



CITY OF HASTINGS, MICHIGAN

REQUEST FOR PROPOSALS (RFP)

FOR

**Sidewalk Accessibility and Remediation Project**

**PROCUREMENT NAME: Sidewalk Accessibility and Remediation Project**

**RFP ISSUE DATE: April 23, 2026**

**PROPOSAL DUE DATE: May 7, 2026**

Requests for Proposals and related documents may be obtained during normal business hours from the City Clerk/Treasurer's office located in Hastings City Hall at 201 East State Street, Hastings, MI 49058.

## OVERVIEW OF THE PROCUREMENT PROCESS

The City of Hastings is employing a formal proposal or bid process in this procurement. All General and Specific Terms and Conditions as described below apply. Potential vendors who receive copies of this RFP will be notified of any addendum to the RFP and provided an equal opportunity to comply with all specifications.

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NOTE: The documents provided as attachments and exhibits are not exhaustive or presumed to be complete and are provided for reference only

**A. GENERAL TERMS AND CONDITIONS**

1. The City of Hastings assumes no responsibility of any kind or nature for any costs incurred by any potential vendor in the preparation of a response to this RFP. This applies to and includes any costs of delivery a Proposal timely.
2. The City of Hastings reserves the exclusive, unencumbered right to:
  - a. Cancel, revise, or amend the RFP;
  - b. Reject any proposal or bid or all proposals or bids submitted in response hereto in whole or in part;
  - c. To waive any irregularities in any proposal or bid;
  - d. To award the whole or part of the work or goods that are the subject of this RFP to that offeror whose proposal or bid is, as determined in the sole discretion of the City, to be in the best interest of the City considering such factors as it may deem pertinent.
3. Sealed proposals or bids must be received on or before **May 7, 2026 at 1PM** at the office of the City Clerk/Treasurer. Date and time will be recorded on delivery. Deadline is for physical delivery to the specified location; postmarks or other indicators of sending or delivery will not be accepted.

Proposals or bids are to be delivered to:

City of Hastings  
Office of the City Clerk/Treasurer  
201 East State Street  
Hastings, MI 49058

4. Any questions regarding the RFP must be submitted before **April 30, 2026 at 4PM**. If necessary, an addendum to the RFP will be provided to all holders of the RFP of record.
5. No proposal or bid may be withdrawn for a period of sixty (60) days after the opening of the proposals or bids except as provided in the RFP.
6. Proposals must be submitted in accordance with the instructions and requirements contained in this RFP. Failure to do so may result in the proposal or bid being considered non-responsive and it may be rejected. An offeror must promptly notify the Office of the City Clerk/Treasurer of any ambiguity, inconsistency, or error, which may be discovered upon examination of the RFP. An offeror requesting clarification or interpretation of this RFP should contact **Assistant City Manager Hana Jaquays** at (269) 945-6006.

7. Proposals should demonstrate the offeror's successful experience in providing the services and/or items requested by this RFP.
8. Proposals must state whether any of offeror's owners, officers, employees, or agents, or their immediate family members, is currently, or has been in the past year, an employee of the City of Hastings or has any responsibility or authority with the City that might affect the procurement transaction or any claim resulting there from. If so, the complete name and address of each such person and their connection to the City of Hastings must be disclosed in the response.
9. Any proposal submitted shall be deemed conclusive assurance that the proposer does not discriminate in any manner against any class of protected persons under federal or state law. This includes non-discrimination on the basis of gender, race, national origin, age, and other categories specified by law. Non-discrimination applies to consideration for employment and services.
10. Proposals must explicitly and completely describe and present all components of the price proposed for work or goods. The City of Hastings is exempt from State of Michigan Sales and Use Taxes.
11. Ownership of all data, materials, and documentation originated and prepared for the City pursuant to the RFP shall belong exclusively to the City and be subject to public inspection in accordance with the Michigan Freedom of Information Act.
12. No information regarding the contents of responses to the RFP will be released prior to award. Once an award has been made, all proposals will be open to public inspection subject to the provisions set forth above.
13. Any interpretation, correction, or change of the RFP will be made by an addendum. Interpretations, corrections, or changes to this RFP made in any other manner will not be binding and offerors must not rely upon such interpretations, corrections, or changes. The City Clerk/Treasurer will issue Addenda. Addenda will be emailed, faxed, or mailed to all known recipients of the RFP.
14. The City may make investigations to determine the ability of the offeror to perform or supply the services and/or items as described in this RFP.
15. The successful offeror must comply with all applicable City, State, and Federal laws, codes, provisions, and regulations.
16. Responses to this RFP must be in the prescribed format.
17. The City may request additional information, clarification, or presentations from any of the offerors after review of the proposals received.

