

VILLAGE OF SPARTA

REQUEST FOR PROPOSALS (RFP)

Parking Lot Resurfacing

347 Evergreen Street NW

Sparta, Michigan

Issue Date: February 23, 2026

Proposal Due Date: March 25, 2026, at 12:00 pm

1. PROJECT OVERVIEW

The Village of Sparta is requesting proposals from qualified asphalt contractors to resurface the municipal parking lot located at 347 Evergreen Street NW, Sparta, Michigan.

The project area is approximately 781 square yards, as shown in Exhibit A – Location Map

The intent of this project is to mill and replace the existing asphalt surface to improve structural integrity, drainage, and overall condition.

2. SCOPE OF WORK

The contractor shall provide all labor, materials, equipment, traffic control, and incidentals necessary to complete the project.

A. Milling / Removal

- Mill and remove approximately 3 inches of existing asphalt pavement across the full 781 square yard surface.
- Properly dispose of or recycle removed material.
- Protect adjacent concrete, landscaping, and structures during operations.

B. Surface Preparation

- Clean milled surface thoroughly.
- Apply MDOT-approved tack coat prior to placement of new asphalt.
- Adjust any existing structures (valve boxes, cleanouts, etc.) to the final grade as required.

C. Asphalt Replacement

- Furnish and install approximately 129 tons of MDOT-approved Hot Mix Asphalt (HMA) 13A, 4EL mix.
- Asphalt shall be installed at a 3-inch compacted thickness.
- Mix design shall meet current MDOT specifications for 4EL mix.
- Contractor shall provide certified mix tickets upon request.
- Asphalt shall be placed and compacted to achieve proper density and a smooth, uniform finish free of segregation, rutting, or surface irregularities.

D. Restoration & Cleanup

- Restore disturbed lawn or adjacent areas.
- Remove excess materials and debris.
- Leave the site in a clean, finished condition.

3. PROJECT COMPLETION

The project must be fully completed by September 30, 2026.

Contractors shall provide an anticipated start date and estimated duration in their proposal.

4. PROPOSAL SUBMISSION REQUIREMENTS

Proposals shall be submitted electronically via email only.

Submission Instructions:

- Email proposals to: bill@spartami.org
- Subject Line: *“347 Evergreen Parking Lot Resurfacing Proposal”*
- Deadline: March 25, 2026, at 12:00 pm
- Late submissions will not be accepted.
- Proposals must be submitted in PDF format.

Proposals shall include:

1. Lump sum total project cost.
2. Unit price per ton of asphalt (for adjustment purposes if quantities vary).
3. Proposed schedule.
4. Proof of insurance.
5. Brief summary of similar municipal resurfacing experience.
6. Two references for comparable work.

5. BASIS OF AWARD

The Village of Sparta reserves the right to:

- Accept or reject any or all proposals.

- Waive informalities or irregularities.
- Award the contract in the best interest of the Village.

The award will be based on price, experience, responsiveness, and project schedule.

6. CONTACT INFORMATION

All questions shall be directed to:

William Hunter
Director of Public Works
Village of Sparta
276 W. Division
Sparta, MI 49345
Email: bill@spartami.org
Phone: 616-887-0854

EXHIBITS

Exhibit A – Location Map (347 Evergreen Street NW)

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