



Request for Proposals

Fire Bay Floor Drain Wall
Replacement

City of Charlevoix

Fire/EMS Building

210 State St.

Charlevoix, MI 49720

06/15/2026



**CITY OF
CHARLEVOIX**

Request for Proposals (RFP)
Fire Bay Floor Drain Wall Replacement
City of Charlevoix Fire/EMS Building

The City of Charlevoix is requesting sealed proposals from qualified contractors for the removal, repair, and replacement of deteriorated floor drain walls and associated concrete within the Fire/EMS apparatus bay located at 210 State Street, Charlevoix, Michigan.

1. Introduction

The trench-style floor drain system within the Fire/EMS apparatus bay has experienced significant deterioration. The drain is approximately 40 feet long and 14 inches wide. Concrete ledges, trench wall sections, and adjacent floor surfaces have eroded, compromising both the structural support of existing grates and safe vehicle operations.

The purpose of this RFP is to solicit proposals from qualified contractors to remove deteriorated drain wall sections, reconstruct drain supports, repair surrounding concrete slab areas, and restore the system to safe operating condition. Contractors are responsible for verifying all field conditions prior to proposal submission. The City makes no guarantee as to subsurface conditions.

Issuance of this RFP does not obligate the City of Charlevoix to award a contract or to pay costs associated with proposal preparation.

2. Scope of Work

The selected contractor shall furnish all labor, materials, equipment, tools, supervision, permits, testing, disposal, and incidentals necessary for a complete and operational installation. Work shall include, but is not limited to, the following:

- Conducting a thorough inspection of existing trench drain and surrounding concrete.
- Verifying all measurements and site conditions prior to demolition.
- Saw-cutting, removing, and disposing of deteriorated concrete, trench walls, and associated material.
- Providing proper disposal of all demolition debris in accordance with regulations.
- Reconstructing trench drain walls and supports capable of supporting existing or replacement grates and traffic loads associated with fire apparatus. Load rating shall meet or exceed HS-20 or similar standard.
- Restoring adjacent concrete floor surfaces as required, including patching, infilling, or partial slab replacement.
- Providing concrete meeting strength and durability requirements appropriate for bay traffic (typically 4,000–5,000 PSI minimum).
- Ensuring proper drainage slope into the trench system.
- Reinstalling or replacing trench drain grates as required.
- Furnishing all finishing, curing, and sealing processes necessary for long-term durability.
- Protecting City equipment and preventing damage to building systems.
- Maintaining safe access for Fire/EMS operations and coordinating work schedules with City

staff to ensure emergency response capability is preserved.

- Maintaining a clean and safe work zone with daily cleanup and dust control.
- Complying with all OSHA standards, Michigan Building Codes, state and federal regulations, and any additional regulatory requirements applicable to concrete and drainage work.
- Repairing, at no cost to the City, any damage caused to existing structures, equipment, or utilities during the project.
- Providing required submittals including concrete mix designs, product data for trench components, and safety plans when applicable.

Any deviation from the defined scope must be approved by the City in writing through a formal change order.

3. Proposal Requirements

All proposals shall include the following minimum information:

Contractor Information

- Company name, address, phone number, email, and primary contact.
- Michigan contractor license number and classification (if applicable).
- Proof of insurance meeting requirements listed in Section 8.
- Disclosure of subcontractors, if any.

Project Approach

- Detailed description of proposed repair and reconstruction methods.
- Description of materials to be used.
- Proposed project schedule including major milestones and estimated duration.
- Plans to minimize operational impact to Fire/EMS services.
- Safety procedures and site protection methods.
- Confirmation of site inspection and acknowledgment of existing conditions.

Experience

- Description of similar projects performed in the last five years.
- Minimum of three references for comparable work, with contact information.

Cost Proposal

Provide an itemized breakdown including:

- Demolition/removal
- Concrete and drain reconstruction
- Materials and equipment
- Labor
- Disposal fees
- Optional or alternate pricing (if applicable)
- Total project cost

Proposals must also include:

- Acknowledgment of any Addenda issued.
- Non-collusion statement.
- Statement of compliance with all federal, state, and local laws.

4. **Site Visit**

Contractors are strongly encouraged to conduct a site visit. Appointments may be made by contacting the City at 231-547-3258. Failure to inspect the site does not relieve the contractor from responsibility for estimating costs or performing the work properly.

5. **Timeline**

- RFP Issued: 06/15/2026
- Call for appointment for site visit: 231-547-3258
- Questions Due: 6/17/2026
- Proposal Submission Deadline: 07/1/2026 by 1:00 PM
- Anticipated Award Date: 07/06/2026
- Target Project Completion: 11/15/2026

The City reserves the right to adjust this schedule as needed.

6. **Submission Instructions**

Sealed proposals shall be submitted to:

City of Charlevoix
Attn: Sarah Dvoracek, City Clerk
210 State Street
Charlevoix, MI 49720

Electronic submissions may be accepted with prior approval and shall be sent to:
clerk@charlevoixmi.gov

Email subject line shall read: "Fire Bay Floor Drain Wall Replacement RFP"

All proposals must be received by 1:00 PM on July 1, 2026. Late proposals will not be accepted.

Proposals must remain valid for a minimum of 90 days from submission.

7. **Selection Criteria**

Proposals will be evaluated using the following criteria:

- Contractor experience with similar municipal or commercial concrete and drainage projects
- Proposed repair methods and materials
- Ability to complete the project within the required timeframe
- Quality of references and past performance
- Total project cost and clarity of cost breakdown
- Responsiveness to all RFP requirements

The City may request additional information or conduct interviews. The City reserves the right to negotiate scope and pricing, reject any or all proposals, waive informalities, and accept the proposal that best serves the interests of the City.

8. **General Conditions**

Insurance Requirements

The contractor shall carry the following minimum insurance coverage:

- General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate
- Workers' Compensation: Statutory limits

The City of Charlevoix shall be named as an additional insured. Certificates of insurance must be provided prior to contract execution.

Indemnification

The contractor shall indemnify, defend, and hold harmless the City, its officers, employees, and agents from any claims, damages, or liability arising from contractor operations, negligence, or failure to comply with applicable laws.

Permits and Codes

Contractor is responsible for obtaining all required permits, inspections, and approvals.

Change Orders

Any change in scope, cost, or schedule requires prior written approval from the City.

Payment Terms

- Contractor shall submit invoices according to the agreed schedule.
- The City may withhold up to 10% retainage until final acceptance.
- Final payment will be issued after completion, inspection, and receipt of all closeout documents.

Project Closeout Requirements

- Final inspection and approval by the City
- Removal of all equipment and debris
- Warranty documentation
- As-built documentation, if applicable

9. **Warranty**

The contractor shall provide a minimum one-year warranty on all workmanship and materials. Concrete work shall be warranted against cracking, spalling, or failure not attributable to misuse or extraordinary loads. Warranty shall begin upon final acceptance by the City.

10. **Questions**

Questions regarding this RFP shall be submitted to:

City of Charlevoix (Chief McDonnell)
210 State Street
Charlevoix, MI 49720
Phone: 231-547-3258
Email: jillm@charlevoixmi.gov