



FOR IMMEDIATE RELEASE
March 28, 2023

CONTACT: Dan Opsommer, Deputy Township Manager
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ADDENDUM #2
2024 Annual Local Road Program Contract

Addendum #2 includes two (2) revised contract pages: 4 and 20, and the revised cost spreadsheet.

Please note: you must sign this addendum and include it with your proposal.

This addendum is intended to correct a number of the formulas in the cost spreadsheet and extend the deadline for receiving sealed proposals to Thursday, April 6, 2023. Sealed proposals will be received by Meridian Township, Ingham County, Michigan, at the Meridian Township Clerk’s Office, Municipal Building, 5151 Marsh Road, Okemos, Michigan, 48864, Ph. (517) 853-4000, up to 11:00 a.m., local time on **Thursday, April 6, 2023**.

Additionally, this addendum is intended to clarify that *Section B. General and Administrative Burden or Overhead* of the spreadsheet is designed for the consultant to include any specific, lump sum overhead costs. This section is not for hourly costs, which should be included in the other sections, as applicable.

Date	_____	Company Name	_____
By	_____	Address	_____
	Signature		
	_____		_____
	Printed Name		
Title	_____	Phone Number	_____
		Email Address	_____

Addendum #2

The community of Meridian Township is in close proximity to the Michigan State Capitol and Michigan State University. The Township serves the community through exceptional services, beneficial amenities and an outstanding quality of life. It is a welcoming community that celebrates quality education, recreation and lifestyles.

AM-1



INSTRUCTIONS TO ENGINEERING CONSULTANTS TERMS & CONDITIONS

PROPOSALS

All proposals must be submitted following the proposal format supplied by Meridian Township in this document and shall be subject to all requirements of this document.

The Township may consider as irregular any proposal in which there is an alteration of, or departure from, the format stated in the RFP documents, and at its option may reject the same.

Each firm shall include in its proposal, in the form requested thereof, the cost of performing the work. This contract will be for the entire duration of the 2024 local road program schedule, as outlined in the annual schedules on Pages 20-22. The Township has the option to renew at the end of each year for up to five years. If the Township elects to renew the contract under Article VI of the contract, the rates provided in the cost proposal will increase based on the inflationary cost increases provided as part of the original bids.

Each firm will include in their proposal a listing of each principal and the names of any proposed subConsultant(s) and the name and address of each office, which may likely be involved in the potential projects.

Before executing any subcontract, the successful firm shall submit the name and principals of any proposed subConsultant for the Township's approval in accordance with this contract.

SUBMITTAL OF PROPOSALS

Three hard copies and one electronic copy of the proposal documents shall be submitted in a sealed envelope.

Copies of the contract documents for the work may be obtained from the Department of Public Works & Engineering at 5151 Marsh Road, Okemos, Michigan. There is a five-dollar (\$5.00) fee for mailing contract documents. Contract documents may be obtained via email free of charge. For questions regarding this contract, please contact the Department of Public Works & Engineering at 517.853.4440 or DPW@meridian.mi.us.

Sealed proposals will be received by Meridian Township, Ingham County, Michigan, at the Meridian Township Clerk's Office, Municipal Building, 5151 Marsh Road, Okemos, Michigan, 48864, Ph. (517) 853-4000, up to 11:00 a.m., local time on **Thursday, April 6, 2023.**

The envelope shall be clearly marked on the exterior denoting the name of the firm submitting the proposal and the name of the particular contract for which the proposal is offered.

2024-2029 LOCAL ROAD PROGRAM SCHEDULES

2024 LOCAL ROAD PROGRAM SCHEDULE

Issue RFP	February 17, 2023
RFP Due	April 6, 2023 at 11:00 a.m.
Township Provides Map of 2024 Roads by	May 31, 2023
Consultant shall provide monthly updates, and additional updates at the request of the Township, on the status of the survey, design and engineering services during this period of time*	June 1, 2023 – November 14, 2023
Consultant shall have the bid-ready draft of the RFP/s submitted to the Township for our review by*	November 15, 2023
Construction Start Date	April or May 2024
Construction Duration	April or May – October 2024

* If any modifications that the Township requests during the course of this work, June 1 to November 14, that will, or may, materially delay the delivery of the bid-ready draft of the RFP/s by November 15 preceding the construction year, the Consultant shall notify the Township in writing within two weeks of receiving the written request for modifications from the Township.

2025 LOCAL ROAD PROGRAM SCHEDULE

Renew Contract by	February 28, 2024
Township Provides Map of 2024 Roads by	May 31, 2024
Consultant shall provide monthly updates, and additional updates at the request of the Township, on the status of the survey, design and engineering services during this period of time*	June 1, 2024 – November 14, 2024
Consultant shall have the bid-ready draft of the RFP/s submitted to the Township for our review by*	November 15, 2024
Construction Start Date	April or May 2025
Construction Duration	April or May – October 2025

* If any modifications that the Township requests during the course of this work, June 1 to November 14, that will, or may, materially delay the delivery of the bid-ready draft of the