



301 East Main Street
Lowell, Michigan 49331
Phone (616) 897-8457
Fax (616) 897-4085

CITY OF LOWELL
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR
THURSDAY, MARCH 9, 2023
12 NOON

1. CALL TO ORDER; ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL MINUTES OF PREVIOUS MEETING(S)
 - a) February 9, 2023
4. TREASURER'S REPORT
5. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA
6. OLD BUSINESS
 - a) Downtown Fires
7. NEW BUSINESS
 - a) Museum Step Replacement
8. REPORTS AND MEMBER COMMENTS
9. ADJOURNMENT

**OFFICIAL PROCEEDINGS
OF THE
DOWNTOWN DEVELOPMENT AUTHORITY
OF THE
CITY OF LOWELL
MEETING
THURSDAY, FEBRUARY 9, 2023**

1. CALL TO ORDER; ROLL CALL.

Chair Reagan called the meeting to order at 12:00 p.m.

Present: Board members Eric Bartkus, Nicole Lintemuth, Laurie Chambers, and Mike DeVore, Eric Wakeman, Brian Doyle and Chair Reagan.

Absent: Board members Rick Seese, Martha Davis arrived at 12:30.

Also Present: City Treasurer Suzanne Olin, DPW Director Dan Czarnecki.

2. EXCUSE OF ABSENCES.

IT WAS MOVED BY WAKEMEN and seconded by DOYLE to excuse the absence of Board members Seese and Davis.

YES: 7. NO: 0. ABSENT: 2. MOTION CARRIED.

3. APPROVAL OF THE AGENDA.

IT WAS MOVED BY DEVORE and seconded by CHAMBERS to approve the agenda as written.

YES: 7. NO: 0. ABSENT: 2. MOTION CARRIED.

4. APPROVAL OF THE MINUTES.

IT WAS MOVED BY WAKEMAN and seconded by DEVORE to approve the minutes of January 5, 2023 as written.

YES: 7. NO: 0. ABSENT: 2. MOTION CARRIED.

5. TREASURER'S REPORT.

DOWNTOWN DEVELOPMENT AUTHORITY FUND

February 9, 2023

Beginning Balance		\$	498,803.57
Revenue			
	TIFA Revenue	\$	718,070.00
	Misc	\$	1,664.90
	Interest	\$	-
Total Revenues		\$	1,177,738.47
Expenditures			
	Capital Outlay	\$	211,280.60
	Salaries	\$	61,837.61
	Maintenance Supplies	\$	3,749.38
	Utilities	\$	10,940.80
	Marketing and Community Promotions	\$	73,091.00
	Accrued Wages	\$	5,618.95
	Administration	\$	28,807.59
	Accrued Payables	\$	834.61
	Transfer to Equipment	\$	-
	Transfer to General Fund		
	Debt service to Light & Power	\$	101,319.93
Total Expenditures		\$	497,480.47
Ending Balance		\$	680,258.00

IT WAS MOVED BY DEVORE and seconded by DOYLE to approve the Treasurers Report.

YES: 7.

NO: 0.

ABSENT: 2.

MOTION CARRIED.

6. **PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA.**

Marty Chambers who resides at 930 N. Washington requested funding this year or next year for a bubbler on the river in the summer months to help the water flow better, keep clean and for esthetics.

7. **OLD BUSINESS**

There was none.

8. **NEW BUSINESS.**

a.) **Summer Concert Series.**

Lorraine Smalligan and Liz Baker gave a report on last year's concerts stating they had a record year for sponsorships. The Lowell High School music group Fusion is going to play a concert, the first Sunday in June. The Chamber of Commerce would like to give them \$650 for instruments.

DPW Director Dan Czarnecki explained that the City Manager could not be here today but Burns is recommending \$20,000 for their budget.

IT WAS MOVED BY DOYLE and seconded by DEVORE that the Downtown Development Authority approve \$20,000 for the Sizzling Summer Concert Series.

YES: Board members Bartkus, Chambers, Lintemuth, Davis, Wakeman, DeVore, Doyle and Chair Reagan.

NO: None. ABSENT: Board member Seese. MOTION CARRIED.

Board member Bartkus asked if they use a billboard along the highway to advertise the Summer Concert Series.

Liz Baker said we do many social media postings for it, but a billboard is quite expensive. She is concerned with Monroe Street being tore up for repair and how that will affect the concerts.

DeVore stated if there is more money than \$650 left over, he would like to see it go to the school band Fusion for their instruments.

IT WAS MOVED BY DAVIS and seconded by CHAMBERS that the Downtown Development Authority provide a sponsorship to the Lowell Area Chamber of Commerce at a cost not to exceed \$7,000 for the Christmas in Lowell marketing sponsorship.

YES: Board members Lintemuth, Chambers, Bartkus, Davis, Wakeman, Doyle, DeVore and Chair Reagan.

NO: None. ABSENT: Board member Seese. MOTION CARRIED.

9. REPORTS AND MEMBER COMMENTS.

DPW Director Dan Czarnecki said that the City Manager Michael Burns wanted him to mention a couple things. Burns is in the process of starting the budget, hoping to bring information back to the next meeting as to next year's budget and get that worked through. Looking at a couple more streets for street work this upcoming year. At the top of his list is the short strip of Ottawa from Hudson to the West. Also a short piece of Chatham Street. And yes, Monroe Street will be a mess this year. But we have more details as to how all that is going to play out and we will let you know at a meeting exactly what we know. Paperwork has been sent into the Feds and then they work through the state so it takes awhile.

Board member Doyle congratulated Liz Baker and Lorraine Smalligan for their many years of service to the community at the Chamber and wish them well on their retirement.

Liz Baker then introduced Shannon Kennedy who will be the new executive director for the Chamber of Commerce.

Shannon Kennedy then introduced herself and said she looks forward to working in partnership with the City and she is super excited about the legacy that Liz has built here and she knows our events can reach far and wide so we'll look to continue that tradition and look at what other things we can bring to the Chamber and offer our businesses in town.

Board member Chamber said the warming fire we had in the snowstorm a few weeks ago was pretty well attended, had a lot of extras stop by. It was really cool and drawing a lot of attention. So thank you for letting us do it again for one more year at least.

Board member Bartkus stated he is glad to be here, thank you for your support and bringing me on board. He is anxious to help out the city and has a lot to learn.

Chair Reagan mentioned the new restaurant Rio Plano Taqueria is now open. Reagan wished the best of luck to Liz Baker and Lorraine Smalligan.

IT WAS MOVED BY DOYLE and seconded by DEVORE to adjourn at 12:30.

Date:

APPROVED:

James E. Reagan, Chair

Susan Ullery, Lowell City Clerk

DOWNTOWN DEVELOPMENT AUTHORITY FUND

March 7, 2023

Beginning Balance		\$	498,803.57
Revenue			
	TIFA Revenue	\$	718,070.00
	Misc	\$	1,664.90
	Interest	\$	-
Total Revenues		\$	1,218,538.47
Expenditures			
	Capital Outlay	\$	211,280.60
	Salaries	\$	28,149.32
	Maintenance Supplies	\$	26,981.74
	Utilities	\$	11,520.85
	Marketing and Community Promotions	\$	73,208.99
	Accrued Wages	\$	5,618.95
	Administration	\$	36,406.42
	Accrued Payables	\$	834.61
	Transfer to Equipment	\$	-
	Transfer to General Fund	\$	291,737.00
	Debt service to Light & Power	\$	101,319.93
Total Expenditures		\$	787,058.41
Ending Balance		\$	431,480.06

03/07/2023 02:24 PM

User: SUE

DB: Lowell

CHECK DISBURSEMENT REPORT FOR CITY OF LOWELL

Page 1/1

CHECK DATE FROM 02/09/2023 - 03/07/2023

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY							
02/17/2023	GEN	78252	BERNARDS ACE HARDWARE	JAN ACCOUNT STATEMENT	740.000	463	7.35
02/17/2023	GEN	78291	TRACTOR SUPPLY CREDIT PLAN	ACCOUNT STATEMENT	740.000	463	48.12
02/17/2023	GEN	78293#	VISA	FEB MERCANTILE VISA STATEMENT	740.000	463	102.18
				FEB MERCANTILE VISA STATEMENT	880.000	740	80.73
				CHECK GEN 78293 TOTAL FOR FUND 248:			<u>182.91</u>
03/03/2023	GEN	78308	ELAN CITY	SPEED SIGN - SHIPMENT	930.000	463	475.00
03/03/2023	GEN	78325	LOWELL LIGHT & POWER	ELECTRIC STATEMENTS 01/26 - 02/24/23	920.000	463	580.05
				Total for fund 248 DOWNTOWN DEVELOPMENT AUTHORITY			1,293.43

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

**TO: Michael Burns, City Manager
Lowell Downtown Development Authority**

PUBLIC WORKS

The replacement of the front steps to the Lowell Area Historical Museum is budgeted for the current fiscal year. The existing steps are old, and the landing area is leaning away from the building. At this time it does not appear the steps and landing area are at a critical point of failure and collapse.

