



**COUNTY OF NEWAYGO  
NEWAYGO COUNTY, MICHIGAN  
REQUEST FOR BIDS (RFB)**

**NEWAYGO COUNTY ADMINISTRATION  
CONSTRUCTION MANAGEMENT SUPPORT FOR THE HOMEOWNER IMPROVEMENT PROJECT**

The Newaygo County Administration Department requests sealed bids from qualified contractors for general contracting management at scattered site single-family homes throughout Newaygo County for a 24-month period expected to begin June 2025.

Newaygo County officially distributes bid documents from the Newaygo County Administration Office. Copies obtained through any other source are not considered official copies. If you have received this document from a source other than the Newaygo County Administration Office, it is recommended you obtain an official copy.

**1. BID PROCESS**

The following is a schedule of events concerning the bid process:

- Bids Due Friday, April 25, 2025 at 9:00 a.m.
- Bids Opening Friday, April 25, 2025 at 9:30 a.m.
- Expected Project Start June 2025
- Expected Project Completion May 2027

**A complete original of sealed bid shall be submitted to:**

**NEWAYGO COUNTY CLERK**

1087 E Newell Street, PO Box 885  
White Cloud, MI 49349

**\*\*\* PLEASE MARK YOUR ENVELOPES: BID– Newaygo County HIP Construction Management**

Bids must be received no later than Friday, April 25, 2025, at 9:00 a.m., at the address set forth above. Bids received after Friday, April 25, 2025, at 9:00 a.m. will not be considered. The bid is to be completed in a clear, concise form. Additional written material, such as professional records, certifications, etc., may be attached and submitted to augment the data.

The contractor must initial any corrections.

Questions regarding bid specifications shall be e-mailed to the Administration Department at [housing@newaygocountymi.gov](mailto:housing@newaygocountymi.gov) (subject line "Newaygo County HIP Construction Management Question"). Newaygo County will make every effort to provide a clear answer to interested parties; however, Newaygo County makes no guarantees. Responses will be placed on the County's website at: <https://www.newaygocountymi.gov/finance/county-procurement/>

## **2. RESERVATION OF RIGHTS**

The Newaygo County Board of Commissioners reserves the right to reject any bids, to award the contract to other-than the low bid, to award separate contracts for separate parts of the services required, to negotiate the terms and conditions of all and any part of the bid(s), to waive irregularities or formalities, and in general to make award in the manner as determined to be in Newaygo County's best interest and at its sole discretion.

## **3. RESPONSIVE BIDS**

Companies are expected to examine the requirements and all instructions. Failure to do so will be at the company's risk. Each company shall furnish all the information requested herein. If any person/organization contemplating submitting a bid is in doubt of the true meaning of any part of the specifications or other conditions with the RFB, they are advised to ask to have the portion in question clarified. Refer to Section 1: BID PROCESS.

## **4. CHANGES AND ADDENDA TO BID DOCUMENTS**

Each change or addendum issued concerning this request will be on file in the Office of Administration. In addition, all changes and addenda will be posted on Newaygo County's website. Refer to Section 1: BID PROCESS for how to access information on the website. The Contractor shall be responsible for making inquiries about the changes or addenda issued. All such changes or addenda shall become part of the Contract, and such modifications or addenda shall bind all Contractors.

## **5. TAXES, TERMS, AND CONDITIONS**

Newaygo County is exempt from paying federal and state sales taxes on most transactions. The County's tax identification number is 38-6006112. Payment terms are subject to County fiscal policy and respective contracts.

## **6. INDEMNIFICATION AND HOLD HARMLESS**

The contractor whose bid is accepted must agree to the following indemnification and hold harmless responsibilities:

The Contractor shall, at his or her own expense, protect, defend, indemnify, and hold harmless Newaygo County, its elected and appointed officers, employees, and agents from all claims, damages, (including but not limited to direct, indirect, incidental, consequential, special and punitive damages), costs, lawsuits and expenses including, but not limited to all costs from administrative proceedings, court costs, and attorney fees, that they may incur as a result of any acts, omissions or negligence of the selected firm, its employees or agents or its subcontractors of sub-subcontractors, or any of their officers, employees or agents which may arise out of the contract.

The Contractor's indemnification responsibilities shall include the sum of damages, costs, and expenses that are more than the sum paid out on behalf of or reimbursed to Newaygo County or its elected and appointed officers, employees, agents or by the insurance coverage obtained and maintained by the selected firm according to the requirements of this RFB and the Contract entered.

