



REQUEST FOR PROPOSALS

Water and Sewer Rate Study

Issue Date: October 3, 2023

Pre-Bid Question Deadline: October 19, 2023, 3:00 PM EST

Deadline for receipt of Bids: October 24, 2023, 11:00 AM EST

Bids must be received and in the possession of the City Clerk's office by the Deadline for Receipt of Bids, at:

City of Northville
City Clerk's Office
215 W. Main St.
Northville, Mi 48167

Michael Smith
City Clerk
msmith@ci.northville.mi.us

Sandi Wiktorowski
Director of Finance
swiktorowski@ci.northville.mi.us

Mike Domine
Public Works Director
mdomine@ci.northville.mi.us

I. PROCEDURES

A. SUBMISSION AND RECEIPT OF BID: In order for a bid to receive consideration, it must be received prior to the deadline above. No bids will be accepted after the time specified as the deadline for bids. The City reserves the right to postpone the bid opening for its own convenience. Bids must be clearly labeled **“WATER AND SEWER RATE STUDY PROPOSAL”** and shall be sealed when submitted. Bids shall be mailed or delivered to the City of Northville 215 W. Main St, Northville, MI 48167. Bids are considered received when *in the possession of the City Clerk’s office.* It is the proposer’s responsibility to ensure that bids are received in the proper location.

B. OFFICIAL DOCUMENTS: The City of Northville, Michigan officially distributes bid documents from the Financial Services Department through the Michigan Intergovernmental Trade Network (MITN). Official documents can be obtained on-line at www.bidnetdirect.com/mitn.

C. INTERPRETATION OF BID AND/OR CONTRACT DOCUMENTS: Any interpretation to a proposer regarding the Bid or any part thereof is valid only if given by the City’s Director of Finance or Director of Public Works. Any information given by departmental contacts is unofficial. Interpretations may or may not be given orally (may be written) depending on the nature of the inquiry. Interpretations that could affect other proposers will be in writing and issued by the Director of Finance or Director of Public Works. All inquiries shall be made within reasonable time prior to the stated deadline in order that a written response in the form of an addendum, if required, can be processed before bids are opened. Inquires received that are not made in a timely fashion may or may not be considered. Any inquiries related to bid or product specifications should be sent to the Director of Finance or Director of Public Works.

D. CHANGES AND ADDENDA TO BID DOCUMENTS: Each change or addendum issued in relation to this bid will be posted on the MITN website and will also be on file in the City Clerk’s Office. It shall be the proposer’s responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all proposers shall be bound by such changes or addenda.

E. ALTERNATES: Proposers are cautioned that any alternate bid, unless requested by the City, or any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements or this bid, may be considered non-responsive, and at the opinion of the City, may result in rejection of the bid.

F. AWARD: The contract will be awarded to that responsible, responsive firm whose bid, conforming to this solicitation, will be most advantageous to the City, price and other factors considered. *The City reserves the right to accept or reject any or all bids, in part or whole and to waive informalities and minor irregularities in bids received.* Unless otherwise specified in

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the document the City reserves the right to accept any item in the bid on an individual basis. Proposers may submit bids on any item or groups of items provided unit prices are clearly shown and a notation is made on the document clearly indicating Proposer's intent.

G. WITHDRAWAL: Bids may only be withdrawn by written notice prior to the date and time set for the opening of bids. No bid may be withdrawn after the deadline for submission.

H. DEFAULT: No bid or proposal shall be accepted from any party (contractor) who is in default on the payment of taxes, licenses or other monies due the City.

I. TO COMPLY: For failure to deliver or perform in accord with the accepted bid, the City may consider the contractor in default and take steps to protect the City's interest. The City may, without impairing its other rights and benefits, purchase all or part of the contract goods or services on the open market and charge any additional costs to the contractor or his surety.

J. NON-COLLUSION CLAUSE: By signing and submitting this bid, proposer states that his bid is genuine and not collusive or sham; such proposer has not colluded, conspired, connived, or agreed, directly or indirectly, with any proposer or person, to put in a sham bid, or that such other person will refrain from proposing and has not in any manner, directly or indirectly, colluded, conspired, connived, or agreed, with any person, to fix the price of affiant or any other proposer, or to fix any overhead, profit or cost element of said bid price.

