REQUEST FOR PROPOSALS

For

PRELIMINARY DESIGN SERVICES

Buffalo Ridge Trail, Phase II

Traverse City, Michigan
April 9, 2013

Acceptance Date:
Tuesday 12:00 PM
April 30, 2013

Acceptance Location:
TART Trails
415 S. Union St.
Traverse City, MI 49684
Request for Proposals for Preliminary Design Services
For
the Buffalo Ridge Trail, Phase II
Traverse City, Michigan

1.0 PURPOSE

Traverse Area Recreation and Transportation (TART) Trails is requesting the submission of proposals from Consulting Civil Engineering/Landscape Architectural firms to provide preliminary design services for the design of the Buffalo Ridge Trail, Phase II located within Garfield Township, MI. One firm will be selected as a qualified firm to provide preliminary design services for the project.

2.0 PROJECT DESCRIPTION

The Buffalo Ridge Trail is a proposed 4.5-mile trail that will connect the west and southwest areas of the Traverse City urban area with expansive recreational opportunities, including non-motorized access to multiple state and local parks and natural areas, private recreation facilities and natural areas, miles of Lake Michigan beachfront, and the ever-expanding 60-mile regional trail network.

The Buffalo Ridge Trail will meet a demand for a non-motorized pathway connecting one of the densest residential areas of the Traverse City area with the expansive recreational opportunities available in the region. Construction of the first phase of this trail was successfully completed in fall 2011.

The proposed 0.85 mile Phase II trail section will build on the momentum of the first phase of trail development (see Attached Map). It will also complement and build on the momentum of the new Trust Fund trail that will be constructed through the Historic Barns Park in 2013.

Phase II will provide a critical, timely, safe, and enjoyable non-motorized connection between Traverse City West Middle School, the new YMCA facility which is presently under construction on Silver Lake Road, and Garfield Township’s Kid’s Creek Park on US-31. The trail will be designed to provide a safe, enjoyable and convenient option for recreation and non-motorized transportation. The project must be designed and constructed in accordance with the standards in the AASHTO Guide for the Development of Bicycle Facilities, 2012 edition. The standards include a minimum 10’ width with a minimum of 2’ clear zone on both sides for off-road trails. Also, any bridges or boardwalks will have a minimum 14’ width between rub rails.

Garfield Township was awarded $199,000 from the Michigan Department of Natural Resources Trust Fund for trail construction. TART Trails wishes to move quickly through preliminary design so the Township can proceed with construction design and engineering and start trail construction in Fall 2013 or Spring 2014.

3.0 SCOPE OF SERVICES
The Consultant shall prepare preliminary design drawings of the project for submittal, modification and approval by TART Trails. The Consultant shall revise the preliminary plans based on comments at the public meetings or to respond to site conditions. At the conclusion of the preliminary design phase, the Consultant shall provide TART with a detailed cost estimate for the project. The Township will then move quickly into construction documents in an effort to begin trail construction by Fall 2013 or Spring 2014.

A. Provide survey as necessary to finalize the preliminary design for the trail located within the corridor (see Map), including, but not limited to, topography and wetland delineation. The trail alignment shall be based on field verification and staking. The Consultant will provide a CAD drawing in AutoCAD format.

B. The Consultant shall be responsible for attending no more than three separate stakeholder meetings regarding trail design for this project. The consultant will prepare exhibits as needed for these meetings. The Consultant will be present to answer any questions that may arise and gather input shared. TART Trails will be responsible for arranging, coordinating and leading all stakeholder meetings.

C. The Consultant shall be responsible for attending no more than two separate public meetings regarding the trail design for this project. The consultant will prepare exhibits as needed for the public meetings. The Consultant will be present to answer any questions that may arise and gather input shared by residents attending the meetings. TART Trails will be responsible for arranging, coordinating and leading all public meetings.

D. All drawings shall comply with all applicable requirements of the Americans with Disabilities Act and Accessibility Guidelines (A.D.A.A.G.) and all current applicable State and local codes. Design should consider Crime Prevention Through Environmental Design guidelines and consider best management practices for sustainable design and construction.

E. The Consultant shall identify and define any encroachments or permits required.

F. The Consultant shall identify and define any necessary coordination with utilities.

G. The Consultant shall define the necessary easements to construct the trail within the identified corridor. Easements will be drafted in conjunction with final construction documents.

H. The Consultant shall work with representatives of both the TART Trails and Garfield Township throughout the project.

4.0 SELECTION PROCESS / SCHEDULE

4.1 Notification of Interest, and Inquiries/Questions

4.1.1 Inquiries/Questions and Deadline - All inquiries/questions regarding this RFP must be directed to Julie Clark, by email and must reach the office by Thursday 5:00 PM April 18, 2013 [at least seven (7) days before the Proposals submittal due date] in order to be considered for a response. Any changes or additions to the RFP information will be emailed to each Consultant who has submitted a “Notification of Interest”. Any other contact in reference to this RFP prior to the time an award decision will not be addressed.

