

# **REQUEST FOR PROPOSALS**

**For**

## **TRAIL DESIGN ENGINEERING & CONSTRUCTION DOCUMENT SERVICES**

### **THREE MILE TRAIL EXTENSION**

**East Bay Charter Township  
June 15, 2022**

Acceptance Date:

Wednesday – 5:00 PM  
July 20, 2022

Acceptance Location:

East Bay Charter Township  
1965 N. Three Mile Road  
Traverse City, MI 49696

Contact:

Email: [ckarner@eastbaytp.org](mailto:ckarner@eastbaytp.org)  
Subject Line: RFP Three Mile Trail Extension

# **Request for Proposals for Engineering Services For The “Three Mile Trail Extension”**

## **1.0 PURPOSE**

East Bay Charter Township is requesting the submission of proposals from consulting Civil Engineering & Landscape Architecture firms to provide professional design engineering services for the development of the Three Mile Trail Extension located between South Airport Road and Hammond Road within East Bay Charter Township, Grand Traverse County, MI. One firm will be selected to provide design engineering services for the project.

## **2.0 PROJECT DESCRIPTION**

The Three Mile Trail Extension is located in East Bay Charter Township, and consists of a non-motorized multi-use trail project approximately 1.95 miles in length connecting the existing 3-Mile Trail at South Airport Rd to Hammond Rd east of the 3-Mile Rd intersection. The trail shall be paved surface and boardwalk designed to AASHTO and ADA guidelines. It will provide a seamless and safe non-motorized route between the TART Trail, Three Mile Trail, Mitchell Creek Nature Preserve, and the cluster of school campuses and businesses at Hammond and Three Mile Roads so that people of all ages and abilities can make meaningful transportation and recreation connections.

The conceptual design for the Three Mile Trail Extension was completed in the summer of 2021 through a partnership between East Bay Township, TART Trails, the Grand Traverse Regional Land Conservancy, and Norte Youth Cycling. Planning included thoughtful community input and a thorough design analysis, as well as careful consideration as to how the Trail interfaces with East Bay Township’s Safe Routes to School project, development of the new Mitchell Creek Nature Preserve, and the Township’s existing and future land uses in the Three Mile and Hammond corridors.

Design engineering will be based on this 2021 conceptual design. The consultant will work with a steering committee formed at the onset of the project. East Bay Charter Township, in partnership with Traverse Area Recreation & Transportation (TART) Trails, will coordinate and facilitate all steering committee and public meetings. The consultant will be expected to provide necessary visuals (for the meetings and website) and be present to discuss any issues or questions that arise.

Funding for the construction of this project will be made up of public and private sources and has yet to be secured. The estimated construction budget for the project is \$8,666,593. All design and engineering fees are outside that budget.

*Note: East Bay Charter Township reserves the right to award contracts on any, all or none of the projects for which firms are selected under this RFP. East Bay Charter Township further reserves the right to reduce the scope of work of a consultant and re-assign projects to other selected consultants and to terminate the professional services contract of selected consultants based on consultant non-performance (i.e. schedule, responsiveness, quality of design, accuracy of documents, etc.) and on the consulting firm's workload and availability of the staff included in the design team as described in the firm's submittal or proposal. East Bay Charter Township reserves the right to remove any or all work described above in this RFP and issue a new RFP for any portion of the work. East Bay Charter Township reserves the right to use any of the firms selected for any of the above work. Assignment of projects to selected consultant shall be contingent on availability of funds.*

### **3.0 SCOPE OF SERVICES**

Conceptual design has been completed for the trail. Engineering will build on the design work completed to date. Consultants shall provide complete design engineering services. Work will include, but not be limited to, trail design engineering and construction cost estimates. Consultants will work with key representatives of East Bay Charter Township and the established steering committee throughout all phases of project development.

#### **Deliverables:**

##### **A. 50% Construction Document plan set**

Submit two (2) sets of full size and half size plan sets at 50% Contract Documents, as well as a digital copy, to East Bay Charter Township and TART Trails for review. The construction document plan sets will be presented to the steering committee and presented at a public hearing. Consultant will attend both meetings and incorporate public feedback as necessary into the final plan set.

##### **B. Draft Final (90%) and Final Construction Document plan set**

Submit two (2) sets of full size and half size plan sets at Draft Final and 100% completion of the Contract Documents, as well as digital copies, to East Bay Charter Township and TART Trails for review. The 90% construction document plan will be presented to the steering committee and presented at a public hearing.

