

# **REQUEST FOR PROPOSALS**

**For**

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

### **ACME CONNECTOR TRAIL**

**Acme Township  
November 13, 2018**

**Acceptance Date:**  
Thursday – 12:00 PM  
December 13, 2018

**Acceptance Location:**  
Acme Township Hall  
6042 Acme Rd  
Williamsburg, MI 49690

# **Request for Proposals for Engineering Services For The “Acme Connector Trail”**

## **1.0 PURPOSE**

Acme 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 Acme Connector Trail located between Bunker Hill Road and The Village at Grand Traverse property within Acme Township, Grand Traverse County, MI. One firm will be selected to provide design engineering services for the project.

## **2.0 PROJECT DESCRIPTION**

The Acme Connector Trail is located in Acme Township, and consists of a non-motorized multi-use trail project approximately 1.2 miles in length connecting existing TART Trail at Bunker Hill Road to the Grand Traverse Band’s Village at Grand Traverse property and future multi-use development. The trail shall be a paved surface designed to AASHTO and ADA guidelines. It will have multiple connections with the roadway system, including shared-road trail, as well as a connection with existing trails. Funding for the construction of this project has yet to be determined.

Preliminary design has been completed for this project and design engineering will be based on the preliminary design. The consultant will continue to work with the stakeholder group formed at the onset of the project. Traverse Area Recreation & Transportation (TART) Trails, in partnership with Acme Township, will coordinate and facilitate all stakeholder 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.

The estimated construction budget for the project is \$336,000. All design and engineering fees are outside that budget.

*Note: Acme Township reserves the right to award contracts on any, all or none of the projects for which firms are selected under this RFP. Acme 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. Acme 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. Acme 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**

Preliminary 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 Acme Township and the established community stakeholder group 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 to Acme Township and TART Trails for review. The construction document plan sets will be presented to the stakeholder group 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 to Acme Township and TART Trails for review. The 90% construction document plan will be presented to the stakeholder group 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., DEQ, building permits, grading easements, 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 Acme Township, and determination if low bidder is properly licensed to perform the Work (if consultant will be conducting construction administration).

**G. Additional Services**

- a) **Coordination with private property owners for work on their property**
- b) **Utility relocation and coordination**
- c) **Boardwalk and/or pedestrian bridge design**
- d) **Any necessary wetland mitigation services**
- e) **Coordination with neighboring property owners**
- f) **Meetings and workshops beyond those described above**
- g) **Landscape improvements**

#### **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 and Ticker, and posted on the following websites:

- Acme Township: <http://www.acmetownship.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 to Shawn Winter.

All questions regarding this project should be directed to Shawn Winter in writing or by email. In order to maintain equal access to information, firm representatives are not to contact anyone other than the individual named above.

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

**4.2.1 Notification of Interest / Addenda** - Upon receipt of this RFP Consultants interested in submitting qualifications must immediately notify Shawn Winter 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.

**4.2.2 Inquiries/Questions and Deadline** - All inquires/questions regarding this RFP must be directed to Shawn Winter, by mail or email (see 4.1) and must reach the office by 12:00 PM on December 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". 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 Acme Township no later than 12:00PM on December 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 two (2) originals of the submittal in a sealed envelope labeled on the outside "**RFP for Acme Connector Trail**" along with the firm name. Send or deliver submittals to:

Acme Township  
6042 Acme Road  
Williamsburg, MI 49690  
Attn: Shawn Winter

**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 Acme 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. Acme 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 hasn't 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. Acme 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 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 two (2) 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 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 Line Item Costs** – Provide line item amounts

Geotechnical Services	\$ _____
Topographic Surveying and Mapping Services	\$ _____
Public Input and Coordination (Includes 2 public hearings and 2 stakeholder 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	\$ _____

**6.6 Timeline** - Provide an estimated timeline for design and construction phases.

## **7.0 GENERAL PROVISIONS**

**7.1 Submittal Ownership / Costs.** Upon submission, all information becomes the property of Acme 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 Acme Township.

**7.2 Non-Warranty of Request for Qualifications** – Due care and diligence has been used in preparing this RFP. However, Acme 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** – Acme 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** – Acme 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 Acme Township’s judgment, best serve the

interest of the Township.

Acme 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 Acme Township. Acme 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** – Acme Township will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. Acme 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 Acme Township staff.
- 7.8 Minority/Women/Small Business Enterprise** – Acme 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 Acme 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 Acme Township.

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