K. NON-DISCRIMINATION CLAUSE: By signing and submitting this bid for consideration of an award by the City of Northville, the contractor and any subcontractor covenants not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the contract.

REQUEST FOR PROPOSALS (RFP)
Water and Sanitary Sewer Rate Study

The City of Northville is seeking proposals for a comprehensive long-term (10 year) rate study of the City's water and sanitary sewer system. The purpose of this study is to independently assess and evaluate the City's existing water and sewer rates, to promote engagement regarding the city's water and sanitary sewer system capital and financial needs, and to make recommendations on changes to the City's rate structure. The broad objective of the study is to minimize rates to the greatest extent possible while continuing to appropriately fund water and sewer utility operations and maintenance, capital expenditures for system improvements and replacements, asset management, and debt service.

The study will include a comprehensive review of the City's water and sewer fund, including historical revenues, expenses, and capital expenditures; current budgets; five-year plan; historical and projected customer growth; historical and projected consumption and usage data; current rate setting methodology; and any other information deemed necessary. Also included in this proposal is the review and evaluation of related sections of the city's Code of Ordinances.

Questions regarding this RFP shall be submitted via e-mail, on or before October 19, 2023, at 3:00 pm, local time, and should be addressed to, Sandi Wiktorowski, Director of Finance and Mike Domine, Director of Public Works, at swiktorowski@ci.northville.mi.us and mdomine@ci.northville.mi.us. Responses to questions will be posted as an addendum and incorporated into the terms and specifications of this RFP.

BACKGROUND

The City's water and sewer utility is accounted for and reported as an enterprise fund of the City. The water and sewer fund is financed and operated in a manner similar to a private enterprise where the intent of the City is that the costs, including depreciation, of providing water and sanitary sewer services to the general public on a continuing basis be financed or recovered primarily through user charges.

The City owns, operates, and maintains approximately 30 miles of water mains and distribution lines, 25 miles of sewer lines, 1 lift station, 1 water tower and 1 underground storage tank. The City provides water and sewer services to approximately 2,564 metered service connections. The current rates and Ordinances can be found online ([Water and Sewer - City of Northville, MI](#)). In addition, the City has a number of connection fees, charges for meters, and similar miscellaneous fees which are included as Appendix A.

Michigan Department of Environment, Great Lakes, and Energy (EGLE) identified alleged significant deficiencies to the City's underground finished water reservoir. As required by the Safe Drinking Water Act, the City are required to take action to correct these deficiencies. These deficiencies are considered significant but not an emergency to the City's drinking water.

City staff and City Engineers have worked together to correct many of the identified significant deficiencies, however due to the City contract flows with Great Lakes Water Authority (GLWA) and permitting with EGLE the City was required to enter into an Administrative Consent Order (ACO) to complete the remaining significant deficiencies. City staff and Engineers have conducted a required feasibility study report (FS Report) that evaluate options for rehabilitating, replacing, or removing the underground reservoir from service.

SCOPE OF WORK

The City seeks to ensure that the costs of providing quality water and sanitary sewer services are recovered through an economical, fair, equitable, and efficient rate structure. The study will include evaluating the current water and sewer rate structure and comparing it to benchmarks in the industry as well as neighboring communities. The consultant shall develop a comprehensive plan that will support recommendations to the City Council regarding the City's water and sewer ordinances. The purpose of the study is to identify and recommend a water and sewer rate structure that is appropriate for the Northville community.

All deliverables and final products shall be provided to the City in approved electronic format and printed format.

