light polls in the Governmental Center parking lot. We currently have ten (10) light polls, with a concrete base, located in the back (south) portion of the upper parking lot along with the east parking lot and the DHS parking lot. Benzie County has one (1) additional light on the north side of the upper parking lot that is different than all the rest. All lights have been updated in the last five (5) years to be equivalent to 300 watt led lightbulbs to project the best lighting coverage.

### **SCOPE OF WORK:**

The goal is to provide necessary lighting updates that will provide a well-lit area to conduct County business. County Administration will serve as the owner's representative and project manager.

This project may consist of a phases with options for Benzie County to negotiate separate contractual terms with different vendors if necessary. This is at the sole discretion of Benzie County. The following shall be considered as part of the proposal.

- Adding additional light polls and the possibility of replacing existing.
- Building Security Needs that include working with our Security Vendor to incorporate cameras.
- Detailed cost estimating.
- An estimated timeline for completion.
- Other services that may be required or recommended.
- Site Plan to be submitted to County Administration for Permit issuance from Benzonia Township.

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Parking Lot Lighting at Governmental Center

**SUBMISSION OF PROPOSALS:**

Interested Companies must submit one (1) copy of a proposal which should include at a minimum the following information:

1. Narrative detailing the proposal including the items of work they will accomplish for the County, noting any work items they may feel should normally be accomplished under or related to this request, but in their opinion are beyond the scope of what is being requested and therefore not part of this proposal.
2. The methodology, approach, or work plan, including timelines, which would be used to complete the project.
3. Proposal Sheet with "Not to Exceed" project cost.

**Proposals must be submitted to Katelyn Zeits, County Administrator, 448 Court Place, Beulah, Michigan, 49617 no later than 2:00 p.m., Tuesday April 2, 2024. "Parking Lot Lighting" shall be clearly marked on the outside of the sealed envelope. *Submittals sent by email or telefax will be accepted.* Questions regarding the process may be addressed to Katelyn Zeits at 231-882-0035.**

**EVALUATION OF PROPOSALS:**

All proposals received shall be subject to evaluation by Benzie County. This evaluation will be conducted in the manner appropriate, as may be deemed by the County, for the selection of a company for the purpose of entering into a contract to perform this project. Price alone shall not be the basis for the award of this work but shall be only one of the components considered. The County does not intend to award a contract for this work solely on the basis of any response made to this request. The following facts, along with other items, will be considered:

1. The Company's expertise and experience as related to the required work.
2. The Company's understanding of the project scope.
3. The cost and time scheduled as proposed.
4. Qualifications and availability of the key staff members proposed to work on this project.
5. Involvement of the Company in similar types of projects, reference responses and quality of work on previous projects.

**All proposals submitted must include "not to exceed" cost figures for the Parking Lot Lighting at the Government Center.**

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**INSURANCE:**

The Company is required to provide and maintain at all times during this project the following insurance. Certified copies, setting forth the limits and coverage, shall be furnished to the County Administrator before commencing any work. The policy shall contain endorsements stating that a 10-day notice will be given to the County prior to termination or any change in the policy and shall describe the project and provide coverage for the following terms:

- A. Comprehensive General Liability Insurance with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit with the County listed as an additional insured.
- B. Motor Vehicle Liability Insurance, including applicable no-fault coverage, combined single limit bodily injury and property damage shall be maintained during the life of the contract. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- C. Workers Compensation Insurance, including Employers' Liability Coverage in accordance with all applicable statutes of the State of Michigan.
- D. If any of the insurance is canceled, the Company shall cease operations, and shall not resume until new insurance is obtained.

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**SUPPLEMENTAL INFORMATION AND REQUIREMENTS:**

Benzie County reserves the right to waive any informality or defect in any proposal, to accept any proposal or parts thereof or to reject any or all proposals, should it deem it to be in the best interest of Benzie County to do so. The County reserves the right to revise the contents of the proposal and to negotiate all aspects of this proposal and any future agreement with the successful company of the County's choice. The County further accepts no responsibility for expenses which may be incurred in the preparation of such proposals. The selected company shall be expected to comply with all applicable State and Federal laws in the performance of services. Submittals to the County are considered public information. The County has the right to disclose information contained in the submittals. The County further reserves the right to photocopy, circulate or otherwise distribute any material submitted in response to the Request for Proposal (R.F.P.). Original materials which the consultant may wish returned should be clearly marked to be returned to them.

The selection of the successful company shall be made without regard to race, color, sex, age, religion, sexual preferences, handicap, political affiliation, veteran status, or national origin. The County is an Equal Opportunity Employer.

The selected Company may be required to enter into an agreement for this project.

Any questions regarding this request for proposal should be submitted in writing to the County Administrator at least seven (7) days prior to the deadline for submitting the request for proposal. Written answers to questions, which in the opinion of the County may change or substantially clarify the request for proposal, will be submitted to all prospective Company.

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**PROPOSAL SHEET**

**TITLE:** REQUEST FOR PROPOSAL: Parking Lot Lighting at Government Center  
**DUE DATE:** 2:00 p.m., Tuesday, April 2, 2024

Having carefully examined the attached R.F.P. and any other applicable information, the undersigned proposes furnishing all items necessary for and reasonably incidental to the proper completion of this proposal. The undersigned understands and agrees that they must be licensed to do business as Professional Engineers in the State of Michigan. The undersigned submits this proposal and agrees to meet or exceed all requirements and specifications listed on the R.F.P., unless otherwise indicated in writing and attached hereto. The undersigned certifies, as of the date of this proposal, not to be in arrears to Benzie County for debt or contract or is in any way a defaulter as provided for in Section 152, Chapter XVI of the Charter of the Benzie County. The undersigned understands and agrees, if selected to be awarded this work, to enter into an agreement with the County to supply this work. The undersigned understands that the County reserves the right to accept any or all proposals in whole or in part and to waive irregularities in any proposal in the interest of the City. The Proposal will be evaluated and awarded on the basis of best value to the County. The decision criteria to be used, but will not be limited to, is price, accessories, options and overall capability to meet the needs of the County. The undersigned agrees that the proposal may not be withdrawn for a period of 60 days from the actual date of the opening of proposals.

**REQUIRED SERVICES FOR EXPANDED FOOTPRINT**

Adding additional light polls	\$ _____
Replacing existing light polls	\$ _____
Security Camera capability	\$ _____
Security Camera additions on building structure	\$ _____

**OPTIONAL SERVICES THAT MAY BE REQUIRED OR SUGGESTED**

Please explain in detail suggestions \$ \_\_\_\_\_

Submitted by:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name & Title - print)

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Company Address)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(City, State, Zip Code)



**BENZIE COUNTY  
REQUEST FOR PROPOSAL  
PARKING LOT LIGHTING AT GOVERNMENTAL CENTER**

**Existing Footprint/Mapping**

**\*\*Please see attachment for current  
approximate locations of lighting\*\***