In February 2022, options for replacement were reviewed with the Lowell Downtown Historic District Commission. A picture of the building from the early 1900's looks as if the steps were wooden. A picture from the 1930's show the steps as brick (and appear to be the same steps that are there today). Through discussions, it was determined to replace the steps with brick and in a similar design as they are today. The Commission asked the City to consider adding a decorative balustrade railing to the structure, similar to what is found at the second floor windows.

Bid specifications were written for this work. Two options were specified in the document. Option 1 is replacement of the steps and landing to match the existing structure. Option 2 is the replacement of the steps and landing to match closely to the existing structure, with the added decorative railing on the steps as an addition to the handrail, plus adding the decorative railing on the landing.

Bid documents were sent out to 16 general contractors and concrete contractors. Only one bid was received, coming from RAM Construction Services of Michigan, Kentwood MI.

Ram Construction Services	Option 1: \$42,276.58
	Option 2: \$53,357.82

On February 28th, a Permit Application for Certificate of Appropriateness was brought before the Downtown Historical District Commission. The commission went over the project and gave approval to the work with preference towards Option 2. A Grant Application was also presented to the Historical District Commission, but unfortunately, at this time they do not have any grant funds available.

Funding for this project has been set aside in the current fiscal year budget. For the project, the City has received a grant from the LCTV fund in the amount of \$25,000. For the remaining cost of the project, the DDA is asked to fund \$21,750, and the remainder of the project to be funded through the General Fund.

It is my recommendation: **That the Lowell Downtown Development Authority approve the bid from RAM Construction Services of Michigan, Inc., Kentwood Michigan, dated February 2, 2023, for the removal and replacement of the front entry stairway and landing, Option 2, at a cost of \$53,357.82, with the DDA contributing \$21,750.00 to the work.**



City of Lowell
Lowell Museum Step Replacement Project

Bid Form

(Please type or print in ink)

Company Name: RAM Construction Services of Michigan, Inc.

Address: 4175 Danvers Ct. SE Kentwood, MI 49512

Contact Person: Steven Johnson

Phone: 616-498-2600

Email: sjohnson@ramservices.com

Bid Submitted By: Raymond Scott Auvenshine, Vice President

Signature:

Date: February 2, 2023

Cost Proposal

Total Bid Cost: \$ 42,276.58

Total Bid Cost for Option 2 \$ 53,357.82

Tentative Start Date: 4-1-2023

Completion Date: 5-10-2023



Please provide answers to the following:

Describe relevant experience, expertise and qualifications:

GRCC Mable Hall, Grand Rapids, MI - Masonry Restoration

YWCA, Grand Rapids, MI - Restoration and Traffic Coating

Abigail, Lansing, MI - Masonry Restoration

GRPS Facility, Grand Rapids - Caulking & Stone Setting

Project team members:

Steven Johnson

Kevin Brown

Paul Chepko

Sub-Contractors:

None

Describe any unusual terms or conditions to be considered:

Any possible weather delays

Downtown Lowell Historic District

APPROVED
2/28/2023

Permit Application for Certificate of Appropriateness

This Application and any other supporting materials must be submitted to City Hall 10 DAYS prior to Historic District meetings

1. Property Address: 325 W. Main St Date: 2/23/2023
2. Applicant's Name and Address: City of Lowell
301 E. Main St., Lowell
3. Applicant's phone: 616-897-8457
4. Property Owner's Name: City Of Lowell, Lowell Area Historical Museum
5. Provide a scale drawing(s) showing the existing and proposed exterior elevation(s).
6. If signage is changed show to scale and include material, colors, letter style, hanging device and illumination method. (See Historic District Ordinance and reverse of this form)
7. Provided the following photographs labeled to indicate the direction of view:
 - A. Current photo of the structure as seen from the street.
 - B. close-up of existing detail where proposed change or work will occur.
8. Describe in detail each proposed exterior alteration, improvement or repair. (Use additional paper if necessary) Removal and replacement of front entry stairway and landing.
New construction to match existing stairs and landing construction materials and dimensions.
9. Will the repair of alteration match existing or original materials and design? Yes ☒ No ☐
10. If proposed work involves foundation, brick, repointing/tuckpointing, will the new mortar match the original mortar color, joint profile and composition? Yes ☒ No ☐
Note: Applicant should obtain and refer to Preservation Brief #2 when masonry alterations are proposed.
11. If proposed work is for a sign, note that two separate sign permits are required, this one and one issued by the City of Lowell that is submitted directly to the Building Inspector for approval.
12. I certify that on or before the date of the completion of proposed work to property there will be a code compliant smoke detector or fire alarm system installed. Yes ☒ No ☐
13. What are approximate start and completion dates of the work? Start 4/3/2023 Completion 6/2/2023
14. **Additional Local, County, State or Federal permits may be required.**

Application approvals EXPIRE after 12 months.

14. Applicant's signature: Daniel Czarneski Date 2/23/2023

Note: Attendance at the Historic District Commission meeting is strongly recommended.

Additional information required for Sign Permit

Signs in the Downtown Lowell Historic District must be approved by the City's Building Inspector prior to review by the Historic District Commission.

Please supply the following with this permit application:

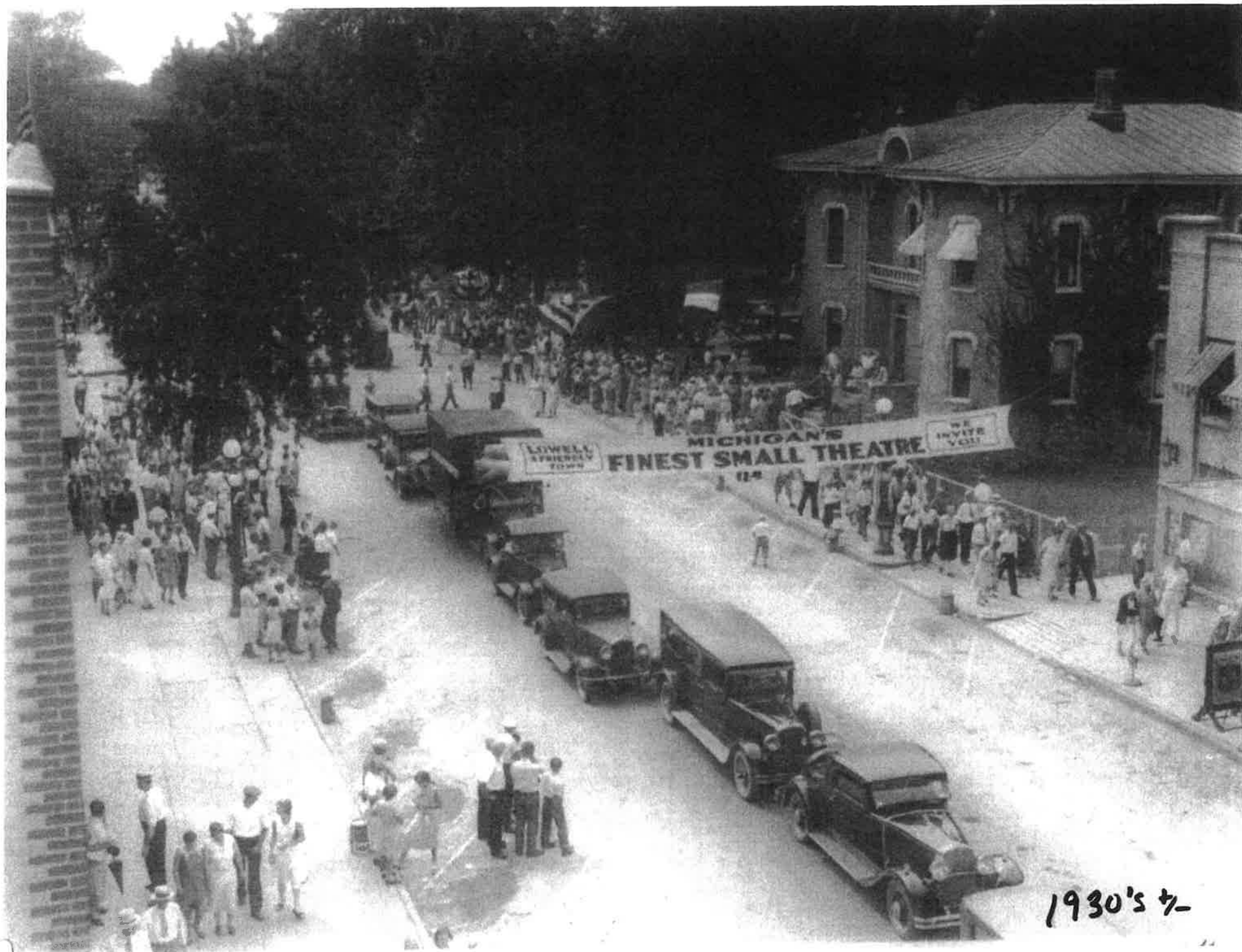
1. A photograph of the building, showing the façade where the sign will be located.
2. A scale drawing showing dimensions of the proposed sign, hardware and hanging device. Drawing must show actual sign, i.e. letter font, designs, symbols etc. Indicate colors to be used and provide samples.
3. Describe material from which sign and hanging device are to be constructed. (wood, metal, glass etc.)
4. Provide samples of letter style if not shown clearly on scale drawing.

Please note the following excerpts from the Historic District Ordinance:

1. Message-permitted signs shall be restricted to those signs which identify the name of the establishment and/or the primary business or service provided within and in the case of a resource occupied by professional offices, signage may list occupants;
2. Advertising related to businesses or services not provided on the premises of the resource shall be prohibited, unless the commission shall determine that such advertising is historically appropriate;
3. Internally lit signs, flashing signs and signs that otherwise appear to be in motion are prohibited;
4. Banners and flags bearing emblems, symbols or messages shall be permitted on an interim basis and shall be reviewed annually to insure their sightly condition and appropriate appearance;
5. Signs shall not be placed so as to conceal or disfigure an architectural feature of a resource;
6. The number, style and size of signs shall be visually compatible with the resource on which they are attached; and
7. Painted and metal signs, wood signs, and signs painted on masonry and other materials approved by the commission are permitted.



1900's 1/2





City of Lowell, Michigan

Advertisement for Bids

Sealed bids for the Lowell Museum Step Replacement Project will be received by the City Clerk at Lowell City Hall, 301 E. Main Street, Lowell, Michigan until 2:00 p.m. local time, on Thursday, February 2, 2023, and then publicly opened and read aloud at Lowell City Hall.

Bid documents and specifications may be obtained from the Director of Public Works or the City Clerk. The City reserves the right to waive any informality or to reject any or all bids.

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Tentative Key Dates:

January 17, 2023 – Last day to schedule a walk thru

January 20, 2023 – Last day to submit questions

February 2, 2023 – Bids Due

February 2, 2023 – 2:00 p.m. – Public Bid Opening

February 28, 2023 – Historic District Commission Presentation

March 6, 2023 – City Council Meeting to Accept Bid

Attachments:

Picture
Existing Dimensions
Perspective Drawing
Section Details – Side
Section Details – Overview
Option 2 – Perspective
Option 2 – Side
Option 2 – Overview
Option 2 – Material Information, Balustrade System



Request for Proposal

City of Lowell, Michigan
301 East Main Street
Lowell, Michigan 49331

December 29, 2022

Lowell Museum Step Replacement Project

1.0 Summary

- 1.1 Request For Proposal – Professional service firms with proven experience and expertise in concrete and block masonry work are invited to submit proposals to provide professional services for the removal and replacement of the front stairway to the Lowell Area Historical Museum building located at 325 W. Main St., Lowell Michigan.

This Request for Proposal (RFP) does not constitute a contract for services performed or to be performed. Following the selection of the successful bidder (hereafter referred to as "Contractor"), the City of Lowell (hereafter referred to as "City") will award a contract including a full scope of services.

- 1.2 Services To Be Performed - The Contractor's services will consist of removal of the existing stairway, landing, and any debris or unsuitable materials found beneath the existing stairway, proper replacement of the stairway and landing with concrete and new blocks that match blocks removed, installation of necessary hand rails, and all other work necessary to complete the project.

- 1.3 Payment for work will be made at the conclusion of all work proposed.

2.0 Scope of Work

Project to consist of removal and replacement of existing stairway and landing. New construction to match existing in materials and dimensions, unless otherwise indicated.

GENERAL:

- G1 Work to take place at the Lowell Area Historical Museum, 325 W. Main St.
Successful bidder shall be responsible to obtain any and all permits required for the project. Cost for any permits shall be figured into the total bid cost.
The Contractor shall provide all materials, labor, equipment and supervision required to accomplish the Scope of Work.



Contractor shall provide experienced personnel to perform the work.

Contractor shall have sufficient personnel and equipment to perform the services agreed upon.

- G2 Removal and replacement of stairway and landing to front doors (south side of building), installation of any necessary sidewalk to connect stairway to public sidewalk.
- G3 Removal and proper disposal of all stairway, landing, and any debris and/or unsuitable materials found beneath the removed structure.
- G4 Contractor to field verify all existing construction and conditions.
- G5 Existing "as-built" drawings for this facility are not known to exist.
- G6 All construction to comply with the latest edition of the Michigan Building Code, applicable barrier free requirements and any/all local code requirements.
- G7 All construction process items such as hours of work, dumpster location, path of travel of all construction materials and debris must be coordinated with museum building staff.
- G8 Contractor shall patch and repair existing construction affected by selective demolition and new construction with similar new materials matching existing construction.
- G9 Information on materials to be utilized for the project shall be submitted to the City via shop drawings for approval.
- G10 Work may be performed from the hours of 7:00 a.m. until 9:00 p.m. Monday thru Friday, excluding any observed holidays. Alternate work schedule requests shall be submitted in writing by the Contractor for approval by the Director of Public Works.
- G11 The Contractor shall be responsible for all work performed under this contract.
- G12 The Contractor shall make good, repair and replace, at the Contractor's own expense, as may be necessary, any damage caused by Contractor in the performance of this contract.

DEMOLITION

- D1 Existing masonry museum exterior walls, exposed masonry foundation walls, footings and foundations to remain. Contractor shall field verify existing construction and conditions.
- D2 Remove existing concrete porch slab and earth below down to grade.
- D3 Remove existing wall cap, masonry wall, footings and foundations
- D4 Remove existing concrete steps, footings and foundation, and earth below existing steps/landing down to grade.
- D5 Remove existing handrails and foundations.
- D6 Remove existing concrete walkway to City sidewalk to the extent necessary to install new steps.



- D7 Remove existing concrete sill at existing building.
- D8 Remove existing grass, shrubs and plantings as necessary for demolition and new construction. Coordinate removal/relocation with museum director
- D9 Remove existing threshold as required for demolition and new construction. Verify condition of existing threshold. Obtain direction from engineer for reuse or replacement of existing threshold.
- D10 Existing door and frame to remain.