## **7. EQUAL EMPLOYMENT OPPORTUNITY**

The contractor and its subcontractors, as required by law, shall not discriminate against the employee or applicant for employment with respect to hiring, tenure, terms, conditions, or privileges of employment, or a matter directly related to employment because of race, color, sex, national origin, disability, age, height, weight, marital status, or religion that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of this covenant may be regarded as a material breach of the contract.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on behalf of

the contract, will state that all qualified applicants will receive consideration for employment without regard to race, color, sex, national origin, disability, age, height, weight, marital status, or religion.

## 8. INSURANCE REQUIREMENTS

The Contractor whose bid is accepted must meet and agree to maintain the following insurance coverage requirements during the term of the contract. All coverages shall be with insurance companies licensed and admitted to doing business in the State of Michigan.

- A. **Workers' Compensation:** The successful company shall carry Workers' Disability Compensation and Employer's Liability Insurance Coverage, as required by law. If the successful company uses subcontractors and sub-subcontractors for the performance of services required under this bid, the successful company shall ensure that said subcontractors and sub-subcontractors carry Workers' Disability Compensation and Employer's Liability Insurance coverage, as required by law.
- B. The successful company shall be responsible for ensuring all its tools, equipment, and materials which they, or any of their sub-contractors, may use or leave at the worksite. Newaygo County shall not be responsible for any loss or damage to the successful Contractor's tools, equipment, or materials.
- C. **Commercial General Liability:** The successful company shall procure and maintain during the term of the contract Commercial General Liability Insurance on an "occurrence basis" with limits of liability of not less than \$1,000,000 per occurrence and aggregate combined single limit, for Personal Injury or Bodily Injury and \$1,000,000 per occurrence and aggregate for Property Damage. Coverage shall include the following extensions: (1) Contractual Liability; (2) Products and Completed Operations Coverage; (3) Independent Contractors Coverage; (4) Broad Form General Liability Extensions or equivalent if not in policy proper.
- D. **Vehicle Liability:** The successful company shall maintain Vehicle Liability Coverage and Michigan No-Fault coverage including all owned, non-owned, and hired vehicles, of not less than \$1,000,000 per occurrence combined single limit.
- E. **Additional Insured:** Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating that the following shall be "Additional Insured:" **The County of Newaygo, all elected and appointed officials, all employees and volunteers, all boards, commissioners or authorities, and board members, including employees and volunteers.**
- F. **Proof of Insurance Coverage:** The successful company shall provide the County at the time of the signing of the agreement copies of certificates or policies for Workers' Compensation, Comprehensive General Liability, and Motor Vehicle Liability.
- G. **Insurance Renewals:** If any of the above coverage expires during the term of the agreement, the Contractor's insurer shall deliver renewal certification and policies to Newaygo County Administration, 1087 Newell, PO Box 885, White Cloud, MI, 49349, at least thirty (30) days before expiration. Insurance certificate(s) may be faxed to (231) 689-7205, addressed to the Budget Manager.
- H. **Notice of Cancellation:** Workers' Compensation Insurance, Commercial General Liability Insurance, and Motor Vehicle Liability Insurance as described above shall include an endorsement stating the following: It is understood and agreed that thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction or Material Change shall be sent to Newaygo County Administration, 1087 E Newell St., PO Box 885, White Cloud, MI, 49349-0885.

**NEWAYGO COUNTY ASSUMES ALL COSTS ARE SHOWN IN THE BID.**

## 9. WITHDRAWAL OF BID

Bids may be withdrawn in-person by a Contractor or authorized representative, provided their identity is made known and a receipt is signed for the bid, but **only** if the withdrawal is made before the stated bid deadline. In case of an error by the Contractor, Newaygo County may, at its discretion, reject such a bid upon presentation of a letter by the Contractor that sets forth the error, the cause thereof, and sufficient evidence to substantiate the claim.

## 10. AWARD

This document is a Request for Bids. All bids will be evaluated by a review committee composed of representatives of, but not limited to, Newaygo County Administration. The Bid will be evaluated on the following (not in any relevant order and not necessarily ranked equally):

1. Contractor's qualifications and capabilities to provide the specified service and any other factors Newaygo County may consider relevant to the implementation and maintenance of the proposed solution
2. Staff experience/qualifications
3. Past performance
4. Cost reasonableness
5. Cost competitiveness
6. References
7. Any other relevant information

Applicants should be prepared to present additional information, including supplemental documentation, and may be requested to attend interviews or public meetings before the award. The price proposed shall be considered firm and cannot be altered after receipt per the terms of this bid. Newaygo County reserves the right to consider bids for modifications at any time before a contract would be awarded. Negotiations for some aspects of this project may be undertaken with the vendor whose bid is deemed to meet the specifications and needs of Newaygo County best. An award for this request will be made by the Newaygo County Board of Commissioners.

