

**REQUEST FOR PROPOSAL DOCUMENTS**  
**FOR**  
**Tierney Park Renovation Project Owner's Representative**



**VILLAGE OF LEXINGTON**  
**7227 HURON AVE**  
**LEXINGTON, MICHIGAN 48450**

**April 29, 2025**

## NOTICE TO SUBMITTERS

### TIERNEY PARK RENOVATION PROJECT OWNER'S REPRESENTATIVE FOR THE VILLAGE OF LEXINGTON, MICHIGAN

Sealed proposals will be received by the Village of Lexington for the

### TIERNEY PARK RENOVATION PROJECT OWNER'S REP RFP

and should be addressed to:

Village of Lexington  
Attn: Clerk  
7227 Huron Ave.  
Ste 100  
Lexington, Michigan 48450

This RFP is intended to solicit proposals for qualified consultant to provide Owner's Representative services to oversee construction efforts at the Village of Lexington Tierney Park. The improvements include but are not limited to a redesign and replacement of stormwater systems and parking areas, reconfiguration of park grounds and walkways, construction of a restroom and amphitheater, and removal and installation of a fuel tank and delivery system.

Proposals will be accepted until **2:00 p.m. May 20, 2025**, for the at which time proposals will be publicly opened and read aloud.

All proposals must be in writing and must contain an original signature by an authorized officer of the firm. Electronic proposals (i.e., telephonic, fax, email, etc.) are **NOT** acceptable. Bids submitted through BidNet Direct are considered sealed bids.

The submitter agrees that if the city accepts their proposal, the submitter will, within 14 consecutive calendar days after receiving notice of this acceptance, enter into an agreement which be presented for approval by City Council.

All proposals shall clearly contain on the outside of the **sealed** envelope in which they are submitted:

### TIERNEY PARK RENOVATION PROJECT OWNER'S REP

Hard copies of the proposal, contract forms and specifications are on file and may be obtained from the Village website: [www.villageoflexington.com](http://www.villageoflexington.com) or by contacting [clerk@villageoflexington.com](mailto:clerk@villageoflexington.com).

The Village reserves the right to accept any proposal; or to reject any proposal; to waive irregularities in a proposal; or to negotiate if it appears to be in the best interest of the Village of Lexington.

Schedule	Task
April 29, 2025	Issuance of RFP
May 19, 2025	Deadline to Submit Questions
May 20, 2025	Proposals Due
May 20, 2025 – May 26, 2025	Proposal Evaluation
May 26, 2025	Proposal Selection
May 28, 2025	Project Initiation
June – September	Coordination/Planning
September 15, 2025	Project Start
June 30, 2026	Project Complete

## **INQUIRIES/ADDENDUMS**

Addendums will be available on the city's website at [villageoflexington.com](http://villageoflexington.com) and on BidNet Direct.

All inquiries regarding this proposal request must be received by May 19, 2025 by email to [manager@villageoflexington.com](mailto:manager@villageoflexington.com). Field inspections will be available upon request.

## INSTRUCTIONS TO SUBMITTERS

1. Each proposal must be signed by the submitter with his usual signature. Proposals by partnerships should be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and designation of the president, vice-president or person authorized to bind it in the matter. **Any paperwork not filled out properly or signed will cause the proposal to be considered non-responsive and shall be rejected by the Village.**
2. Proposals, to receive consideration, must be received prior to the specified time of opening and reading as designated in the invitation.
3. Submitters are requested to use the proposal form furnished by the Village when submitting their proposals. Envelopes must be **sealed** when submitted and clearly marked on the outside indicating the name of the proposal.
4. Proposals having and erasures or corrections thereon may be rejected unless explained or noted over the signature of the submitter.
5. References in the specifications or description of materials, supplies, equipment, or services to a particular trade name, manufacturer's catalog, or model number are made for descriptive purposes to guide the submitter in interpreting the type of materials or supplies, equipment, or nature of the work desired. They should not be construed as excluding proposals on equivalent types of materials, supplies, and equipment or for performing the work in a manner other than specified. However, the submitters' attention is called to General Condition seven (7).
6. Proposals should be mailed or delivered to: Village of Lexington, Attn: Clerk 7227 Huron Ave. Ste 100, Lexington, MI 48450.
7. Special conditions included in this inquiry shall take precedence over any conditions listed under General Conditions or Instructions to Submitters.
8. Insurance coverage – The winning submitter, prior to execution of the contract, shall file with the Village copies of completed certificates of insurance naming the Village of Lexington as an additional insured party.
9. **The following items must be included with the proposal response:**