The scope of the project is as follows:

1. Meet with City staff to discuss and understand the City's goals for the rate study and concerns regarding water and sewer rates.
2. Review current water and sewer rate model and existing rate methodology.
3. Review of historical water and sewer system demand and billed customer use.
4. Review and analysis of water and sewer fund's financial history, such as audit reports.
5. Review of current year's water and sewer fund projection.
6. Review of future capital expenditures and capital improvement program, effects on proposed rates, and recommendation for funding.
7. Review of capital and operating reserves and projection of future requirements to meet replacement needs.
8. Analysis of existing rate structure for adequacy in meeting the following:
 - a. Cost of service expenses
 - b. Administrative costs
 - c. Debt service requirements
 - d. Funding and level of reserve requirements.
9. Analysis of base charge fee allocation.
10. Recommendations for alternative cost allocation rate methods.
11. Recommendation of a rate structure/model that will provide for a completely self-supporting system.
12. Develop financial projection and impacts of any rate recommendations.
13. By project deadline, submit to the city staff project deliverables:
 - a. Final report and presentation to the city staff
 - b. Rate model in Excel or other city-approved format for City's future use in ongoing, annual rate setting

- c. Recommendations for updating ordinances related to water and sewer rates and billing, as needed, for implementation of recommendations.
14. Attend and present at two or three public meetings, as follows:
- Presentations to the City Council.
 - o First meeting will present the entire study and give detailed information;
 - o Second meeting will consider adoption of recommendations and consider approval of ordinances, if needed;
 - One town hall meeting to share the completed study with the public to be held prior to Council adoption.

The final product will recommend a rate alignment for proper allocation of funds that is clear, concise, and defensible. The proposed updates to ordinances may include creating proper definitions and explanations of rate and fund appropriation.

The City's expectation is that the consultant will utilize the AWWA M1 manual and WEF M.O.P. #27 standards for utility rate making within Michigan as a guide. The recommended rate schedule should consider appropriate cash balances and follow EGLE recommendations, Michigan statutes, and case law, including the Bolt v Lansing decision. All recommendations must also comply with applicable Federal, State, and local accounting rules and best practices.

Providers must include all materials, personnel, and equipment needed. Interested parties must demonstrate qualifications, experience, and abilities associated to accomplish and support all aspects of the prescribed scope of work in a cost-effective manner.

The proposal includes a selection process to rate each applicant based on criteria laid out in this RFP. The scoring system will rate each applicant on their qualifications to help the selection committee recommend the firm that is most qualified to be awarded the contract.

GENERAL PROPOSAL REQUIREMENTS

The specifications outlined in this RFP will be made a part of any agreement entered into between the City and the selected individual or firm. All bidders should follow the format specified below. Applicants should base their proposals on the details of this RFP, specifically the detailed information provided in "Scope of Work" section, along with any information provided in any written addenda that may be issued. The proposal should include a project description and specific tools, techniques, approach to be used to complete the work on schedule. The proposal should be concise and provided in 8 ½ x 11-page size for both electronic and paper format.

1. Cover Page: The proposal shall include the RFP Title, date of submittal, company name, address, electronic-mail, and telephone numbers. This page should also include the main point of contact.
2. Work Plan and Deliverables: A description of the consultant's understanding of the project objectives, outcomes, and vision, and how these will be achieved. Include a

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detailed project methodology explaining each project task, including what will be expected of the consultant and the City with respect to each task. This section shall address all the activities outlined in this RFP, especially in “Scope of Work” section and the deliverables that will be provided for this project. A timeline for project completion must be included in the proposal.

3. Related Experience: Provide at least three but not more than five similar projects that have been completed in the last five years. Descriptions and references for each project should include the project’s budget and schedule, final cost, schedule of completion, and any other pertinent information that can be applied to this project. Reference contact information should include the name, title, agency/municipality, phone, address, and email address.
4. Local Knowledge: Describe any previous experience your firm has with conducting work in the City, especially any knowledge of the City’s drinking water and sanitary sewer systems, or projects of similar size and scope and their related water/sewer systems in Michigan.
5. Resume and Qualifications: Identify the personnel to be assigned to the project, along with a description of their experience and qualifications. and a copy of their resume. Include any specific information describing the qualifications of other personnel who will be providing administrative and technical support, if any. Disclose any conflicts or perceived conflicts of interest with City employees, City Council or other board members including the name of person(s) and the nature of the conflict.
6. Pricing: The proposal shall include a complete scope of services and all associated costs and an explanation of how fees are calculated. Work performed by authorized subcontractors should be itemized. Provide an estimate of hours needed to complete the services outline in the scope of work, and the not-to-exceed amount for each task. The proposal shall include a project maximum price proposed for a not-to-exceed total cost. Identify the number of meetings necessary to complete the work, both with City staff and public meetings, including hourly cost for additional meetings and include any travel expenses, if required.
7. Proposal Form: The bidder will complete the proposal form included with this RFP. Failure to include this form will result in the proposal being considered non-responsive and rejected.
8. Additional Attachments: All other attachments, e.g. required forms, company information, etc. or any additional information to be included with the proposal. Provide any additional information you would like the City to consider in a clear and concise format.