CONSTRUCTION

- C1 Existing masonry museum exterior walls, exposed masonry foundation walls, footing and foundations to remain. Field verify existing construction conditions.
- C2 Concrete shall be minimum 3,500psi strength.
- C3 New construction shall include footings placed in accordance with current building standards.
- C4 Concrete footings shall be minimum 2-ft wide and 1-ft thick, and reinforced with two (2) #4 bar cont. All footings shall be placed on CL II type material, compacted to minimum 95%
- C5 Concrete Masonry Unit wall shall include #5 bar @ 32" O.C.
- C6 Rock faced block above grade shall match old rock faced block that was removed.
- C7 Block below grade may be standard masonry block. Block behind stairs and below grade to have #5 bar at 32-inch O.C.
- C8 Top of porch slab blocks to be capped with new precast limestone lintel.
- C9 Concrete porch slab shall meet existing doorways w/threshold.
- C10 Porch slab to slope away from building for drainage. Drainage scupper or floor drains shall be placed, as needed to carry water away from slab surface and block walls. Obtain approval from engineer on option to be installed.
- C11 Backfill all areas behind and below block wall and stairway with CL II type material, compacted to minimum 95%
- C12 Porch slab to be 6-inch poured concrete with W1.4xW1.4 welded wire fabric (WWF).
- C13 New poured concrete stairs, reinforced as required. Steps to be installed in accordance to building code. Stairway width shall be 72-inches.
- C14 Concrete step footings shall be minimum 2-ft wide and 1-ft thick, and reinforced with two (2) #4 bar cont. All footings shall be placed on CL II type material, compacted to minimum 95%
- C15 Handrail to be installed on both sides of stairway, installed as required by building code. New, galvanized, Sch 40, 1-1/2 inch diameter steel railing, painted black.



- C16 At completion of work contractor shall return and install any landscaping removed for project, topsoil and rake out and level all turf areas disturbed during construction, remove any construction debris. City will reseed areas disturbed by construction.

OPTION 2 CONSTRUCTION

- O2C1 All work for the installation of Concrete Masonry Unit, footings, rock faced brick, porch slab, steps shall be the same. However, Rock Faced Brick to be installed as shown in Option 2 details.
- O2C2 Top of porch slab shall have 4-1/4 inch Balustrade railing installed around the exposed perimeter of the porch slab as shown in Option 2 details. Balustrade railing shall match existing railing at second floor windows of Museum building (material information provided).
- O2C3 Balustrade railing to be constructed, installed, and secured to meet all height and stability requirements of building code.
- O2C4 Porch slab to be constructed to allow water to drain to sides of slab, water is not to drain to stairway opening.
- O2C5 Handrail to be installed on both sides of stairway, installed as required by building code. New, galvanized, Sch 40, 1-1/2 inch diameter steel railing, painted black.
- O2C6 All Balustrade railing shall be white, to match existing railing at window. Handrail on stairway shall be black.

3.0 Insurance

- 3.1 Insurance Requirements – Contractor shall provide certificate of insurance evidencing general commercial insurance coverage in an amount not less than \$2,000,000, as well as worker's compensation in amount not less than the statutory amount.

The successful Contractor must provide a Certificate of Liability prior to commencing any work and list the City of Lowell as an additional insured. Certificate must include name and address of the insurance company authorized to conduct business within the state of Michigan, policy number, and liability coverage and amounts.

4.0 Submittal Requirements

- 4.1 Receipt and Opening of Bids – Bids will be received at the office of the City Clerk, Lowell City Hall, 301 E. Main Street, Lowell, Michigan 49331, **until 2 p.m. Thursday, February 2, 2023**, at which time all sealed bids will be publicly opened and read. The envelope containing the bids must be sealed, clearly marked on the outside



of the envelope "**Sealed Bid – Museum Step Replacement Project**" and addressed to the City Clerk.

The City reserves the right to award the contract by sections, to accept or reject any and all bids, to waive any technicalities or irregularities therein, to negotiate further with the selected Contractor, to determine in its sole discretion the best qualified and responsible Contractor and to award the contract on such basis. Any bid received after the time and date specified shall not be considered. No Contractor may withdraw a bid within 90 days after the actual date of the opening thereof without forfeiture of the Bid Security Bond, if applicable.

4.2 General – **Please submit one original signed Bid Form and Cost Proposal.**

- 4.3 Rejection of all Bids – if the City rejects all Bids, the City may: (1) re-advertise or resolicit Bids following the City's normal bidding procedure; or (2) use an expedited Bid submission schedule when the City determines that the delay would not be in the best interest of the project or the City.

Contractor agrees that rejection shall create no liability on the part of the City because of such rejection, and the submission of any bid in response to this invitation shall constitute an agreement of the Contractor to these conditions.

5.0 Preparation and Submission of Bid

- 5.1 Bid Form - Each bid must be submitted on the prescribed bid form(s) and Proposal. **All blank spaces for bid prices must be filled in, in ink or typewritten.** No verbal, electronic, facsimile or telephonic bids or alterations will be considered.
- 5.2 Walk Thru - Contractors should read and be fully familiar with all bidding documents before submitting a bid. In submitting a bid, the Contractor warrants that it has read the bidding documents and is fully familiar therewith, that Contractor has visited the site of the work to fully inform itself as to all existing conditions and limitations, and Contractor has included in the bid a sum to cover the cost of all items of the work. **A walk thru of the locations is available to Contractors by request during normal work days between the hours of 8:00 a.m. to 3:00 p.m. Contractors interested in a walk thru may contact the DPW at 616-897-8457 to schedule a walk thru no later than January 17, 2023.**
- 5.3 Understanding of Scope - The submission of a bid will constitute an incontrovertible representation by the Contractor that the Bid Documents are sufficient in scope and



detail to indicate and convey understanding of all terms and conditions for performance of the work.

- 5.4 Corporate Execution - Bids by a corporation must be executed in the corporate name by the president or a vice-president (or other corporate officer accompanied by evidence of authority to sign) and the corporate seal must be affixed and attested by the secretary or an assistant secretary. The corporate address shall be shown below the signature.
- 5.5 Partnership Execution - Bids by a partnership must be executed in the partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be shown below the signature.
- 5.6 Addenda and Interpretations – No interpretation of the meaning of the plans, specifications, or other pre-bid documents will be made to any Contractor verbally. Every request for such interpretation should be in writing addressed to: Public Works Director, City of Lowell: Daniel Czarnecki, 616-897-8457; dczarnecki@ci.lowell.mi.us; and to be given consideration must be received by **January 20, 2023**. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the Bid Documents which, if issued, will be available on the City's website. No one is authorized to make any clarifications, interpretations or modifications, or give any instruction to the Contractors during the bidding period except as described in this Section.

6.0 Obligation of Contractor

- 6.1 Familiarity with Project - At the time of the opening of bids, each Contractor will be presumed to have inspected the site and to have read and to be thoroughly familiar with the plans and Contract Documents (including all addenda). The failure or omission of any Contractor to examine any form, instrument, or document shall in no way relieve any Contractor from any obligation in respect to the bid submitted. City will provide each Contractor access to the site to conduct such investigations and tests as each Contractor deems necessary for submission of his bid.

7.0 Qualifications of Contractor

- 7.1 Qualification - The City may make such investigations as it deems necessary to determine the ability of the Contractor to perform the work, and the Contractor shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any bid if the evidence submitted by, or



investigation of, such Contractor fails to satisfy the City that such Contractor is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional bids will not be accepted. However, alternate bid proposals will be considered to the extent possible, with the City of Lowell making the final decision to accept or reject any alternative bid proposals in the best interest of the City of Lowell. At a minimum, each Contractor must submit the following information with the Bid:

- 7.1.1 Authority to do business in Michigan (i.e. Certificate of Good Standing, tax identification, etc.). Each bid must contain evidence of Contractor's qualification and good standing to do business in the State of Michigan or covenant to obtain such qualifications prior to award of the contract.
- 7.1.2 Experience. Each bid must contain a minimum of three references of work experiences similar to the work outline in the RFP, including contact information.
- 7.1.2 Statement of Assurances. Provide affirmation of the following items prior to award of contract:
 - Statement that Contractor is current on payment of Federal and State income tax withholdings and unemployment insurance payments.
 - Statement that the Contractor has not been rescinded or debarred from any bidding, contractual, procurement or other such programs by federal, state or local entities.
 - Statement that there is no collusion or fraud with reference to illegal relationships of Contractors, bid pooling or straw bids.
- 7.1.3 Subcontractor List - The Contractor shall submit to the City with the Bid list of all proposed subcontractors to be used on the project. The list shall indicate those portions of the work each subcontractor will be performing. The Contractor shall also submit a list of suppliers of major materials to be used on the project. The list shall indicate which materials each supplier is furnishing.

