



CITY OF BROWN CITY

"Brown City: Rooted in Tradition Growing with Heart"

4205 Main Street, P.O. Box 99, Brown City, Michigan 48416-0099

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cityhall@cityofbrowncity.net

Mayor:
Julie Miller

City of Brown City, Michigan Request for Proposal (RFP) Maple Street Ditch & Culvert Rehabilitation Project

Councilmembers:
Neil Kohler
Patricia Jacobson
Robert Jacobson
Ross McIvor
Gene Navock
Mark Vaerten

Issue Date: 6-24-2025

Proposal Due Date: 7-28-2025

1. Project Overview

The City of Brown City is seeking qualified contractors to perform ditch rehabilitation and culvert replacement along the south side of Maple Street, beginning at Welles Street and running east to the County Drain. This project aims to ensure proper water flow, replace inadequate or damaged culverts, and restore all affected areas.

City Clerk:
Pamela Willer

2. Scope of Work

Deputy Clerk:
Stephanie Stimson

- **Ditch Excavation and Grading**

Re-grade and clean the existing drainage ditch along the south side of Maple Street from Welles Street east to the County Drain to ensure proper flow. The ditch must be shaped to allow unimpeded stormwater movement to the County Drain.

City Treasurer:
Jaimie Faust

- **Culvert Inspection and Replacement**

There are eight (8) existing culverts in the project area.

City Manager:
Charles Bennett

- All culverts smaller than **12 inches in diameter** must be **removed and replaced** with new 12-inch culverts.
- Any 12-inch culverts found to be in **poor or damaged condition** must also be **replaced**.
- The City will assist in identifying which culverts must be replaced if needed.

Police Chief
Shane McKibben

DPW Foreman:
Mike Vislosky

- **Driveway Restoration**

For all culvert replacements, the **driveways must be restored to their original condition and material**, including:

Office Manager:
David R. Van
Cura

- Asphalt, concrete, or gravel
- Matching depth and finish

City Assessor:
David McArthur

Economic
Developer:
Ethan Workman

- Ensuring proper compaction and smooth transitions
- **Site Restoration**
All disturbed soil must be:
 - Properly graded and leveled
 - Seeded with grass seed
 - Covered with straw or mulch for erosion control

3. Contractor Requirements

- Licensed and insured to perform work in the State of Michigan
- Experience with municipal ditch and culvert work preferred
- Ability to comply with local, state, and environmental regulations
- Must provide a project schedule with start and end dates

4. Proposal Requirements

Submitted proposals must include:

- Company profile and qualifications
- Proposed work plan and timeline
- Detailed cost estimate, including materials, labor, and restoration
- List of references for similar municipal projects
- Proof of insurance and licensing

5. Evaluation Criteria

Proposals will be evaluated based on:

- Cost
- Contractor qualifications and experience
- Work plan and timeline
- References

6. Timeline

- **RFP Issued:** 6-24-2025
- **Proposal Due:** 7-28-2025
- **Project expected to be completed before winter of 2025**

7. Submission Instructions

All proposals must be submitted in a sealed envelope labeled:

Maple Street Ditch & Culvert Rehabilitation Proposal

City of Brown City

Attn: City Manager

PO Box 99

Brown City, MI 48416

8. Questions

For questions regarding this RFP, please contact:

Charles Bennett

City Manager

Phone: (810) 404-2325

Email: cbennett@cityofbrowncity.gov