

**CITY OF ROMULUS REQUEST FOR PROPOSALS**  
**RFP 24/25-02 Goddard Park Plaza Improvements**

The City of Romulus, Michigan is seeking proposals from qualified services companies for the Goddard Park Plaza Site Improvements at 36539 Goddard Road to create a pedestrian plaza.

- (1) Qualified individuals and firms wishing to submit a proposal **must use the forms provided by the City**. Proposal forms and specifications may be obtained from the [MITN system](http://www.mitn.info/) at <http://www.mitn.info/>. Copies of documents obtained from any other source are not considered official copies. Proposals may be rejected unless made on the forms included with the bidding documents.
- (2) Questions must be emailed to [Purchasing@romulusgov.com](mailto:Purchasing@romulusgov.com) and received no later than 12:00 Noon on August 8, 2024.
- (3) Clarifications, modifications, or amendments may be made to this solicitation at the discretion of the City. Any and all addenda issued by the City will be posted on the MITN system. All interested parties are instructed to view the MITN website regularly for any issued addenda. It is the responsibility of the bidder to obtain all issued addenda and acknowledge receipt of said addenda by including a printed copy of each addendum as part of the required documents for this solicitation and to list the addendum and sign and date the "Acknowledgment of Receipt Addenda Form: supplied in the RFP documents
- (4) Proposals should be addressed using the proposal label provided in the RFP. When submitting hardcopies, a total of two (2) copies (One original and one marked "Copy") and one copy in "PDF" form saved to a USB storage device. All documents and USB storage devices must be submitted together in **one sealed envelope or package** and returned to the City Clerk's Office no later than 2:00 P.M. local time, August 20, 2024. For hard copy submittals, the original proposal may be clipped but should not be stapled or bound. The additional copy may be stapled or bound. The original, the copy and the PDF of the proposal should be identical, excluding the obvious difference in labeling.
- (5) At approximately 3:00 p.m. local time following the deadline for submitting proposals, all timely received bids are to be publicly opened and read.
- (6) The successful company will be required to enter into a contractual services agreement with, and provide proof of all insurance required by the request for proposal documents and originals of all required endorsements acceptable to the City.
- (7) The City reserves the right to postpone the opening without notification and also reserves the right to reject all proposals and to waive any minor informality or irregularity in proposals received. Ultimately, a contract may be awarded to the lowest most responsive and responsible company, as determined in the sole discretion of the City of Romulus or otherwise in a manner deemed by the City to be in its own best interest.
- (8) The City reserves the right to reject as non-responsive any proposals that do not contain the information requested in this RFP documents.
- (9) The City reserves the right to reject as non-responsive any proposals which are not organized and formatted as described in this RFP documents.
- (10) The City, during the course of the evaluation process, may request additional written information to supplement and clarify the information provided in this response.
- (11) Each proposal must be accompanied by a bid guarantee in the form of a Bid Bond from a company with A-1 best rating, or a cashier's check in the amount of 5 percent (5%) of the proposal and made payable to the City of Romulus, 11111 Wayne Rd Romulus, MI 48174.
- (12) No proposal shall be withdrawn for a period of sixty (60) days after the opening date without the consent of the city. Checks or drafts of unsuccessful applicant will be returned as soon as possible after the opening and checking proposals.
- (13) A Mandatory Site Visit must be done by each contractor submitting a proposal and include a signed affidavit with their proposal. Initial Site Meeting to take place July 30, 2024 at 1:00 p.m., to schedule a follow-up site visit contact Kevin Krause 734-942-7545.
- (14) The City, at the discretion of the proposal evaluation team, may conduct interviews with some or all of the companies that submitted proposals for consideration.
- (15) For additional information contact Christina Parker, City of Romulus, Purchasing Director, by calling (734) 955-4568 or by emailing [purchasing@romulusgov.com](mailto:purchasing@romulusgov.com).
- (16) The City of Romulus strictly prohibits the reproduction or publishing of any published document or solicitation without the express written consent of the City of Romulus. Unauthorized posting of any notice of these documents or reference to said documents or solicitations is strictly prohibited.

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