##### **C. Development of Trail Signage**

The project will include regulatory and directional signage and include kiosk locations. The signage plan will be included as part of the construction document plan set.

##### **D. Coordinate and Obtain Necessary Permits (i.e., EGLE, building permits, grading easements, wetland delineations, etc.)**

##### **E. Opinion of Probable Construction Cost (OPCC)**

#### **F. Bid-Phase**

Preparation of Bid Advertisement, attend pre-bid meeting, review of all bids in consultation with East Bay Charter Township, and determination if low bidder is properly licensed to perform the Work (if consultant will be conducting construction administration).

#### **G. Additional Design and Coordination Services**

- a) **Preparation of easements including coordination with private property owners (Grand Traverse Regional Land Conservancy, Alta Vista, and Grand Traverse Academy), legal descriptions, and exhibits**
- b) **Design and coordination with the Grand Traverse County Road Commission for a Hammond Road crossing and future crossings of Three Mile Rd**
- c) **Utility relocation and coordination**
- d) **Geotechnical engineering as needed for final design**
- e) **Boardwalk and/or pedestrian bridge design**
- f) **Identify and design necessary wetland mitigation**
- g) **Coordination with neighboring property owners**
- h) **Comparison of facility alternatives (i.e. lifecycle analysis of material types for boardwalk)**
- i) **Generate annual maintenance costs**
- j) **Support material for potential grant applications**
- k) **Meetings and workshops beyond those described above**
- l) **Landscaping plan**
- m) **Complete wetland delineation for project extent (excluding GTRLC, Alta Vista)**

### **4.0 SELECTION PROCESS / SCHEDULE**

The selection process and schedule will be as follows:

- 4.1 Advertisement** - An advertisement for the Request for Proposals (RFP) will be published in the Record Eagle as required in the Township's Purchasing Policy, available at the East Bay Township Hall, and posted on the following websites:

- East Bay Charter Township: <http://www.eastbaytwp.org/>
- TART Trails: <http://www.traversetrails.org>

Also, a copy of the RFP and any addendum may be obtained by writing or sending an e-mail with the subject line "*RFP Three Mile Trail Extension*" to Claire Karner at [ckarner@eastbaytwp.org](mailto:ckarner@eastbaytwp.org).

All questions regarding this project should be directed to Claire Karner in writing or by email with the subject line "*RFP Three Mile Trail Extension*". In order to maintain equal access to information, firm representatives are not to contact anyone other than the individual named above.

**4.2 Optional Pre-Proposal Site Visit** - An on-site pre-proposal meeting and walkthrough will be held on Wednesday, June 29, 2022 at 3:00PM at 2846 N Three Mile Rd, Traverse City, MI 49686. Contact Claire Karner by email (see 4.1) if planning to attend.

**4.3 Notification of Interest, and Inquiries/Questions**

**4.3.1 Notification of Interest / Addenda** - Upon receipt of this RFP Consultants interested in submitting qualifications must immediately notify Claire Karner by mail or email (see 4.1) in order to place the firm's name, address and contact information (including e-mail address) on a Notification of Interest list for distribution of possible addenda to this RFP.

**4.3.2 Inquiries/Questions and Deadline** - All inquiries/questions regarding this RFP must be directed to Claire Karner, by mail or email (see 4.1) and must reach the office by 5:00PM on July 6, 2022 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 has been made will result in disqualification of the firm.

**4.3 Proposal Submittal** - Written submittals must be received by East Bay Charter Township no later than 5:00PM on July 20, 2022. 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 five (5) originals of the submittal and one thumb drive of the material in digital format, in a sealed envelope labeled on the outside "**RFP for Three Mile Trail Extension**" along with the firm name. Send or deliver submittals to:

East Bay Charter Township  
1965 N. Three Mile Road  
Traverse City, MI 49696  
ATTN: Claire Karner

**4.4 Selection** – One firm will be selected with a second firm being selected as an alternate. The alternate shall be used only in the event that negotiation with the first firm is unsuccessful. Firms will be notified after selection is made.

**4.5 Board Approval** – The East Bay Charter Township Board will approve the final selection based on recommendations.

- 4.6 Contract Agreements** - A contract agreement with the selected firm will be negotiated and executed at 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. East Bay Charter Township 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:** While construction funding has not been determined, firms must have experience in providing full design and construction engineering services for state funded projects and their required design specifications. Identify any 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 construction documents based on the construction budget set forth by the Owner at the beginning of project. East Bay Charter Township seeks to utilize sustainable design concepts and principles. The trail will be designed and constructed so that future maintenance costs are minimized. Consultants are required to demonstrate understanding of design criteria and construction techniques that might address these concerns. Describe your firm's approach/method for cost control and keeping design and construction projects on schedule. Briefly explain how costs might be controlled during design and construction. Describe how the design will reflect the need to reduce future maintenance costs.

