REQUEST FOR PROPOSALS

For

PRELIMINARY DESIGN SERVICES

Sleeping Bear Heritage Trail

County Road 669 to County Road 651

Cleveland and Centerville Township
Leelanau County
Michigan
6/22/2018

Acceptance Date:
Friday, July 13, 2018
3:00 p.m.

Acceptance Location:
Networks Northwest
Attention: Elizabeth Calcutt
PO Box 506
Traverse City, MI 49685-0506
Request for Proposals for Preliminary Design Services
For
Sleeping Bear Heritage Trail
County Road 669 to County Road 651
Leelanau County, Michigan

1.0 PURPOSE

Networks Northwest is requesting the submission of proposals from consulting landscape architectural/civil engineering firms to provide preliminary design services for the design of a phase of the proposed Sleeping Bear Heritage Trail between County Road 669 to County Road 651, Leelanau County. Project completion is expected to be December 2018.

One firm will be selected as a qualified firm to provide preliminary design services for the project.

2.0 PROJECT DESCRIPTION

Preliminary design efforts will address the opportunities and constraints of the trail and provide the direction needed to confirm the final location of the trail and move forward with trail engineering, construction, and maintenance. Trail design will be informed by on-the-ground physical conditions as well as public outreach efforts involving community members, adjacent landowners, governmental units and potential trail users. Physical conditions will largely be evaluated using existing data relating to public ROWs, topography, natural and built features, but also include isolated survey work in areas deemed necessary. Anticipated engineering and construction costs will be generated for trail route alternatives. A final alignment will be identified and designed with reliable cost estimates to inform strategies for trail engineering, construction, and maintenance. The design will be informed by community input with the final approval from Michigan Department of Transportation, National Park Service and the Leelanau County Road Commission in their respective jurisdictions.

The immediate goal is to work through a public process in order to finalize trail alignment and define the costs needed to develop and maintain the trail. This project will provide community members the opportunity to express their interest and concern in the trail’s final alignment and better understand the opportunities and constraints of the trail.

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 to comply with the Environmental Assessment conducted for the Sleeping Bear Heritage Trail. In addition, it must at a minimum be designed and constructed in accordance with the standards in the AASHTO Guide for the Development of Bicycle Facilities, 2012 edition and comply with all applicable requirements of the Architectural Barriers Act, Americans with Disabilities Act and Accessibility Guidelines (A.D.A.A.G.), and all current applicable State and local codes.

3.1 SCOPE OF SERVICES

The Consultant shall prepare preliminary design drawings of the project for submittal, modification and approval by Networks Northwest (herein referred to as “Client”). At the conclusion of the preliminary design phase, the Consultant shall provide the Client with a detailed cost estimate for preferred trail
alignment and describe and visually depict the extent and type of trail (separated path, boardwalk, shared road, etc.). To achieve desired trail outcomes the consultant will:

A. Understand and comply with the Environmental Assessment conducted for the Sleeping Bear Heritage Trail. Familiarity with existing trail.
B. Work with a Study group throughout the project that will provide input and help engage all interests in the process and project. Study Group members include representatives from the Leelanau County Road Commission, Michigan Department of Transportation, National Park Service, Cleveland Township, Centerville Township, TART Trails, Friends of Sleeping Bear, and the Little Traverse Lake Association. Networks Northwest shall facilitate all study group efforts.
C. Be responsible for attending no more than four (4) separate Study Group meetings regarding trail design for this project. The consultant will prepare exhibits as needed for these meetings. The Consultant will be available to answer any questions that may arise and incorporate input shared into the design as appropriate. Client will be responsible for arranging, coordinating and facilitating all Study Group meetings.
D. Be responsible for attending no more than two (2) separate public meetings regarding the trail design for this project. The consultant will prepare exhibits and presentation materials 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. Client will be responsible for arranging, coordinating and facilitating all public meetings.
E. Provide written monthly summaries to the Client.
F. Compile data (wetland, streams and buffers, ROW information to identify any grading permits or additional easements necessary) and collect survey as necessary to finalize the preliminary design of a preferred alternative for the trail (see Map). The trail alignment shall be field verified. The Consultant will provide final preliminary design drawing in AutoCAD and/or ArcGIS format.
G. Identify areas that will require future survey work. Final alignment plans will require geotechnical soil bores to help identify final cost estimates. It is anticipated that boardwalk areas will be required
H. The following is a list of program elements for design:
   1. The project includes the design of a 10’ (minimum) wide trail, boardwalk, and shared road for trail.
   2. Consultant shall provide design and engineering recommendations to improve interface or minimize impact with adjacent land uses.
   3. Opportunities for community recreational goals will be considered and incorporated into the design including water trails, trailhead improvements, and other resource connectivity.
   4. Identification of areas for benches
   5. Final trail alignment shall be based on field verification.
   6. Identify locations for signage elements including interpretation and directional signage.
I. The goal should be to provide universal accessibility for the trail. All drawings shall comply with all applicable requirements of the Architectural Barriers Act, Americans with Disabilities Act and Accessibility Guidelines (A.D.A.A.G.) and all current applicable State and local codes at a minimum. Design shall utilize Crime Prevention Through Environmental Design (CPTED) guidelines and consider best management practices for sustainable design, construction, and maintenance.
J. Identify and define any permits required.
K. Identify and define any necessary coordination with utilities.