8.0 Project Implementation

- 8.1 Commence Work - Contractor must agree to commence work on or before a date to be specified in a written "Notice to Proceed" of the City. Contractor shall fully complete the project within time frame specified in the RFP document.



- 8.2 Conditions of Work – Each Contractor must inform itself fully of the conditions relating to the project and the employment of labor thereon. Failure to do so will not relieve a successful Contractor of its obligation to furnish all material and labor necessary to carry out the provisions of the contract. Insofar as possible the Contractor, in carrying out the work, must employ such methods or means as will not cause any interruption of or interferences with the work of any other Contractor.
- 8.3 Laws and Regulations – The Contractor’s attention is directed to the fact that all applicable federal and state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full.

9.0 Selection of Contractor

- 9.1 General – This RFP does not commit the City to enter into agreement, to pay any costs incurred in the preparation of a proposal in response to this request or in subsequent negotiations, or to procure a contract for the project. The City reserves the right to perform all or some of the services described in this RFP with its own work force.
- 9.2 Selection Criteria – Proposals will be evaluated, scored, and ranked based upon the following criteria:
- Responsiveness to the RFP – Complete Bid Proposal with proper assurances and documentation of proposed subcontractors included.
 - Relevant experience, expertise, and qualifications of the firm and project team members – Represent how the Contractor is qualified to perform the services.
 - Technical proposal – Provide information on the proposed products
 - Cost proposal – Provide the best cost to perform the work described.
 - Any special or unusual Terms and Conditions for the contract

It is not envisioned that interviews will be required for selection of the Contractor for this project. However, the City reserves the right to request an interview for any potential Contractors during the selection process. Should the City see the need to interview potential Contractors, the potential Contractors will be notified as early as possible in the proposal review process, and selection schedules adjusted accordingly.



10.0 Method of Award

- 10.1 Lowest Qualified Contractor – The contract will be awarded to the “lowest qualified Contractor”. Businesses operating within the City of Lowell, Kent County or Ionia County may have a higher preference in the selection process.
- 10.2 Bid Alternates – If this solicitation includes Bid Alternates, the City, in its sole discretion, may include any, all or none of the Alternates in determining the lowest qualified Contractor. The City may include the Alternates in any combination and in any order or priority as deemed in the best interest of the City. The City may make this determination at any time after bid closing and prior to contract award. The City will act in the best interest of the City in determining whether to include any, all or none of the Alternates and the combination and priority of any Alternates selected. If additional funding becomes available after contract award, the City may add any or all of the Alternates to the Agreement by Change Order.
- 10.3 Qualifications of Others – The City may consider the qualifications and experience of subcontractors and other persons and organizations (including those who are to furnish the principal items of material or equipment) proposed for portions of the work.

11.0 Signing of Contract

- 11.1 Notice to Proceed - When the City gives Notice of Award to the successful Contractor, it will be accompanied by the required number of unsigned counterparts of the Agreement and all other Contract Documents. Within twenty (20) days thereafter Contractor shall sign and deliver at least three (3) counterparts of the Agreement to the City with all other Contract Documents attached and signed as required, together with the required bonds, evidence of insurance, city licenses and work authorization affidavit and documentation. Within ten (10) days thereafter City will deliver all fully signed counterparts to Contractor. The City may issue a Notice to Proceed with or at any time after delivery of signed counterparts to Contractor.



City of Lowell
Lowell Museum Step Replacement Project

Bid Form

(Please type or print in ink)

Company Name: _____

Address: _____

Contact Person: _____

Phone: _____

Email: _____

Bid Submitted By: _____

Signature: _____

Date: _____

Cost Proposal

Total Bid Cost: \$ _____

Total Bid Cost for Option 2 \$ _____

Tentative Start Date: _____

Completion Date: _____



Please provide answers to the following:

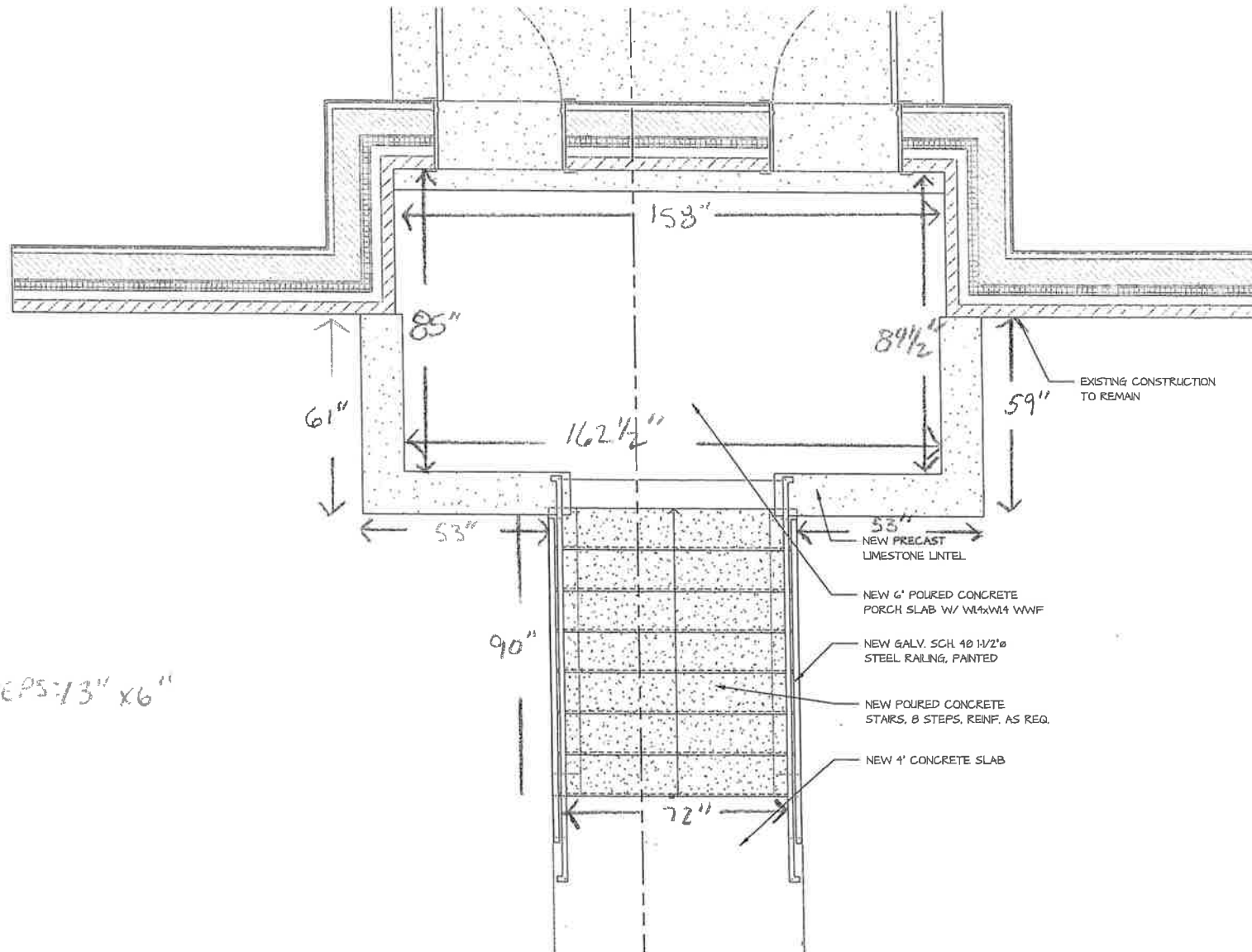
Describe relevant experience, expertise and qualifications:

Project team members:

Sub-Contractors:

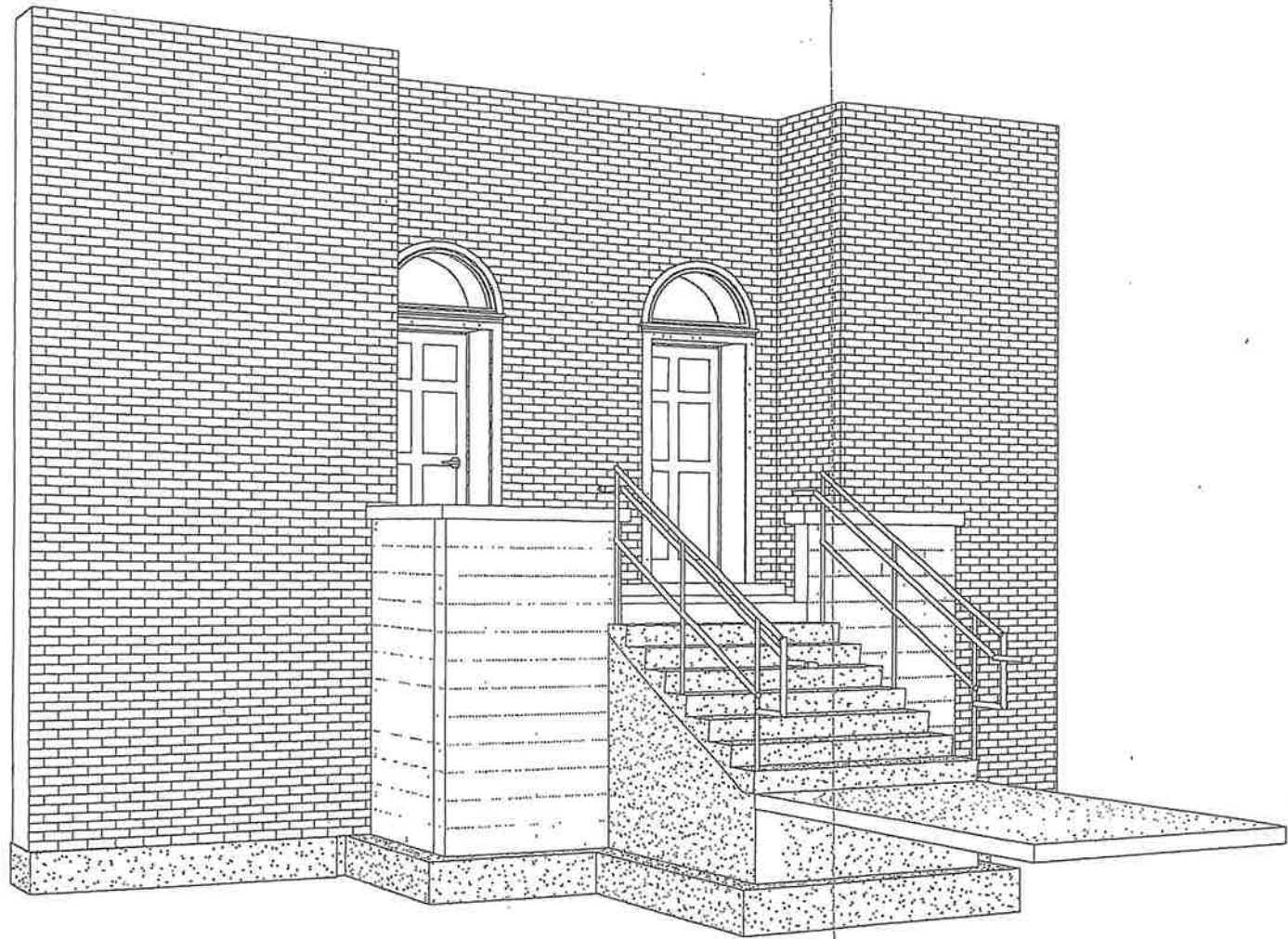
Describe any unusual terms or conditions to be considered:





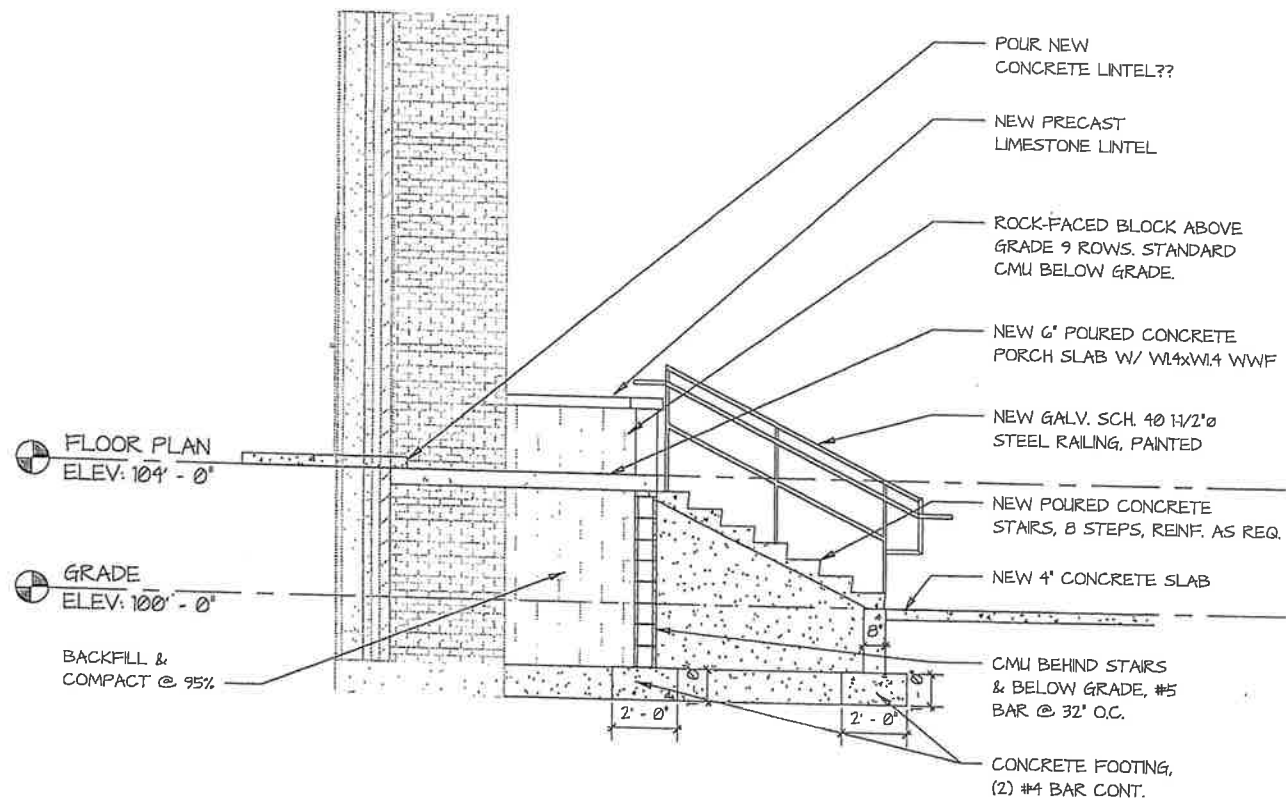
STEPS: 13" X 6"