## 5.4 Fee for Services

## 6.0 SUBMITTAL DOCUMENT REQUIREMENTS

Submittals should be limited to 8.5 x 11 sheet size printed, copied front and back. Submittals 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 ten (10) copies of their proposals and one copy on a thumb drive. 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 architect/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 license and/or certification of each individual. List any sub-consultants intended to be used and the qualifications, expertise, licensing, and/or certification.
- 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 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 Scheduling** – 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 your firm's approach/method for cost control and keeping design and construction projects on schedule. Briefly explain how costs might be controlled during design and construction. Long-term maintenance is an issue, describe how the design will reduce future maintenance costs.
- 6.4 **Experience with State/Federal Funding** – The selected firm must have experience in full-service design of state and/or 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 and construction phases

**6.6** **Line Item Costs** – Submit an itemized breakdown of costs on the separate page provided (See Attachment A) with an authorized signature.

Geotechnical Services	\$ _____
Topographic Surveying and Mapping Services	\$ _____
Easement Legal Descriptions and Exhibits	\$ _____
Public Input and Coordination (Includes 2 public hearings and 2 steering committee meetings)	\$ _____
Design Development Phase Services (Includes obtaining all necessary permits)	\$ _____
Construction Document Phase Services	\$ _____
Bidding and Award Phase Services	\$ _____
Total not to Exceed Design Services Costs	\$ _____

**7.0 GENERAL PROVISIONS**

**7.1 Submittal Ownership / Costs** – Upon submission, all information becomes the property of East Bay Charter Township 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 the oral presentation are entirely the obligation of the Consultant and shall not be remunerated in any manner by East Bay Charter Township.

**7.2 Non-Warranty of Request for Qualifications** – Due care and diligence has been used in preparing this RFP. However, East Bay Charter Township 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 affect their submittals.

**7.3 Request for Clarification** – East Bay Charter Township 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** – East Bay Charter Township 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 East Bay Charter Township's judgment, best serve the interest of the Township.

East Bay Charter Township 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 Proposals** – 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 East Bay Charter Township. East Bay Charter Township 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** – East Bay Charter Township will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. East Bay Charter Township 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 East Bay Charter Township staff.
- 7.8 Minority/Women/Small Business Enterprise** – East Bay Charter Township 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** - The Consultant shall indemnify, defend, and save harmless East Bay Charter Township, its officers, appointees, volunteers, agents, employees and assigns and TART Trails, its board, employees and agents from and against all claims, losses, costs, damages, expense, and liability for bodily injury, sickness, disease, or death, or injury to or destruction of property, real or personal, arising from any work including for all negligent or intentional acts, errors, or omissions of the Consultant, or any subcontractor, supplier, employee, agent, etc. in the performance of professional services provided to East

Bay Charter Township.

The Consultant further agrees to purchase and maintain during the life of any contracts entered into with East Bay Charter Township the following insurance with an insurance company acceptable to East Bay Charter Township 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/aggregate. This insurance shall include coverage for product/completed operations and contractual liability assumed under the indemnity provision of this contract. East Bay Charter Township, its officers, appointees, volunteers, employees and agents shall be listed as an “Additional Insured”

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

Workers' Compensation and Occupational Disease Insurance:

Coverage A - Worker's 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 East Bay Charter Township and shall contain the provision that East Bay Charter Township be given thirty days written notice of any intent to amend or terminate by either the Consultant or the insuring company.

## Attachment A: Line Item Costs

Please submit the following form with your proposal.

Geotechnical Services	\$ _____
Topographic Surveying and Mapping Services	\$ _____
Easement Legal Descriptions and Exhibits	\$ _____
Public Input and Coordination (Includes 2 public hearings and 2 steering committee meetings)	\$ _____
Design Development Phase Services (Includes obtaining all necessary permits)	\$ _____
Construction Document Phase Services	\$ _____
Bidding and Award Phase Services	\$ _____
<b>Total not to Exceed Design Services Cost</b>	<b>\$ _____</b>

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Authorized Signature (Company Executive)

**END OF REQUEST FOR PROPOSALS**