

REQUEST FOR PROPOSALS
For
DESIGN ENGINEERING SERVICES

BOARDMAN VALLEY NATURE PRESERVE SITE IMPROVEMENTS

Charter Township of Garfield, Grand Traverse County, Michigan
Issued July 25, 2016

Acceptance Date:
Thursday 11:00 AM August 18, 2016

Acceptance Location:
Garfield Township Hall
3848 Veterans Drive
Traverse City, MI 49684

**Request for Proposals for Engineering Services
For
BOARDMAN VALLEY NATURE PRESERVE IMPROVEMENTS**

1.0 PURPOSE

Garfield Township is requesting the submission of proposals from consulting Civil Engineering & Landscape Architecture firms to provide professional design services for site improvements to the Boardman Valley Nature Preserve located within Garfield Township, Grand Traverse County, MI. One firm will be selected to provide design engineering services for the project.

2.0 PROJECT DESCRIPTION

The Boardman Valley Nature Preserve (BVNP) is a 187-acre park and natural area located on the Boardman River in Garfield Township. Though the park is primarily in a natural state, certain areas have been targeted for improvement to support active and passive recreation.

The specific project area is located on the northernmost portion of the site, accessed by Racquet Club Drive just south of South Airport Road. The area of the site was formerly a tennis club, then became a YMCA facility and was finally sold to Garfield Township.

This project involves a number of elements intended to improve user access to and enjoyment of the Boardman River. Proposed project design elements include:

1. Kayak/canoe launch. Demonstrate experience with designing and sourcing universally accessible small boat launches will be a significant point of review. Total estimated cost: \$50,000.00.
2. A vehicular turnaround and access to the launch. Demonstrate experience with designing (turning radius software). This was included as a paved facility in the DNR materials, but it may be desirable to consider permeable materials such as crushed limestone. Total estimated cost: \$30,000.00.
3. Renovation of existing pickleball courts. Renovation is to include full tear out of the existing facility, base prep, and new surface. Total estimated cost: \$75,000.00.
4. Pathways in certain locations to provide connections between the new features. Total estimated cost: \$10,000.00.
5. Vault/pit toilet with changing station utilizing on-site septic. The Township anticipates this will be a prefabricated structure. Consultant's obligation for this structure is primarily to identify placement. Total estimated cost: \$15,000.00.
6. Picnic shelter/pavilion. (Prefabricated) See comment above. Total estimated cost: \$10,000.00.
7. Trailhead signage. (Prefabricated) See comment above. Total estimated costs: \$2,000.00
8. Identification of appropriate locations/species for native landscaping.

It is intended that all elements shall meet applicable ADA guidelines. *The conceptual site plan which was submitted to the DNR is attached.*

Construction of this project will be funded in part by the Michigan Department of Natural Resources Trust Fund development grant and thus must follow the requirements outlined by that program. **The total estimated construction budget (including engineering) is desired to remain below \$200,000.00.** Firms submitting proposals shall have extensive knowledge and familiarity working with DNR Grants and capable to demonstrate past projects / work experience.

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

The Consultant shall prepare preliminary design drawings of the project for submittal, modification, and approval by Garfield Township. Following township approval, the consultant shall prepare and deliver construction documents. Bid phase and construction inspection / testing, and administration services are not included in this scope.

Deliverables:

A. Preliminary Design.

- 1) Provide survey, soil samples, etc as necessary to finalize the preliminary design including, but not limited to topography and wetland delineation.
- 2) On-site meeting with Township representations to review the design concept for feasibility after the survey is complete and examine the conceptual design and layout for significant obstacles or opportunities.
- 3) Onsite meeting with Land and Water Management Division of DEQ regarding permitting in wetland / and permit criteria to determine if delineation is needed. Meetings with other regulatory agencies as needed including soil erosion dept.
- 4) Identifications of any permits required and submittals of same.
- 5) Identify location of utilities and coordination of relocation and coordination if necessary.
- 6) Follow-up meeting with Township Representatives (may be by telephone) to discuss the results of initial evaluation.

B. Preparation of preliminary design documents for Township review and approval. Consultant should plan on attending two (2) meetings at Township Hall.