- a. Vendor Proposal
- b. W-9 Request for Taxpayer ID No. and Certification
- c. Signature Page & Legal Status/ Acknowledgement of Addendum(s)
- d. Insurance Endorsement

#### **Evaluation Criteria**

Proposals will be evaluated based on:

- **Experience and qualifications** of the firm and personnel.
  - **Cost-effectiveness** of the proposal.
  - **Understanding of the project** and scope of work.
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## **PROPOSAL**

### **Request For Proposal (RFP) Owner's Representative Services for Tierney Park Renovation Project**

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#### **Purpose of RFP**

This RFP is intended to solicit proposals for qualified consultant to provide Owner's Representative services to oversee construction efforts at the Village of Lexington Tierney Park. The improvements include but are not limited to a redesign and replacement of stormwater systems and parking areas, reconfiguration of park grounds and walkways, construction of a restroom and amphitheater, and removal and installation of a fuel tank and delivery system.

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#### **Scope of Work**

The primary role of the Owner's Representative is to act as the Village's liaison to the project and provide project management advisory services to the Village.

The Owner's Representative will advocate for the Village's interests in working with all entities of the project during all stages of the project. The Owner's Representative will assist the Village with oversight of the project as it relates to design, construction, budget status, change orders, and reporting. In this capacity, the Owner's Representative will work closely with Village staff as required.

#### **Item 1: Lump Sum Cost for Owner's Representative Services**

The lump sum cost will include the following tasks:

- Total Project Budget Management

The Owner's Representative will develop, manage, and update the budget for the Project. This also includes identifying any concerns with the budgeted costs and contingencies. This scope includes assisting the Owner with evaluating the costs of various building components, amenities, sustainability options, and providing suggestions for cost savings.

- Total Project Schedule Management

The Owner's Representative will develop, monitor, and report on schedule progress and notify the Owner of any delays or problems. In the event of schedule risk, the Owner's Representative will collaborate with all entities involved in the project to make corrective action necessary to meet the schedule.

- Project Team Management

The Owner's Representative will coordinate and expedite the flow of information between the Owner's Project Team and the outside consultants, vendors, and contractor(s).

- Project Delivery Strategy

The Owner's Representative will assist the Owner in evaluating various project delivery methods, including identifying any concerns with pre-construction and construction strategies and addressing requirements for function, cost, quality, time and logistics.

- Construction Administration Procedures and Reporting

The Owner's Representative shall establish procedures for expediting and monitoring construction phase information.

- On-Site Management

The Owner's Representative shall visit the Project Site to provide construction representation as an agent of the Owner as needed. Representative will verify staking.

- Owner, Architect, Contractor Meetings

The Owner's Representative shall conduct regular Project meetings attended by the Owner's Project Team, Design Professionals and/or Contractors.

- Progress Payment Review

The Owner's Representative shall review the payment applications submitted by each Contractor. The Owner's Representative shall make appropriate adjustments, if required, to each payment application and shall prepare a recommendation to the Owner whether the amount requested accurately reflects the progress of the Contractor's work.

- Review of Requests for Changes to the Work

The Owner's Representative shall review the contents of requests for changes to the work submitted by the Contractor and make recommendations to the Owner with respect to acceptance or rejection of changes in accordance with the Contract Documents.

- Operation and Maintenance Materials

The Owner's Representative shall collect Operation and Maintenance Materials required by the construction contract from the Contractor and shall transmit these materials to the Owner. Close-Out Reports At the time of conclusion of

the Project, the Owner's Representative shall prepare final Project accounting and close-out reports.