PROJECT SCHEDULE

The Water and Sanitary Sewer Rate Study should be completed by February 1, 2023. A tentative schedule for proposal planning purposes is as follows:

Deadline for written questions	October 19, 2022
Deadline for RFP Submissions	October 24, 2023 at 11:00 AM
Interview Firms (if necessary)	October 25 th – October 27 th
City Council Award Contract	November 6, 2023
Complete Study	February 1, 2023
Present Results to City Council	1 st Meeting in March (TBD)
Townhall Meeting with community	End of March (TBD)
City Council vote on recommendations	1 st Meeting in April (TBD)

SELECTION PROCESS

The City will make its selection based on its review of the proposals submitted. The criteria will include qualifications, experience, fee structure, and ability to meet the needs of the City. The selection committee will review proposals received on or before the deadline set forth in this RFP based upon the points system below:

- A. Professional Qualifications – 20 points
- B. Experience with Similar Projects – 30 points
- C. Proposed Work Plan – 30 points
- D. Fee Proposed – 20 points

The consultant(s) may be asked to meet with the selection committee prior to making a recommendation to review their proposal. The selection committee will consist of the City Manager, Director of Public Works, and Director of Finance.

The City of Northville reserves the right to reject any or all the proposals, and to waive informalities in the proposals or the proposal process. The City may interview bidder(s) prior to selection. The City further reserves the right to award the contract to other than the lowest bidder if such action is deemed to be in the best interest of the City. The City reserves the right to consider other factors not named here in making its decision.

MINIMUM QUALIFICATIONS

The consultant shall have on staff key personnel that will be assigned to the City with demonstrated experience and skills to complete the work.

- Minimum of five (5) years' experience with the review of financial data for municipal water and sewer rate setting, and
- Completed at least three (3) water and sewer rate studies similar in scope of like-sized municipalities within the State of Michigan.

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The selected consultant will be required to adhere to the City's insurance requirements and indemnification language into the final contract. See Appendix B for insurance, indemnification, and liability information.

SUBCONTRACTS

Any subcontracted services proposed by the bidder shall be described and information provided as to the nature of the services the subcontractor provides as it relates to this proposal. The bidder shall include the name of the subcontractor, describe prior business relationships with these firms, the experience and qualifications of said entities, and describe methods the contractor will employ to manage the subcontractor. The financial and legal relationship between the bidder and the subcontractor must be described in the proposal and approved by the City prior to initiation of a contract. Bidders and their subcontractors must comply with all confidentiality laws and will be responsible for standard insurance requirements, which are part of these specifications.

SUBMITTAL INSTRUCTIONS

Proposals will be received until **11:00 am local time on xxxx, 2023** at the Northville City Hall, City Clerk's Office, 215 W. Main Street Northville, MI 48167, at which time and place the bids will be opened. All submittals shall be in a sealed, clearly marked envelope. Envelopes should indicate the name of the bidder and "WATER AND SEWER RATE STUDY PROPOSAL".

Submittals shall consist of one clearly marked original and two copies of response which shall be signed and submitted to the Clerk's Office no later than the time and date specified in this solicitation. Timely submission of the response is the responsibility of the bidder. An electronic PDF version of the entire proposal package must be provided upon request after the submittal deadline.

Bids submitted may not be withdrawn or modified for 60 days following the date on which they are opened by the City Clerk.

The City of Northville reserves the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the City, to waive irregularities in any proposal, and to accept a proposal which best meets the needs of the City irrespective of the bid price.