4.2 Proposal Submittal - Written submittals must be received by TART Trails no later than Tuesday 5:00PM April 30, 2013. Submittals received after this deadline will not be considered.

4.3.1 Submittal Material - Consultants interested in providing services as described in this
RFP shall submit four (4) originals of the submittal in a sealed envelope labeled on the outside, “RFP for Buffalo Ridge Trail, Phase II” along with the firm name. Send or deliver submittals to:

TART Trails
415 S. Union St.
Traverse City, MI 49684
Attn: Julie Clark, Executive Director

4.2 Selection – One firm will be selected. Firms will be notified after selection is made. Submittals will be reviewed by a team made by of TART representatives and Garfield Township staff.

4.3 Board Approval – The selected firm will need to be approved by the TART Trails Board of Directors. The TART Board of Directors will authorize the Executive Director to negotiate and execute contract agreements with the selected firm.

4.4 Contract Agreements – A contract agreement with the selected firm will be negotiated and executed prior to the time the project is started.

5.0 SELECTION CRITERIA

The selection of a firm will be based on the qualification information exhibited in both written and graphic form in the Consultant’s Submittal and reference checks. TART Trails may require interviews and reserves the right to interview or not interview firms as it determines to be necessary. Consultant firms will be evaluated on the following criteria:

Criteria for selection:

5.1 Project Team: The make up/description of the firm’s project team. The preferred team will have trail design and construction experience. A local presence is also an important consideration in the selection process. The names of the individuals involved and the roles they will perform (principal-in-charge, project manager, project designer, planner/designer, engineer, etc.) will be listed. Provide a description of the qualifications and experience of the specific individuals that will be involved in the work described in this RFP, including the staff of other professional firms. Identify their experience with similar type projects. Include registration numbers of landscape architects and engineers.

5.2 Design Ability, Design Excellence, and Similar Project Experience: Garfield Township secured a MDNRTF grant to be applied to the construction of the trail. Firms must have experience in providing full design and construction engineering services for federally funded trail projects for Townships and/or municipalities. Identify any trail projects in the last five years with government contracting procedures. Provide a brief description of the firm’s role in the project and provide a client contact person for each project.

5.3 Construction Cost Control and Scheduling: Consultants shall demonstrate their ability to prepare preliminary design documents based on the construction budget set forth at the beginning of project. TART Trails seeks to utilize sustainable design concepts and principles. The trail will also be designed and constructed so that future maintenance costs are minimized. Consultants are required to demonstrate understanding of design criteria and construction techniques that address environmental and long-term maintenance sustainability.
6 EVALUATION

Firms submitting LOIs to perform the **desired services** on this specific project will be evaluated based upon certain considerations. The following considerations will be utilized to select a firm:

1. Firm's experience, knowledge, familiarity and past performance with the **desired services**

2. The firm’s ability to communicate with a broad public audience about trail design, function, and use patterns

3. The firm’s experience with long term trail maintenance issues

4. The firm’s understanding and approach to sustainable construction and maintenance practices

5. Firm’s understanding of the project specific issues and their responsibility in delivering services for the advertised project

6. The firm’s experience in completing design for trails using MDNRTF dollars

6.0 SUBMITTAL DOCUMENT REQUIREMENTS

Submittals should be printed on recycled paper, copied front and back. Submittals should be limited to 8.5 x 11 sheet size and should be bound with one staple in top left corner. No three ring notebooks, spiral bindings, plastic covers. A sheet printed on both sides will count as two pages. Prospective Consultants shall submit four (4) copies of their proposals. Each submittal should follow the requested format and be organized with tabs according to the following major categories. Addenda to submittals will not be considered.

6.1 **Firm Information and Project Team** – Briefly provide firm information including a description of the project team, listing key individuals involved and the role they will perform (principal-in-charge, project manager, consulting engineer, etc). Indicate how the work described in this RFP will fit into the total workload of the firm and provide hourly rates for all team members List any sub-consultants intended to be used and the qualifications, expertise, licensing, and/or certification. (Two pages.)

6.2 **Similar Project Experience (Graphics & Narrative)** – List projects completed during the last five (5) years that demonstrate experience with projects of similar character and scope. Briefly describe each project, including function, size and scope, and current status. For each project submit a maximum of two (2) pages. The narrative shall address the role of the firm, the funding source of the project, and any challenges met and how they were addressed. For each project list the key individuals, such as principal-in-charge, project manager, consulting engineer, etc., who were responsible for the work.