4.1 SELECTION PROCESS / SCHEDULE
4.2 Notification of Interest, and Inquiries/Questions

4.2.1 Inquiries/Questions and Deadline - All inquires/questions regarding this RFP must be directed to Elizabeth Calcutt by email (elizabeth.calcutt@networksnorthwest.org), and must reach the office by 3:00 PM on Friday July 6, 2018 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.”

4.3 Proposal Submittal – Written submittals must be received by Elizabeth Calcutt no later than 4 PM on Friday, July 13, 2018. 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 and one copy on a thumb drive to:

Networks Northwest
Attention: Elizabeth Calcutt
PO Box 506
Traverse City, MI 49685-0506

4.4 Selection – One firm will be selected. Firms will be notified after selection is made. Submittals will be reviewed by a selection committee.

4.5 Approval – The selected firm will need to be approved by Client.

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

5.1 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. Client 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:

5.2 Consultant Team: The makeup/description of the firm’s 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.

5.3 Design Ability, Design Excellence, and Similar Project Experience: It is anticipated grant funding will be sought and applied to the construction of the trail. Firms must have experience in providing full design and construction engineering services for state and federally funded trail projects. Identify any trail projects in the last three years with government contracting procedures and use of state and/or federal grants. Provide a brief description of the firm’s role in the project and provide a client contact person for each project.
5.4 **Construction Cost Control and Scheduling:** Consultants shall demonstrate their ability to prepare preliminary design documents based on 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 sensitivity, and long-term maintenance sustainability and cost containment.

5.5 **Fee & Timeline:** Consultants shall provide a fee for the proposed services and timeline to complete the work.

6 **EVALUATION**

Firms submitting proposals to perform the **scope of 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 non-motorized trail development
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 grant dollars (e.g., MDOT, MDNRTF, etc.)
7. The firm’s cost of services will be considered

6.1 **SUBMITTAL DOCUMENT REQUIREMENTS**

Submittals should be electronic or printed on recycled paper, copied front and back. Hard copy 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 (if hard copy) four (4) copies of their proposals along with 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.

6.2 **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.)

6.3 **Similar Project Experience (Graphics & Narrative)** – List projects completed during the last three (3) 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 one (1) 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.

6.4 **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)

6.5 **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 three (3) years and provide a client contact for each project.

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

6.7 **Line Item Costs** – Provide line item amounts

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Development Phase Services</td>
<td>$__________________________</td>
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<tr>
<td>Public Input</td>
<td>$__________________________</td>
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<tr>
<td>(Includes 2 public hearings and 4 stakeholder meetings)</td>
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<tr>
<td>Topographic Surveying and Mapping Services</td>
<td>$__________________________</td>
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<tr>
<td>Total not to Exceed Design Services Costs</td>
<td>$__________________________</td>
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7.1 **GENERAL PROVISIONS**

7.2 **Submittal Ownership / Costs.** Upon submission, all information becomes the property of Client 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 Client.

7.3 **Non-Warranty of Request for Qualifications** – Due care and diligence has been used in preparing this RFP. However, Client 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.

7.4 **Request for Clarification** – Client reserves the right to request clarification of information submitted and to request additional information of one or more Consultants, either orally or in writing.
7.5 **Acceptance/Rejection of Submittals** – Client 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 Client’s judgment, best serve the interest of Client.

Client 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.

7.6 **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.

7.7 **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. Client 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.

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

7.9 **Minority/Women/Small Business Enterprise** – Client 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.

7.10 **Insurance and Indemnity Requirements** - To the extent permitted by law the Consultant shall indemnify and hold harmless Client, its agents and employees and assigns, 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 Client.

The Consultant further agrees to purchase and maintain during the life of any contracts entered into with Client the following insurance with an insurance company acceptable to Client 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. Client, 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 Client and shall contain the provision that Client 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 PROPOSAL**