Newaygo County will not pay for any information herein requested, nor is it liable for any costs incurred by the Contractor. The successful company shall commence work only after the transmittal of a fully executed contract or after receiving written notification to proceed from Newaygo County. The successful company will perform all services indicated in the bid packet and in compliance with the negotiated Contract. The contents of this RFP and the successful company's response will become contractual obligations if a contract ensues. Failure of the successful company to accept these obligations may result in the cancellation of the award.

## 11. MINIMUM QUALIFICATIONS

Contractors shall demonstrate they have the resources and capability to perform the services as described herein. The following criteria shall be met to be eligible for this Contract. Failure to meet the minimum qualifications is ample cause for the Contractor to be deemed non-responsive. Qualifications include a certification and considerable knowledge and/or experience in various aspects of housing construction; and considerable inspection experience in government-funded rehabilitation programs or in residential construction management or certified in the completion of recognized building codes and/or rehabilitation standards training programs.

1. The Contractor shall have at least three (3) years' experience with similar work.
2. The Contractor shall designate a single point of contact.
3. The Contractor must be able to meet all insurance requirements as outlined in Section 8, Insurance Requirements.
4. The Contractor must have a Michigan General Contractor license on staff and provide proof of certification.
5. The Contractor's business address must be located within Newaygo County.

## 12. SCOPE OF SERVICES

1. The County reserves the right to modify the scope of services during the Contract. Such modification may include adding or deleting any tasks this project will encompass, and any other modifications deemed necessary. Any changes in pricing or payment terms proposed by the Contractor resulting from the requested changes are subject to acceptance by the County. Changes may be increases or decreases.
2. Payment terms are subject to County fiscal policy and respective contracts.
3. The successful company shall not assign the award of the Contract or any payment without the prior written approval of Newaygo County.
4. See section 14 for a detailed list of tasks required to be completed by the Contractor.

## 13. REQUIRED CONTENTS OF THE BID – in the following order:

1. Bid Form and signature page of this solicitation must be filled out and signed by a representative authorized to bind your company.
2. Any supplemental documents/information your company feels necessary for Newaygo County to understand your bid better.
3. A list of at least three references and their phone numbers.
4. A copy of the General Contractor license.

## 14. DETAILED SCOPE OF WORK

The chosen contractor will provide residential construction management support for the Newaygo County Homeowner Improvement Project (HIP). The HIP will make minor renovations to single-family homes within Newaygo County. The program is funded by HUD's Community Development Block Grant program and is subject to compliance with federal regulations. Davis-Bacon does not apply. Newaygo County expects to renovate approximately 13 homes. The maximum amount of funds spent on each project is limited to \$40,000. All projects must meet Michigan State Housing Development Authority (MSHDA) Residential Housing Rehabilitation Standards and all local housing codes and occupancy standards. At a minimum, projects must meet the International Property Maintenance Code. All projects must meet the State of Michigan Building Code.

The primary purpose of any rehabilitation activity using MSHDA CDBG resources is to address health and safety issues and should improve the quality of life for the resident(s), and result in the resident's ability to sustain themselves in their home. Eligible Repairs include:

- Roof Replacement or Repair
- Concrete, Asphalt, and Masonry Replacement or Repair
- Hazardous Tree Removal or Tree Trimming
- Handrail Installation
- Electrical Repairs
- Plumbing Replacement or Repair
- Furnace and/or Air Conditioner Replacement or Repairs
- Waterproofing
- Hot Water Heater Replacement
- Insulation
- Foundation repairs (crack repairs, leaks, sump pump installation etc.)
- Retaining Walls
- Accessibility modifications
- Lead remediation
- Window and door replacement
- Porches
- Interior walls and ceilings
- Floor coverings

The Construction Manager will assist Newaygo County by:

1. Completing initial inspections of potential properties. A thorough inspection of the property must be conducted to determine the type and cost of work necessary to bring the property into compliance with all local and state building codes, including the HUD guidelines or the State of Michigan Building Code. During/following the initial inspection, the housing inspector will write an inspection report. The Construction Manager will follow-up by generating a work write-up and cost estimate, in which all of the work that is needed is listed alongside the estimated dollar amount required to complete each item. The work write-up will prioritize critical health and safety items first. Digital photographs are required before any work on the home may begin.
2. If a home was constructed prior to 1978, the Lead Safe Housing Rule applies. Therefore, the initial inspection report must specify all the work to be done to bring the residence to standard and include all work necessary to comply with applicable lead hazard reduction requirements. The Construction Manager will not be responsible for work that requires an MDHHS-certified lead inspector or lead risk assessor.
3. The Construction Manager will be required to assist in the evaluation of bids when deemed necessary by Newaygo County Administration.
4. The Construction Manager may be required to review complaints and make recommendations regarding complaint resolution. The Construction Manager will not be required to meet directly with homeowners or contractors to resolve complaints.
5. Periodic interim inspections of the rehabilitation construction will be made by the Construction Manager throughout the contract period and formally documented. These inspections will be conducted to ensure compliance with the contract standards for workmanship and materials, to detect any unauthorized deviations, and to identify necessary changes to the contract work in its early stages.
6. The Construction Manager will complete a final inspection of finished work to determine if partial or final payment is appropriate. Digital photographs of all completed work are required.