- Testing Coordination

Owner Rep will hire third-party testing agency for all materials testing as required by project specifications. Contractor will be responsible for scheduling testing at appropriate project milestones. Owner Rep will coordinate with both Contractor and Testing agency to ensure testing requirements are met. Testing Agency fee will be billed as a reimbursable expense to Owner.

- Fuel System Coordination

The removal and installation of a fuel system is included in the project. The system will be owned and operated by the Department of Natural Resources.

The Village is willing to be flexible in on-site hours. Progress meetings can be held remotely. Actual on-site hours may vary by work but minimum expectations are every other week for progress visits during the construction phase. Utility and building construction will require additional time in person.

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## **Budget Information**

The Tierney Park Renovation Project has a budget of approximately \$5,000,000.

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**TIERNEY PARK RENOVATION PROJECT OWNER'S REP  
FOR THE VILLAGE OF LEXINGTON, MICHIGAN**

**Proposal Amount:** \$ \_\_\_\_\_  
(Lump Sum for Owner's Representative Services)

For any questions or further information, please contact:

Lori Fisher, Village Manager  
Email: Manager@villageoflexington.com  
Phone: 810.359.8631 x105 or 810.404.4000

**Proposal Submission Deadline: May 20, 2025 @ 2:00 P.M.**

On behalf of \_\_\_\_\_, I hereby submit this proposal for Tierney Park Renovation Project Owner's Representative for your consideration. The undersigned acknowledges that this proposal is subject to the General Conditions and the General Specifications included in the contract documents. In submitting this proposal, it is understood that the right is reserved by the Village to reject any and all proposals and waive any irregularities in the proposal process. The Village may award this contract based on any combination of the total proposal and/or alternates.

Dated and signed at \_\_\_\_\_ State of \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Witness:	Submitter:
	Printed Name:
	Title:
	Phone:
	Email:

## **Village of Lexington Contractor Requirement Checklist**

(Contractors, please Check all line items that can be provided upon request that apply to bid project)

### **1. Insurance**

- a. ( ) Minimum of \$1,000,000 liability – Must provide current certificate of insurance.
- b. ( ) Must provide a copy of policy stating the Village of Lexington as an additional insured.
- c. ( ) Workers Compensation - Must provide current certificate of insurance or submit the appropriate Sole Proprietor "hold harmless" form attachment A or B.
- d. ( ) Vehicle liability - Must provide current certificate of insurance for all vehicles used for contracted work.

### **2. Safety**

- a. ( ) Contractor shall warrant that employees are trained and certified for confined Entry when required for the contracted work.
- b. ( ) Contractor shall warrant that employees are trained and certified for Personal Protection Equipment use when required for the contracted work.

### **3. Equipment**

- a. ( ) Contractor shall warrant their capability of supplying all required equipment in good working condition, including employee safety standards, necessary for contracted work.

### **4. Qualification**

- a. ( ) All contractors shall provide a copy of their current State business license. The village will determine if licensing is required based on project.
- b. ( ) All contractors seeking work from the Village shall submit with bids their company contact information and billing address.
- c. ( ) All contractors seeking work from the Village shall submit with their bids the above referenced documentation in sections 1, 2 and 3.
- d. ( ) All contractors seeking work from the Village shall submit with bids a list of sub contractors anticipated to work on the project and their company contact information. Primary contractors are responsible for ensuring sub-contractors with all contractor requirements.

### **5. Utility Liability**

- a. Contractor understands that he/she will be held liable for any material and or monetary damage caused to any utility, either village, public or privately owned, by the contractor during the performance of a contract.

### **6. Initiation of Work Payment**

- a. No work is to proceed until all requirements are verified to have been met by the Village Department Manager hiring the contractor.
- b. No work is to proceed until the service contract is signed and filed with the Village Clerk and DDA.
- c. No payments, including advances or progress, are to be made unless all requirements are met and payment is authorized by the DDA.

Signature of Contractor: \_\_\_\_\_ Date: \_\_\_\_\_