This Request for Proposals is not an offer of contract. Receipt of a proposal neither commits the City to award a contract to any party, even if all requirements stated in this proposal are met, nor limits the City's right to negotiate in its best interest. The City reserves the right to contract with a bidder whose proposal is determined to be in its best interests. The City reserves the right to reject any and all offers received. No proposals will be accepted from anyone who is in arrears for prior expenses or fees owed to the City.

Expenses incurred in the preparation of proposals in response to this Request for Proposals are the bidder's responsibility. No work performed by the selected contractor that is out of the scope

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as defined by the contractor's proposal will be reimbursed unless specifically authorized by the City in writing.

All proposals are subject to the Michigan Freedom of Information Act. Once bids are opened, the information contained therein becomes accessible by the public.

TAXES, TERMS, AND CONDITIONS

The City of Northville is exempt from Federal Excise, State Sales Tax, and Personal Property Tax.

If awarded the contract, the company will be required to perform the scope of work as described in this RFP and any written addendum, unless departure or substitution is clearly noted and described in the proposal. The City reserves the right to determine if a service being proposed is equal to the specified service requested.

In the case of default by the contractor, the City may procure services from other sources and hold the company responsible for any excess costs incurred. In case of error by the company, the City may, by discretion upon presentation of a written explanation by the company substantiating the error, reject the Contract and award to the next qualified company. Such error may be subject to default conditions.

QUESTIONS

Questions regarding this Request for Proposals shall be directed, in writing, to Sandi Wiktorowski, Director of Finance and Mike Domine, Director of Public Works, 215 W. Main Street, or by email at swiktorowski@ci.northville.mi.us and mdomine@ci.northville.mi.us not later than October 19, 2023 at 3:00 pm local time. All questions will be answered in writing, via email response to the sender, and posted as an addendum to the RFP.

BID FORM
RFP
Water and Sanitary Sewer Rate Study
Proposal Issued October 3, 2023

The Undersigned hereby offers and agrees to furnish the service in compliance with all terms, scope of work, conditions, specifications, and addenda in the RFP.

Addenda: The Undersigned has read and understands the RFP with all exhibits thereto, together with any written addendum issued in connection with any of the above. The Undersigned hereby acknowledges receipt of the following addenda:

(write "none" or "n/a" if none)

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____

Office Phone: _____ Cell/Alternate Phone: _____

Email: _____

The Undersigned, by submission of this proposal, hereby agrees to be obligated, if selected to provide the stated services to the City, for the term stated herein, and to enter into an Agreement with the City in accordance with RFP and any written addenda as specified above.

The Undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with these requirements, and if awarded a contract, the respondent is currently and will remain in compliance with applicable provisions of the City's Charter and Code of Ordinances.

I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

Authorized Signature: _____ Date: _____

Printed Name/Title: _____

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APPENDIX A

CITY OF NORTHVILLE Water and Sewer Fees

	Effective date	Current Fee
WATER, SEWER, & SERVICE CONNECTION CHARGES		
1" Water Tap	7/1/23	actual costs
1 1/2" Water Tap	7/1/23	actual costs
2" Water Tap	7/1/23	actual costs
4" Water Tap	7/1/23	actual costs
6" and up Water Tap (Time and materials costs with deposit)	7/1/23	actual costs
6" Sewer Tap	7/1/23	actual costs
Storm Sewer Tap Fee	7/1/23	actual costs
5/8" x 3/4" Water Meter	7/1/23	actual costs
1" Water Meter	7/1/23	actual costs
1 1/2" Water Meter	7/1/23	actual costs
2" Water Meter	7/1/23	actual costs
3" Water Meter	7/1/23	actual costs
4" Water Meter	7/1/23	actual costs
		actual costs with \$3,000 deposit required
Road Replacement Fee-(Time and materials cost with deposit)	7/1/23	
Construction Water Charge	7/1/23	700
Dual Water Meter Inspection Fee	7/1/23	60
Water Turn-on Fee After Hours	7/1/23	40
WATER & SEWER SERVICE CHARGES		
Bi-monthly Service Charge	7/1/23	4.84
Water Service (per unit)	7/1/23	11.85
Sewer Service (per unit)	7/1/23	8.85
Sewer Service connected to Township Sewer system (per unit)	7/1/23	8.85
Sewer Service- Dual Meter (per unit)	7/1/23	4.78
Sewer Service - Dual Meter connected to Township Sewer system (per	7/1/23	8.85
Meter Replacement (bi-monthly)	7/1/23	6.67
Sewer Service - Flat Rate (not connected to City water)	7/1/23	118
Fire Hydrant Rental Charge (annual fee per hydrant)	7/1/23	35
WATER & SEWER MISCELLANEOUS CHARGES		
Fire Hydrant Pressure & Flow Test	7/1/23	50
Meter Testing Fee (found working to +/- 5% accuracy)	7/1/23	actual costs
refunded if meter found faulty		
Miscellaneous Parts (gaskets, meter ends, curb box & rods, etc)	7/1/23	actual costs