The Construction Manager will be paid for services on a tiered basis that corresponds to the work completed.

1. The Construction Manager will be paid mileage at the federal mileage rate. The current rate is 70 cents per mile. Mileage will be paid to and from the Construction Manager's work address to the site. If the Construction Manager's pre-work point of origin or post-work destination is closer to the site than the Construction Manager's work address, the lesser distance will be used to calculate the mileage reimbursement.
2. The Construction Manager will be paid a flat fee per item for the following specific services completed:
  - a. Initial property inspection
  - b. Completion of bid specifications with cost estimates and digital photos
  - c. Interim work inspection
  - d. Final completed work inspection
  - e. Completion of work inspection report, including digital photos
3. The Construction Manager will be paid an hourly consultation rate for work completed outside of the work items paid under the flat fee rate. Examples include, but are not limited to consultation in-person, via email, or via telephone to review bids, compare submitted bids, review complaints, or review specifications or reports. Hourly rates will be based on 15 minute intervals. Time worked of 7 minutes or less should be rounded back and time worked of 8 minutes or more should be rounded forward to the next quarter hour.

**BID FORM**

CONTRACTOR NAME: \_\_\_\_\_

**BID FOR: NEWAYGO COUNTY ADMINISTRATION CONSTRUCTION MANAGEMENT SUPPORT FOR THE HOMEOWNER IMPROVEMENT PROJECT**

FORWARD BID TO:                   NEWAYGO COUNTY CLERK’S OFFICE  
  ATTN: JASON VANDERSTELT  
  PO BOX 885  
  1087 E NEWELL STREET  
  WHITE CLOUD, MI. 49349

THE UNDERSIGNED, HAVING EXAMINED THE SCOPE OF WORK, INCLUDING THE INSTRUCTIONS TO CONTRACTORS, GENERAL CONDITIONS AND GENERAL REQUIREMENTS, AND BEING FAMILIAR WITH ALL CONDITIONS AFFECTING THIS PROPOSED PROJECT, HEREBY PROPOSES TO FURNISH THE PRODUCTS AS LISTED, DELIVERY OF, AND SERVICES NECESSARY TO PERFORM AND COMPLETE THE WORK AS INDICATED FOR THIS REQUEST IN ACCORDANCE WITH THE DOCUMENTS FOR THE SUMS AND UNDER THE CONDITIONS AS FOLLOWS:

<b>Work Item per each unit</b>	<b>Flat Unit Bid</b>	<b>Hourly Rate Bid</b>
Initial property inspection		N/A
Completion of bid specifications write-up with cost estimates and digital photos		N/A
Interim work inspection		N/A
Final completed work inspection		N/A
Completion of work inspection report with digital photos		N/A
Consultation with Newaygo County employees	N/A	

THE UNDERSIGNED AGREES TO THE PERFORMANCE OF THE WORK AS STATED IN THE SCOPE OF WORK FOR THE FOLLOWING BID SUM (PROVIDE THE AMOUNT IN BOTH WORDS AND FIGURES: THE AMOUNT IN WORDS GOVERNS IN THE EVENT OF DISCREPANCIES).

**BID EXECUTION**

1. THE UNDERSIGNED AFFIRMS THAT THE BID WAS DEVELOPED WITHOUT ANY COLLUSION, UNDERTAKING, OR AGREEMENT, EITHER DIRECTLY OR INDIRECTLY, WITH ANY OTHER CONTRACTOR OR CONTRACTORS TO MAINTAIN THE PRICES OF THE INDICATED WORK OR PREVENT ANY OTHER CONTRACTOR OR CONTRACTORS FROM PROPOSING THE WORK.
2. IT IS AGREED THAT THIS BID WILL NOT BE WITHDRAWN FOR A PERIOD OF 60 DAYS AFTER THE INDICATED DATE FOR THE RECEIPT OF BIDS.

---

CONTRACTORS FIRM NAME \_\_\_\_\_

CONTRACTORS ADDRESS \_\_\_\_\_

CONTRACTORS EMAIL \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

BY \_\_\_\_\_

NAME AND TITLE \_\_\_\_\_

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_