18. The City has the right to use any or all ideas presented in reply to this RFP, subject only to the limitations regarding proprietary/confidential data of offeror.
19. Only the City will make news releases or other public announcements pertaining to this RFP or the proposed award of a contract.

**B. SPECIFIC TERMS AND CONDITIONS**

1. General Information/Background

The City is soliciting proposals for the removal and replacement of existing sidewalk within residential neighborhoods. The Contractor shall furnish all labor, materials, equipment, traffic control, and incidentals necessary to complete the work.

**Work Location:**

[Street Name] from [Cross Street] to [Cross Street] — [ ] Linear Feet (LF)

The project consists of removal and replacement of XXXX LF.

The City reserves the right to add or remove locations based on budget and field conditions.

2. Specific or Technical Requirements of the Work or Goods

The Contractor shall remove existing sidewalk, prepare subgrade and install new concrete sidewalk, replace sidewalk panels to meet current accessibility and safety standards, restore disturbed areas to pre-construction condition.

**ADA Requirements**

All work performed under this contract shall comply with the requirements of the Americans with Disabilities Act. The Contractor is responsible for ensuring that all newly installed sidewalk facilities meet current accessibility standards, with a maximum of 2% cross slope. Curb ramps must have a slope of 1:12 and should not go steeper than 1:48. Black DURALIST detectable warning plates must also be included on the curb ramp.

**Technical Requirements**

Sidewalks shall be minimum five (5) feet in width. Sidewalks shall be constructed at least four (4) inches in thickness except in driveway locations, which shall be at least six (6) inches and have a PSI of 4,000 lbs. Forms shall be clean and straight, composed of wood or metal. The forms shall be staked to line and grade, in a manner that will prevent deflection or settlement. If a covering is needed, nylon mesh may not be used. Required City inspections include footing/trench inspection, form inspection, and a final inspection. If meeting existing sidewalk of a different width, edge to edge taper must be no less than 3 feet with a maximum of 5 feet in length.

**Safety & Traffic Control**

The Contractor shall be responsible for maintaining a safe work environment for pedestrians, residents, and workers throughout the duration of the project. All work

zones shall be secured with appropriate barricades, warning devices, and signage to prevent access to active construction areas and to minimize the risk of injury.

### **Schedule Requirements**

The City requests all work associated with this project be completed before June 30, 2026. As part of the proposal, the Contractor shall submit Attachment A, schedule of work identifying the anticipated start date, sequence of construction by street segment, and estimated completion date for each location.

### 3. Evaluation Criteria

- a. The ability, capacity, and skill of the offeror to provide items described in this RFP in a prompt and timely manner without delay or interference.
- b. The character, integrity, reputation, judgment, experience, efficiency, and effectiveness of the offeror.
- c. The quality and timeliness of performance of previous contracts or services of the nature described in this RFP.
- d. Compliance by the offeror with laws and ordinances regarding prior contracts, purchases, or services.
- e. The conditions, if any, specified in offeror's proposal; i.e. what expectations or requirements the offeror might have of the City as a condition of, or related to the proposal.
- f. Compliance by the offeror with the City's insurance requirements policy.
- g. Price.

### 5. Selection Process

- a. Sealed proposals will be publicly opened immediately after the deadline for submitting proposals.
- b. Proposals will be opened at Hastings City Hall, 201 East State Street, Hastings.
- c. Proposals not submitted timely will not be opened or considered.
- d. Compliance with submittal forms, insurance requirements, and price will be publicly announced at the proposal opening.
- e. City staff will evaluate proposals according to the evaluation criteria noted in the RFP and prepare a recommendation to the Hastings City Council.

- f. The City Council will make the final, binding decision as to the award of the contract or the rejection of any or all proposals.
- g. City staff or the City Council may request additional information or clarification from any offeror. Failure to supply requested additional information may result in proposal being rejected or not considered further.
- h. A Purchase Order or formal contractual agreement will be entered to effect the arrangements. Offerors should submit any requested contract terms as part of their proposal.