C. 50% Construction Document plan set

Submit two (2) sets of full size and half size plan sets at 50% Contract Documents to Garfield Township for review. Technical specifications and contract / bidding specifications must be compliant with Trust Fund criteria. Should be noted trust fund grant requires all components to be competitively bid out (i.e. Floation docks or equal).

D. 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 Garfield Township. The Township also requires a PDF copy. Final Construction plans must be signed / sealed drawings for submission for permits. Engineer must be licensed in the State of Michigan.

E. Opinion of Probable Construction Cost (OPCC)

F. Potential Additional Services-Not part of base price. Please provide hourly rate for the following.

1. Meetings and workshops beyond those described above.
2. Additional Landscape improvements.
3. Material Testing / Construction Oversight as needed not to exceed 60 hours +/- . Cost to include travel, per diem (food / lodging).

4. Price for reimburseable(s) such as mileage, paper copies, meeting attendance.

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:

Garfield Township: www.garfield-twp.com

Grand Traverse Bay YMCA: <http://www.gtbayymca.org>

Also, a copy of the RFP and any addendum may be obtained by writing or sending an e-mail to Brian VanDenBrand at bvandenbrand@garfield-twp.com.

All questions regarding this project should be directed to Brian VanDenBrand 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 Brian VanDenBrand 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 Brian VanDenBrand, by mail or email (see 4.1) and must reach the office by **Tuesday, Tuesday August 8, 2016** [at least ten (10) days before the Proposals submittal due date] in order to be considered for a response. Any changes or addendum information to the RFP will be emailed to each Consultant who has submitted a "Notification of Interest".

- 4.3 **Proposal Submittal** - Written submittals must be received by Garfield Township no later than **Thursday 11:00 AM August 18, 2016**. 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 Boardman Valley Nature Preserve**," along with the firm name. Send or deliver submittals to:

Garfield Township
3848 Veterans Drive
Traverse City, MI 49684
Attn: Brian VanDenBrand

- 4.3 **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 via email.

- 4.4 **Board Approval** – Final acceptance of a bid and firm selection is subject to approval of the

Garfield Township Board.

- 4.5 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 price and qualification information exhibited in both written and graphic form in the Consultant's Submittal and reference checks. Garfield 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 park design and construction experience. Preference will be given toward those individuals with strong experience / background in DNR Projects. 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. The use of sub-consultants is acceptable. Specify sub-consultants that will be utilized and their staff roles / resumes. Include registration numbers of landscape architects and engineers.
- 5.2 Design Ability, Design Excellence, and Similar Project Experience:** The BVNP improvements are funded partially through the MDNR Trust Fund. Firms must have experience in providing full design engineering services for Trust Fund projects or other state funded projects. 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 design documents based on the construction budget set forth by the Owner at the beginning of project. Garfield Township seeks to utilize sustainable design concepts and principles. The proposed project elements will be designed 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.

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 sizes 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 reflect the need to 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

Site Investigation (Geotechnical, Wetland Research / Delineation) Services	\$ _____
Topographic Surveying and Mapping Services	\$ _____
Design Development Phase Services	\$ _____
Permitting Phase Services	\$ _____
Construction Document Phase Services	\$ _____
Total not to Exceed Design Services Costs	\$ _____

Please provide an hourly rate sheet and outline reimbursable(s).

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

7.0 GENERAL PROVISIONS

- Bid Prices shall be for valid for 60 consecutive calendar days from the bid due date
- Firm understands they are to enter into and execute a contract with Charter Township of Garfield

- 7.1 Submittal Ownership / Costs.** Upon submission, all information becomes the property of Garfield 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 Garfield Township.
- 7.2 Non-Warranty of Request for Qualifications** – Due care and diligence has been used in preparing this RFP. However, Garfield 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 effect their submittals.
- 7.3 Request for Clarification** – Garfield 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** – Garfield 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 Garfield Township’s judgment, best serve the interest of the Township.

Garfield 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 Garfield Township. Garfield 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** – Garfield Township will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. Garfield 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 Garfield Township staff.
- 7.8 Minority/Women/Small Business Enterprise** – Garfield 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** - To the extent permitted by law the Consultant shall indemnify and save harmless Garfield Township, its agents and employees and assigns, from and against all loss, cost damages, expense and liability caused by sickness and disease

to any person; or damage or destruction to property, real or personal; arising from the negligent acts, errors, or omissions of the Consultant in the performance of professional services provided to Garfield Township.

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