EXISTING DIMENSIONS



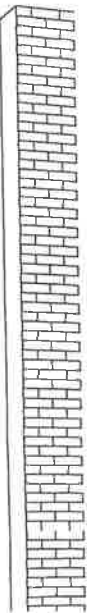
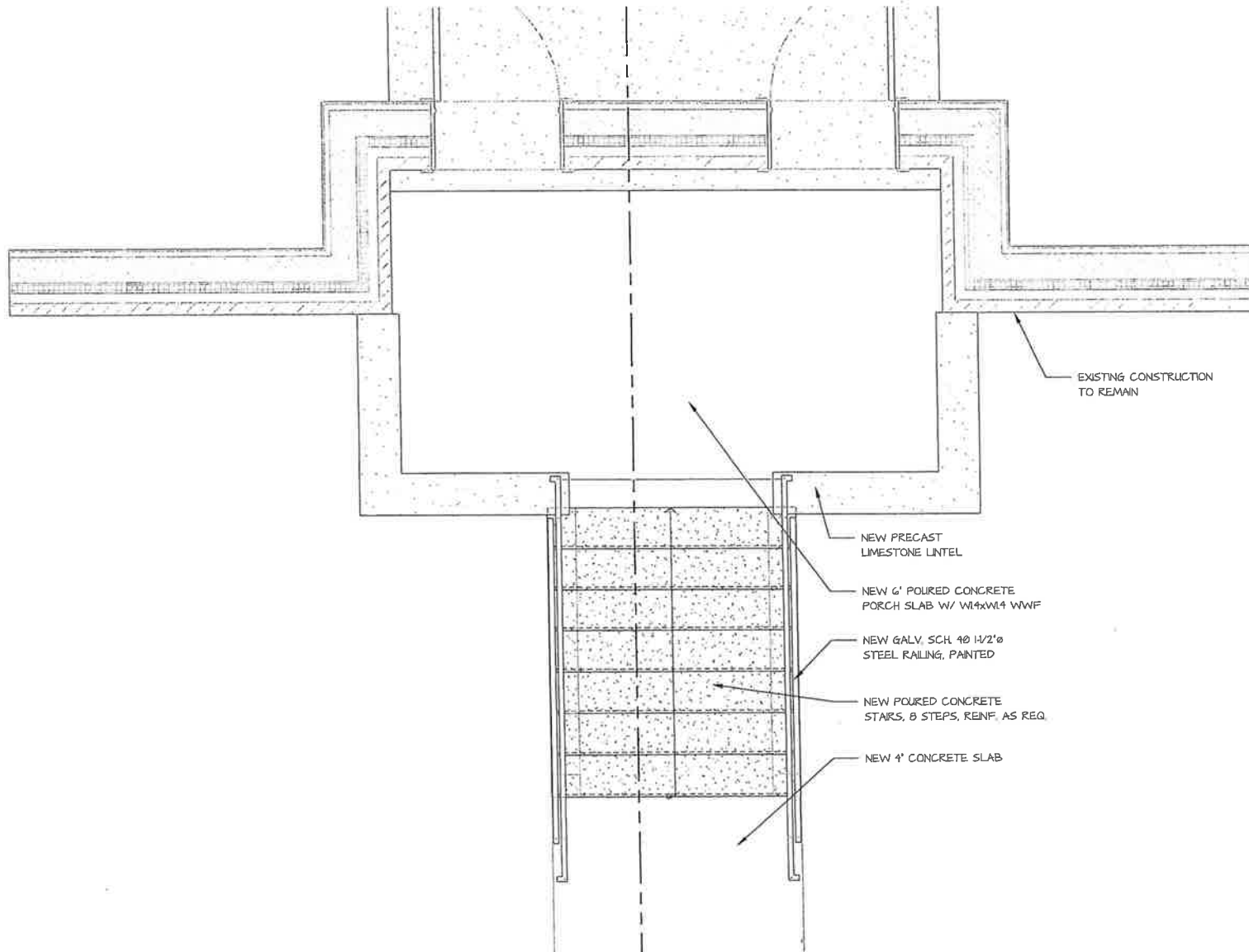
3
A-1

PERSPECTIVE



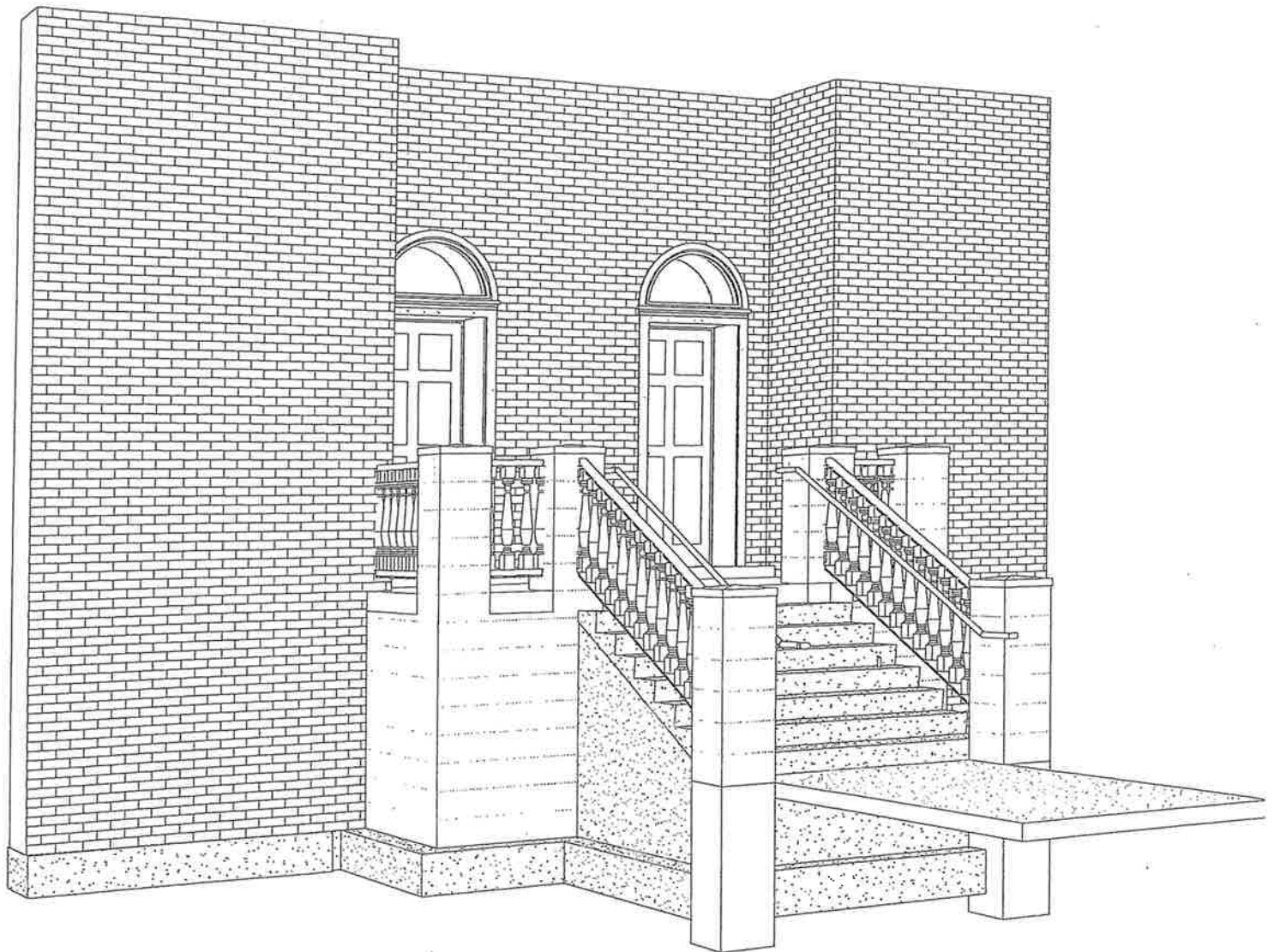
2 SECTION DETAIL
A1-1 1/4" = 1'-0"