APPENDIX B

INDEMNITY AND INSURANCE

Contractor agrees to the fullest extent permitted by law, to defend, indemnify, and hold harmless the Owner, its employees, elected and appointed officials, agents, and volunteers from and against any and all claims, injuries, demands, damages, costs, expenses, liability, suits, (including actual attorney's fees and costs of defense), or liability (including actual attorneys' fees and cost of defense), proceedings, orders, and decrees of every nature and description arising before, during, or after completion of the Contractor's work caused or alleged to have been caused by, arising out of, or resulting from or occurring in connection with the performance of the work, lack of performance of the work, and / or any activity associated with the work of the contractor, its agents, employees, subcontractors, or sub-consultants.

Nothing in this agreement requires the Contractor to defend and/ or indemnify the Owner for claims, injuries, demands, damages, costs, expenses, liability, suits, (including actual attorney's fees and costs of defense), proceedings, orders, and decrees caused by, arising out of, or resulting from the sole negligence of the Owner, its employees, elected and appointed officials, agents, and volunteers, or for any amount greater than the degree of fault of the contractor and that of his or her respective sub-consultants or subcontractors. The obligation of the contractor to defend, indemnify and hold harmless the Owner shall survive and continue after final payment, completion of the work, and completion and/or termination of this agreement.

The Contractor shall procure and maintain during the life of this Agreement the insurance requirements as listed below and furnish within fifteen (15) working days of Notice of Award, Certificates of Insurance as well as **required endorsements** providing insurance coverage as follows:

- (A) Workers' Compensation Insurance – including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- (B) Comprehensive General Liability Insurance – on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractor Coverage; (D) Broad Form General Liability Extensions or equivalent, including Explosion, Collapse, and underground (XCU), if applicable.
- (C) Automobile Liability Insurance - Including Michigan No-Fault Coverage's with limits of liability no less than \$1,000,000 per occurrence, combined single limit for bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and hired vehicles.
- (D) Additional Insured – commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating the following shall be additional Insured: The City of Northville, all elected and appointed officials, all employees, and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed that by naming the City of Northville as additional insured coverage afforded is considered

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to be primary and any other insurance the City of Northville may have in effect shall be considered secondary and/or excess.

(E) Cancellation Notices – All policies, as described above, shall include an endorsement stating that it is understood and agreed that thirty (30) days, ten (10) days for non-payment of premium, Advance Written notice of Cancellation, Non-Renewal, shall be sent to: Michael Smith, Clerk, Cit of Northville, 215 W. Main Street, Northville, Michigan 48167.

(F) Proof of Insurance – The contractor shall provide the Owner at the time that the contracts are returned by him/her for execution, a copy of Certificates of Insurance as well as **required endorsements** for all coverage's as listed above.

If any of the above coverage expires during the term of this agreement, the contractor shall deliver renewal certificates and/or policies and endorsements to the Owner at least ten (10) days prior to the expiration date. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the Owner. The requirement above should not be interpreted to limit the liability of the contractor. All deductibles and SIR's are the responsibility of the Contractor.

It shall be the Contractor's responsibility to provide similar insurance for each subcontractors or to provide evidence that each subcontractor carries such insurance in like amount showing the City of Northville as "ADDITIONAL INSURED" prior to the time such subcontractor proceeds to perform under the contract.