6.3 **Construction Cost Control and Maintenance** - Consultants shall demonstrate their ability to prepare design documents based on the construction budget set forth by the Owner at the beginning of project. Describe how your firm will design to best management practices for
sustainable design and construction. Long-term maintenance is also an issue, please describe how the design will reflect the need to limit future maintenance costs. (1 page total)

6.4 **Experience with State/Federal Funding** The selected firm must have experience in full service design of state and federally funded projects. Submit a list of the most recent projects in the last five (5) years and provide a client contact for each project.

6.5 **Timeline** - Provide an estimated timeline for design. (1 page)

7.0 **GENERAL PROVISIONS**

7.1 **Submittal Ownership / Costs.** Upon submission, all information becomes the property of TART Trails which has the right to use any or all ideas presented in any submission in response to this RFP, whether or not the submittal results in a contract with the submitting Consultant. All costs for development of the written submittal and any oral presentation are entirely the obligation of the Consultant and shall not be remunerated in any manner by TART Trails.

7.2 **Non-Warranty of Request for Qualifications** – Due care and diligence has been used in preparing this RFP. However, TART Trails shall not be responsible for any error or omission in this RFP, nor for the failure on the part of the Consultants to ensure that they have all information necessary to effect their submittals.

7.3 **Request for Clarification** – TART Trails reserves the right to request clarification of information submitted and to request additional information of one or more Consultants, either orally or in writing.

7.4 **Acceptance/Rejection of Submittals** – TART Trails reserves the right to accept or reject any or all submittals in whole or in part, with or without cause, to waive technicalities, or to accept submittals or portions thereof which, in TART Trail’s judgment, best serve the interest of TART Trails.

TART Trails reserves the right to allow alterations, modifications, or revisions to individual elements of the Scope of Services any time during the period of contracts which result from this RFP.

7.5 **Collusion** – The Consultant, by submitting a Proposal, declares that the submission is made without any previous understanding, agreement, or connections with any persons, Consultants, or corporations making a competing submission on the same project, and that it is in all respects, fair, and in good faith without any outside control, collusion, or fraud.

7.6 **Consideration of Submittals** – Proposals will be considered from firms/consultants normally engaged in providing and performing services as specified in this RFP. The firm must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to TART Trails. TART Trails reserves the right to inspect the facilities and organization or to take any other action necessary to determine ability to perform in accordance with specifications, terms and conditions before recommending any award.

7.7 **Americans with Disabilities Act (ADA) Compliance** – TART Trails will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. TART Trails will make reasonable accommodations in all programs to enable
participation by an individual with a disability who meets essential eligibility requirements. If any accommodations are necessary, participants are encouraged to notify TART Trails staff.

7.8 **Minority/Women/Small Business Enterprise** – TART Trails does not discriminate against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran’s status.

7.9 **Insurance and Indemnity Requirements** - To the extent permitted by law the Consultant shall indemnify and hold harmless TART Trails, its agents and employees and assigns and Garfield Township, its board, employees and agents from and against all loss, cost damages, expense and liability (including actual attorneys fees) of any kind arising from the willful or negligent acts, errors, or omissions of the Consultant in the performance of professional services provided to TART Trails.

The Consultant further agrees to purchase and maintain during the life of any contracts entered into with TART Trails the following insurance with an insurance company acceptable to TART Trails and authorized to do business in the State of Michigan:

Automobile: Bodily injury and property damage liability covering all owned, non-owned, and hired automobiles for limits of not less than $1,000,000 each person/ $1,000,000 each occurrence.

**Comprehensive General Liability:** Bodily injury and property damage liability insurance as shall protect the Consultant from claim of bodily injury or property damage which arises from operations of this contract. The amounts of such insurance shall not be less than $1,000,000 bodily injury and property damage liability each occurrence and $2,000,000 in aggregate. This insurance shall include coverage for product/completed operations and contractual liability assumed under the indemnity provision of this contract. TART Trails and Garfield Township, its board, employees and agents shall be listed as an “Additional Insured” on any General Liability Policy.

**Consultant's Professional Liability:** In a limit of not less than $1,000,000.

**Workers' Compensation and Occupational Disease Insurance:**
Coverage A – Workers’ Compensation: Meeting the statutory requirements of the State of Michigan
Coverage B - Employer's Liability: $100,000 each accident / $100,000 disease - each employee / $500,000 disease - policy limits.
Certificates of such insurance will be furnished to TART Trails and shall contain the provision that TART Trails be given thirty days written notice of any intent to amend or terminate by either the Consultant or the insuring company.

**END OF REQUEST FOR PROPOSALS**