C. RESPONSE SUBMITTAL FORMS

Every valid response to the RFP will include the next six (6) pages completed in full and returned to the City by the stated deadline.

**CERTIFICATION**

In compliance with this request for proposal and subject to all terms and conditions imposed herein, which are incorporated in this proposal by reference, the undersigned offers and agrees to furnish the services and/or items requested in this solicitation if the undersigned is selected as the successful offeror.

***Legal Name of Entity Submitting Proposal:***

\_\_\_\_\_

***Address:***

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Phone:*** \_\_\_\_\_ ***Fax:*** \_\_\_\_\_

***Email:*** \_\_\_\_\_

***Authorized Official:***

***Printed Name:*** \_\_\_\_\_

***Title:*** \_\_\_\_\_

***Signature:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

C. RESPONSE SUBMITTAL FORMS (continued)

**RELATED PARTIES DISCLOSURE (CHECK AND COMPLETE AS APPROPRIATE)  
THIS PAGE MUST BE RETURNED SIGNED BY AN AUTHORIZED  
REPRESENTATIVE OF THE OFFEROR**

**NONE** of offeror's owners, officers, employees, or agents, or their immediate family members, is currently, or has been in the past year, an employee of the City of Hastings nor has any responsibility or authority with the City that might affect the procurement transaction or any claim resulting there from.

**EXCEPTIONS TO THE ABOVE STATED ARE AS FOLLOWS:**

**Name** \_\_\_\_\_

Address \_\_\_\_\_

Connection or Relationship to the City of Hastings: \_\_\_\_\_

\_\_\_\_\_

**Name** \_\_\_\_\_

Address \_\_\_\_\_

Connection or Relationship to the City of Hastings: \_\_\_\_\_

\_\_\_\_\_

**USE ADDITIONAL SHEETS IF NECESSARY**

**Authorized Official:**

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

C. RESPONSE SUBMITTAL FORMS (continued)

**REFERENCES**

Each offeror should provide the names, addresses, and telephone numbers of at least three (3) references in connection with supplying the services or items requested in this RFP. References of other similar local government operations are preferred.

**REFERENCE # 1**

**Entity Name:**

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**Address:**

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**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Contact Name and Title:**

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**Email:** \_\_\_\_\_

**Brief Description of Working Relationship with Dates:**

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C. RESPONSE SUBMITTAL FORMS (continued)

**REFERENCES (continued)**

**REFERENCE # 2**

**Entity Name:**

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**Address:**

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**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Contact Name and Title:**

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**Email:** \_\_\_\_\_

**Brief Description of Working Relationship with Dates:**

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C. RESPONSE SUBMITTAL FORMS (continued)

**REFERENCES (continued)**

**REFERENCE # 3**

**Entity Name:**

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**Address:**

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**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Contact Name and Title:**

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**Email:** \_\_\_\_\_

**Brief Description of Working Relationship with Dates:**

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C. RESPONSE SUBMITTAL FORMS (continued)

***INSURANCE***

Attach certificates of required insurance.

***IRS W-9 FORM***

Complete and attach an IRS Form W-9.

***PRODUCT INFORMATION***

Attach complete description of the manufacture, features, and capabilities of materials and goods proposed to be provided.

***OTHER INFORMATION***

Attach other information necessary to describe the proposed vendor and the goods and services proposed to be provided.

**PRICE**

| Street Name  | Total |
|--------------|-------|
|              |       |
|              |       |
|              |       |
|              |       |
|              |       |
|              |       |
|              |       |
|              |       |
| <b>Total</b> |       |

TOTAL PRICE REFLECTING ALL SPECIFICATIONS OF THE RFP

\$ \_\_\_\_\_

D. ATTACHMENTS AND EXHIBITS

NOTE: The documents provided as attachments and exhibits are not exhaustive or presumed to be complete and are provided for reference only

1. City of Hastings Insurance Requirements Policy for Contractors Performing Work on City Premises
2. IRS Form W-9

**Attachment A**

Proposed Schedule

| <b>Street Name</b> | <b>Proposed Start Date</b> | <b>Proposed End Date</b> | <b>Cure Time (Days)</b> |
|--------------------|----------------------------|--------------------------|-------------------------|
|                    |                            |                          |                         |
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