Side



OVERVIEW

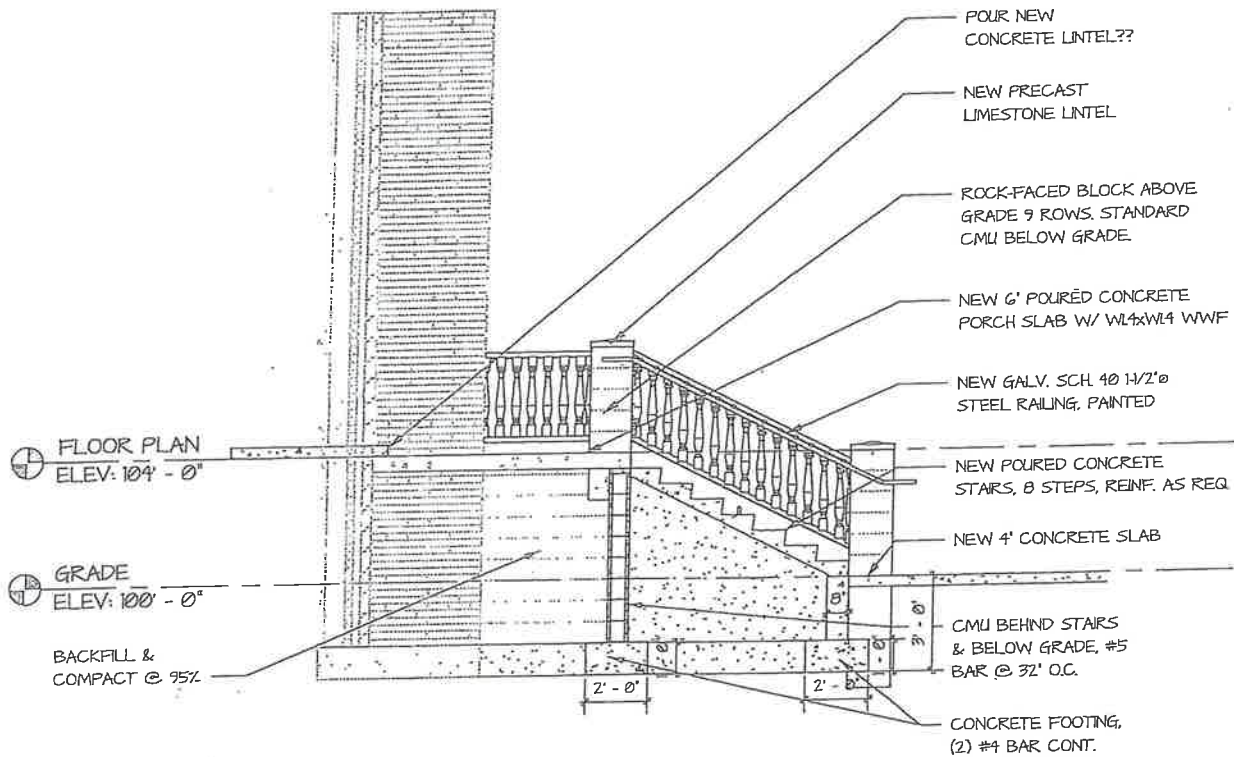
OPTION 2



3 PERSPECTIVE
A-1

OPTION 2

OPTION 2

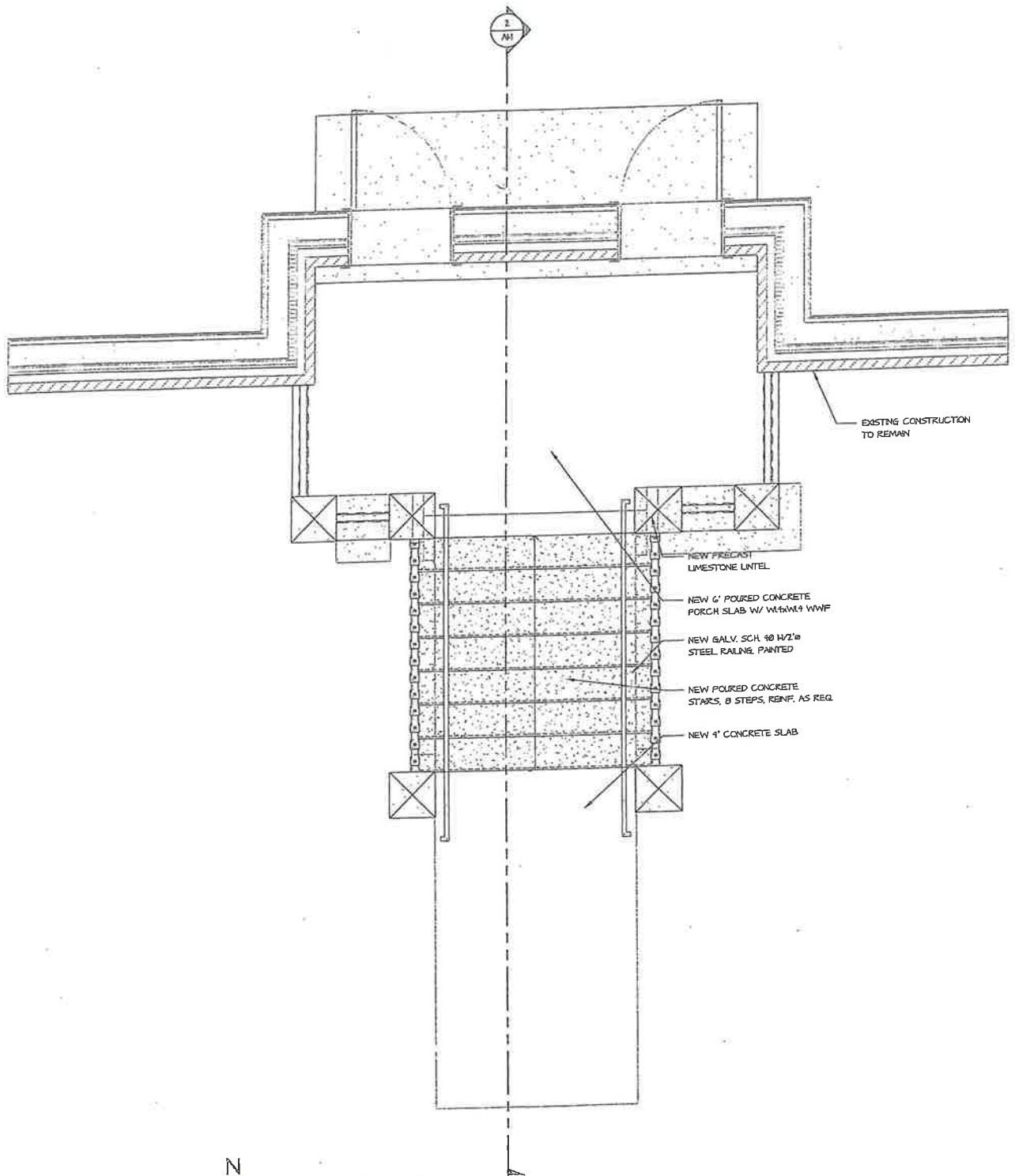


2
AH

SECTION DETAIL

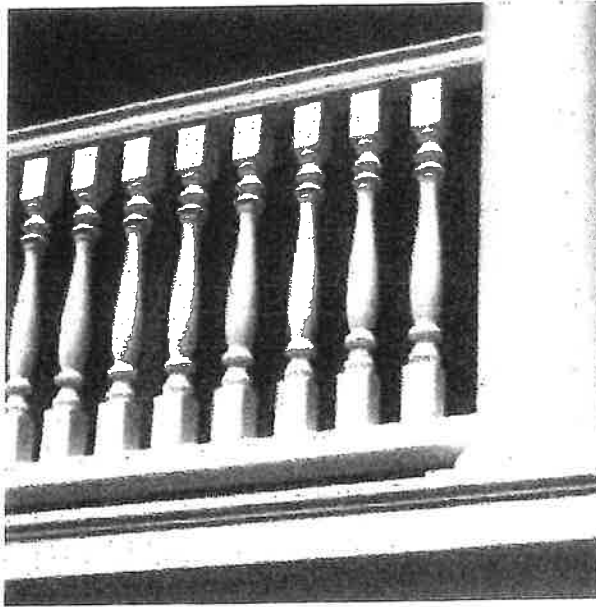
OPTION 2

OPTION 2



1 FLOOR PLAN
A11

OPTION 2



OPTION #2

4-1/4" Balustrade System

Our 4-1/4" system is for those who don't want the robust look of the larger railings but still want the benefits of a low-maintenance product.

- Railing: BR7600, BR7610
- Baluster: B7532 style
- Finish: Painted White
- Code: 32" Height, 4" Sphere Spacing
- PROMOTION!!! 4-1/4" WIDE POLYURETHANE: \$145 per lineal ft!!!
- PROJECT GALLERIES

Call us for a free quote or if you have any questions! (877) 279-9993

