



Request for Proposal

Manistee County Library Elevator Replacement

September 16, 2025

1. Summary

a. Introduction. Manistee County Library is currently accepting proposals for your services on the lift renovation at the main branch library located at 95 Maple Street Manistee MI 49660.

The desired completion date for the project is April 30, 2026. Alternate completion dates may be considered with board approval.

b. Purpose. The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidates, conduct a fair evaluation based on the prescribed criteria, and select the candidate(s) who is/are the best fit for the project. The Manistee County Library Board reserves the right to award contract(s) as it sees fit and to the bidder or bidders of its choosing when and how it deems appropriate.

2. Nature and Scope of Work

a. The purpose of this project is as follows:

To replace an existing, three-story lift with a new lift to provide an accessible route between the different levels of the library

b. Project Description:

Removal of the existing lift, demolition as needed, new framing as needed and the installation of the new lift per specifications.

c. The scope of this project includes:

- Removal of existing lift.
- Demolition of wall structure and finish if needed.
- Demolition of floor structure and finish if needed.
- Framing of new walls as annotated and finish to match existing wall finish.
- Framing of new floor structure as annotated and finish to match existing ceiling and floor finish.
- Installation of new lift per manufacturer specification

-Elevator modernization if a full replacement is not possible

d. Location: 95 Maple Street Manistee MI 49660

3. Selection Criteria

All offer submissions that meet the requirements of this RFP and are submitted by the deadline will be considered based upon the materials provided. The following criteria will be used for selecting the winning bid(s):

- a. Use of correct format
- b. The proposal's ability and likelihood of achieving the desired outcome of the project
- c. Past performance of bidder's similar services
- d. The experience and expertise of the bidder's management and staff
- e. The proposed budgeted costs of the project.

The Manistee County Library Board reserves the right to suspend or reject acceptance of any and all proposals at any time as it sees fit, for any reason, without notice or obligation to any bidder.

4. Bidder Qualifications

Bidders should provide the following items as part of their proposal for consideration:

- a. Description of relevant experience
- b. List, title, and employment status of your organization's management and employees
- c. References, testimonials, or samples of your work (as applicable)
- d. Resources you will assign to this project (number, title, experience)
- e. Full plan of action
- f. Timeframe for project completion
- g. Project management methods and details

Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. General Submission Guidelines

a. Contact Information. Provide the name, title, phone number, and email for the best contact for follow up questions and/or to notify of bid status.

b. Summary & Qualifications. Use this section to introduce yourself, your company, and provide information on your relevant experience and qualifications.

c. Methods and Plan. Describe your methodology and capabilities for meeting project deliverables and detail your plan of action for executing and completing this project. Include a detailed milestone timeline in this section.

d. Expectations and Results. Explain your expectations for the project and summarize the results you anticipate achieving. Include a summary of your anticipated timeline for completion in this section.

e. Management and Staff. List all applicable personnel that would be involved with this project, along with their titles, roles, and qualifications.

f. Communications. The Library representative for this project is Julie Herringa (jherringa@manisteelibrary.org), she is to be kept apprised of progress and developments throughout the project. Provide an overview for how your project team intends to communicate to ensure timely progress and completion of the project. (ie. weekly Manistee County Library Lift Renovation meetings and benchmark discussions with project managers and owners' representatives)

g. Budget and Costs. Provide a detailed breakdown of all anticipated expenses, as well as a summary of the total proposed costs of the project. This includes but not limited to: the

estimated costs associated with all personnel, all necessary equipment and associated costs, and any outsourced or contracted work.

h. Licensing and Bonding. Bonding is required at an amount that meets or exceeds the value of construction project, include copies of your licensure and/or bond as applicable.

i. Insurance. Provide details of your insurance coverage related to this project.

6. Deliverables

Deliver or mail five (5) copies of the complete submission package to 95 Maple Street, Manistee, MI 49660. Electronic copies should be submitted to jherringa@manisteelibrary.org.

Paper proposals should be submitted on 8 ½ by 11 paper, including a table of contents and cover letter.

Teams intent on submitting a proposal should notify the representative identified on the cover page no later than November 10, 2025.

Proposals must be received prior to 5 p.m. on November 10, 2025 in order to be considered.

Proposals must remain valid for a period of 60 days.

Proposals will be accepted until November 10, 2025. Any proposals received after this date and time will be returned to the submitting bidder. The proposal must be signed by an official agent or authorized representative of the bidder.

Any outsourced or contracted work is subject to the requirements of this RFP and must be clearly disclosed in the proposal. Any and all costs must be listed in the proposal, including any outsourced or contracted work. Proposals that include outsourced or contracted work must provide a name and description of the individuals and/or organizations being

contracted. All costs must be itemized and include a detailed explanation of all fees and associated costs. Terms and conditions will be negotiated upon selection of the winning bidder(s) and will be subject to review by the Manistee County Library Board and/or its legal advisors, including but not limited to scope, costs, timeline, and anything else applicable to the project.

RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance	11/10/25
Selection of Top Bidders / Notification to Unsuccessful Bidders	12/1/25
Start of Negotiation	12/15/25
Contract Award / Notification to Unsuccessful Bidders	1/5/26

The need-date for project completion is April 20, 2026.

Bidders may propose a date earlier or later, and will be evaluated accordingly.



Evaluation Factors

Firms that make the short list may be expected to make a presentation to the committee that conveys their ability. After interviews, the selection committee will make their selection and submit it to the Board of Trustees for final approval. Library staff will work with the selected firm on contract terms, conditions, and fees. In the event the contract negotiations prove unsuccessful with the selected firm, the selection committee will select another firm with which to begin contract negotiations. The Manistee County Library Board Board reserves the right to reject or accept any and all submissions and is not mandated to accept the lowest price.

Any questions regarding this request should be submitted either via US postal mail:

Manistee County Library: Attn Julie Herringa
95 Maple Street Manistee, MI 49660,

or via email:

jherringa@manisteelibrary.org