



*Village of Elk Rapids*

# EDWARD C. GRACE MEMORIAL HARBOR

## Invitation to Bid

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Edward C. Grace Memorial Harbor  
**Installation of Wi-Fi access points  
providing long range coverage for  
indoor and outdoor spaces**

129 N. Cedar St.  
Elk Rapids, MI 49629

**BIDS DUE:** Monday March 4<sup>th</sup>, 2024  
10:00 a.m., EST



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## SECTION 1 – INVITATION TO PARTICIPATE

### 1.1 Purpose

Notice is hereby given that the Village of Elk Rapids ("the Village") soliciting a Request For Proposal (RFP) for the following: Connect long range access points to the current fiber network (wherever present) for coverage at all indoor and outdoor spaces including the main harbor, upper harbor, pavilion, gas dock, boat docks, bath house, and day room.

Respondents must offer a proposal that will meet the scope of services, requests and general description of work activities identified in this RFP, while adding what the Respondent would have to offer.

### 1.2 RFP Coordinator; Issuing Officer

This RFP is issued for the Village. The RFP Coordinator, identified below, is the point of contact from the date of distribution until the selection of the successful Respondent.

**Mike Singleton**

Harbormaster

Village of Elk Rapids

315 Bridge Street

PO Box 398

Elk Rapids, MI 49629

[harbormaster@elkrapids.org](mailto:harbormaster@elkrapids.org)



Figure 1: Aerial view of the Edward C. Grace Lower Harbor.

### 1.3 Presentation and Clarification of the Village's Intentions

As a result of this RFP, the Village intends to enter into a contract with the selected Respondent to supply the services described in this RFP. However, this intent does not commit the Village to award a contract to any Respondent, nor to pay any costs incurred in the preparation of the proposal, nor to procure or contract for any services. The Village reserves the right, in its sole discretion, to accept or reject, in part or in its entirety, any proposal received. At its discretion, the Village may award one or more contracts to one or more qualified Respondents to achieve the objectives of this RFP if it is in the best interest of the Village.

### 1.4 Timeline

The schedule of events for this RFP is anticipated to proceed as follows:

- This RFP will be distributed on February 6, 2024.
- **Final RFP submissions must be received no later than Monday March 4<sup>th</sup>, 2024, at 10:00 a.m., Eastern Standard Time.**
- Respondents will be notified by the RFP Coordinator if the Village will be accepting the bid or not.
- Work to begin on or about April 15<sup>th</sup>, 2024.
- Installation of the Wi-Fi, access points, connection to fiber optics, and removal of antiquated equipment completed no later than June 7<sup>th</sup>, 2024.

## SECTION 2 – BACKGROUND AND SCOPE OF WORK

### 2.1 Background

The Village of Elk Rapids is a General Law Village and a rural community located in the southwest corner of Antrim County, Michigan. According to the 2020 census, the population of the Village of Elk Rapids at that time was 1,529.

The Village of Elk Rapids is a quaint community founded in 1855, with a traditional main street and a scenic river flowing alongside its central business corridor. The Village was established amidst agricultural fields, prominent water features and open land, much of which has retained its original character.

The Edward C. Grace Memorial Harbor was constructed in the 1950s by a group of dedicated volunteers. Completion of the initial harbor project was officially recognized by the then Michigan Governor George Romney during the Village's Harbor Days festival in 1961. Harbor operations have continually expanded over the years to the current capacity of 265 slips.

The Harbormaster is appointed by the Village Manager to supervise daily operations of all Village harbors and boating facilities. There are three full-time staff members who supervise approximately twenty seasonal support staff.

The Harbor Commission consists of seven members, serving staggered 4-year terms, who are appointed with the majority consent of the Village Council. One Village Council trustee is appointed to the Harbor Commission by the Village Council President. The Harbor Commission reviews all village projects that may affect the streams, lakes, rivers and shoreline within the village and all other waters as may be in the jurisdiction of the village, as they pertain to harbor facilities as established. The Harbor Commission will also make recommendations to the Village Council regarding harbor operations and harbor projects.

## 2.2 Proposal Information

It is the intent of the Harbormaster after receipt of bids to review available funding and proceed with the award process which includes the review and approval by a majority vote of support from the Edward C. Grace Harbor Commission and the Village Council of Elk Rapids.

## 2.3 Requirements

Expectations of Respondents:

1. Project management, general oversight, and inspection of completed work.
2. Report work status with the harbormaster on the progress of the installation.
3. Site Preparations for installation of access points.
4. Connection to the harbor's current fiber network.
5. Removal and proper disposal of antiquated equipment.
6. Complete installation by June 7<sup>th</sup>, 2024



Figure 2: Harbor entrance

## SECTION 3 – PROPOSAL REQUIREMENTS & GENERAL INFORMATION FOR RESPONDENTS

### 3.1 Submission of Respondent's Proposal

**Receipt of Bids:** Bids shall be submitted in sealed envelopes marked “**Edward C. Grace Memorial Harbor bid for Installation of access points and connections to fiber network**”.

**TO:** Village of Elk Rapids  
Governmental Center  
315 Bridge Street  
Elk Rapids, MI 49629  
**Attn: Harbormaster Mike Singleton**

**DATE: Monday, March 4<sup>th</sup>, 2024**

**TIME: 10:00 a.m., Eastern Standard Time**

All Bids received at such place, date and time will then be publicly opened and read aloud. Bids received after such time will be returned to the respective Bidder, unopened. Bidders submitting Bids will be advised of the results of all the Bid proposals following the award of all contracts.

Mailed bids should be sent to: **Village of Elk Rapids, Attn: Harbormaster, Mike Singleton, 315 Bridge Street, Elk Rapids, MI 49629.**

### 3.2 Examination and Procurement of Documents

Bidders may obtain complete sets of Bidding Documents from the Village of Elk Rapids after 10:00 a.m. on Monday March 4<sup>th</sup>, 2024,

Complete and detailed Bidding Documents will be on file, and may be examined by prospective Bidders at:

- A.** Village of Elk Rapids, Governmental Center, 315 Bridge Street, Elk Rapids, MI 49629.
- B.** Builders Exchange of Northwest Michigan, 1373 Barlow, Traverse City, MI 49686



### 3.3 MODIFICATION OR WITHDRAWAL OF BID

A bid may not be modified, withdrawn, or canceled for a period of one hundred twenty (120) calendar days after the time and date designated for receipt of Bids.

### 3.4 Pre-Bid

There will be no mandatory pre-bid meeting, however contractors are expected to visit the site and make themselves familiar with existing site conditions. Access to the Edward C. Grace Memorial Harbor and associate facilities may be coordinated with the Harbormaster, Mike Singleton, [Harbormaster@elkrapids.org](mailto:Harbormaster@elkrapids.org) or by calling 231-264-9274.

The Village of Elk Rapids reserves the right to reject any or all proposals for this service and is not limited to the lowest bid.



Figure 3: Sunset over the Jack Blesma Pavilion. Photo Courtesy of Trustee Laura Shumate.