

Houghton Lake Community Schools

Request For Proposal (RFP)

Parking Lots Repaving Project – Area #1-5 Houghton Lake High School

1. Introduction

Houghton Lake High School is seeking qualified contractors to submit proposals for the repaving of **Areas 1-5**, which consists of approximately **250,000 square feet of parking lot surface**. The intent of this RFP is to select a contractor capable of delivering a high-quality, durable asphalt surface with minimal disruption to school operations.

2. Project Overview

- **Please Bid on Areas 1-5 separately (see color coded map)**
- **Project Location:** Houghton Lake High School – Area Houghton Lake, MI
- **Project Size:** ~250,000 square feet
- **Project Type:** Asphalt milling/crush, repair, and resurfacing (or full-depth replacement if required)
- **Anticipated Timeline:** 7/6/26 – 8/31/26
- **Working Hours:** 6am–9pm

3. Scope of Work

The selected contractor shall provide all labor, materials, equipment, and supervision necessary to complete the project, including but not limited to:

3.1 Site Preparation

- Traffic control and site safety measures
- Removal of existing asphalt (milling or crush and reshape as needed)
- Hauling and proper disposal of materials

3.2 Base Repair (as needed)

- Inspection and identification of failed areas
- Sub-base stabilization and repair
- Installation of aggregate base where required

3.3 Asphalt Installation

- Installation of binder and/or surface courses
- Compaction to industry standards
- Achieving proper grading and drainage

3.4 Pavement Markings

- Re-striping of parking stalls, ADA-compliant spaces, fire lanes, and directional markings
- Use of durable, high-visibility paint

3.5 Additional Work

- Adjustment / repair of manholes, valves, or catch basins as needed
- Installation of curbing or edge restraints (if required)
- Cleanup and final site restoration

4. Project Requirements

- Compliance with all local, state, and federal regulations
- Adherence to ADA accessibility standards
- Coordination with school administration to minimize disruption
- Maintenance of safe access for staff and emergency vehicles

5. Contractor Qualifications

Bidders must:

- Be licensed and insured in the State of Michigan
- Have demonstrated experience with similar paving projects (minimum 3–5 references)
- Provide proof of bonding capacity
- Have a strong safety record

6. Proposal Requirements

Each proposal must include:

- Company profile and experience, copy of license, and insurance, and bonding capacity
- Detailed scope of work and methodology
- Project schedule and timeline

- Cost breakdown (materials, labor, equipment, contingencies)
- Warranty information (materials and workmanship)
- References for similar completed projects

7. Evaluation Criteria

Proposals will be evaluated based on:

- Experience and qualifications
- Cost competitiveness
- Project timeline
- Quality of materials and methods
- References

8. Submission Instructions

- **Submission Deadline:** May 15th at 12:00pm
- **Submission Method:** riegerg@hlcsk12.net or 4433 W. Houghton Lake Dr.
- **Contact Person:** George Reiger, Director of Operations 989-366-2010

9. Site Visit

A pre-bid site visit will be:

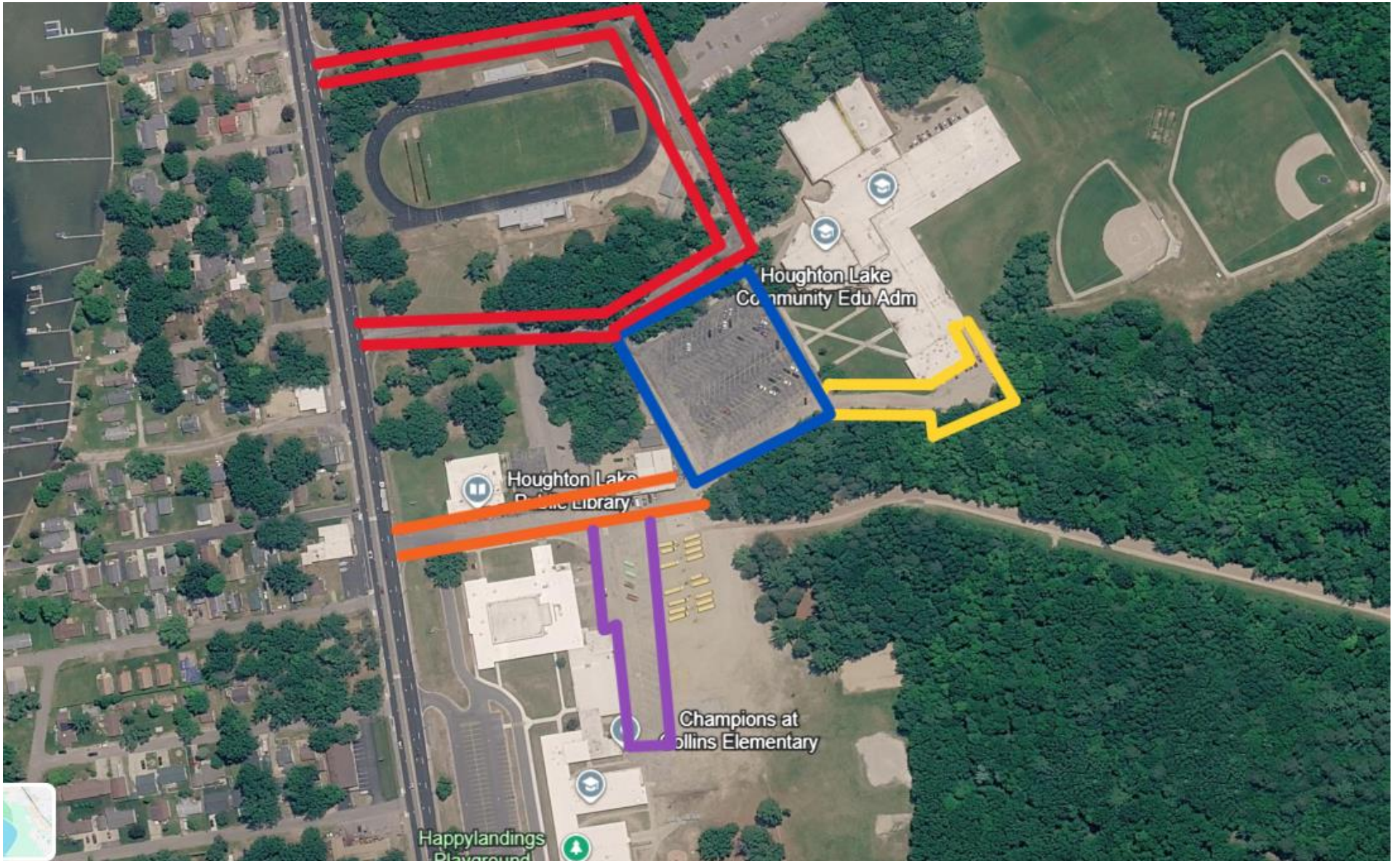
- Required
- Date/Time: April 27th and 28th 12:00pm until 2:00pm

10. Terms and Conditions

- The school reserves the right to reject any or all proposals
- The contractor is responsible for verifying all site conditions
- Any changes to scope must be approved in writing

11. Estimated Quantities

- Total Area: 250,000 sq ft
- Estimated asphalt thickness: 4 inches
- Milling depth: mill all existing asphalt or crush in place



Main Drive **RED** Area #1

Staff Lot **BLUE** Area #2

Driveway Elementary & Library **ORANGE** Area #3

Bus Parking **PURPLE** Area #4

HLS Receiving & Staff **YELLOW** Area #5

Please complete and return with your proposal the following Mandatory Requirements, Certifications, and Assurances statements on the next pages.

Affidavit of Compliance with Michigan Act No. 517, Public Acts of 2012

We, _____ (Company) Certify that we are not an “Iran linked business” within the meaning of Michigan Act No. 517, Public Acts of 2012, and that in the event it is awarded Contract as a result of this Invitation to Bid, we will not become an “Iran linked business” during the course of performing our Work under the Contract

Note: Whoever knowingly and willfully makes any false, fictitious or fraudulent representation may be liable for civil penalties of \$250,000 or two times the amount of the contract or proposed contract, whichever is more, as more fully set forth in Section 5 of Act No. 517, Public Acts of 2012.

Name of Company: _____

By: _____

Title: _____

Date: _____

Subscribed and sworn before me, on _____, 2026

Signature _____

Printed Name _____

Notary public, State of Michigan, County of _____

My commission expires _____

Affidavit of Bidder - Familial Disclosure Form

The undersigned, the district or authorized office of the below-named vendor, Pursuant to the familial disclosure requirement provided in Houghton Lake Community Schools Request for Proposal, hereby represents and warrant that, except as provided below, no familial relationship exists between the district or key employee of the vendor, and any member of the Houghton Lake Community School’s Board of Education and the Houghton Lake Community School’s Superintendent. A list of the School District’s Board of Education Members and the Superintendent may be found at <https://www.hlcsk12.net>.

List any Familial Relationships:

Firm: _____

Print Name of Vendor: _____

By: _____

Its: _____

Subscribed and sworn before me, on _____, 2026

Signature _____

Printed Name _____

Notary public, State of Michigan, County of _____

My commission expires _____

Affidavit of Bidder - Conflict of Interest Disclosure Form

Note: A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by vendor(s) other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

This Conflict of Interest Form should indicate whether the vendor(s) has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interest would reasonably appear to be affected by the purchase. The vendor(s) should also disclose any personal, business, or volunteer affiliations that may give rise to real or apparent conflict of interest.

Date: _____

Name: _____

Position: _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report, please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or majority shareholder, and the name of your employer and businesses you or a family member own:

1. _____

2. _____

3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: _____ Date: _____