

Region 2 PLANNING COMMISSION

Serving Hillsdale, Jackson & Lenawee Counties

Request for Proposal

The Region 2 Planning Commission is soliciting proposals for

Project Name: Ann Arbor Road Non-Motorized Trail Extension

RFP Issue Date: November 16, 2022

Proposal Due Date: December 29, 2022

Number of Copies Required: 7 (6 + 1 thumb drive)

Mailing Address:

Region 2 Planning Commission
120 West Michigan Avenue, 9th Floor
Jackson, Michigan 49201

Project Manager/Contact:

Mr. Stephen Bezold
Planner
Phone: 517.768.6708
Email: sbezold@mijackson.org

SECTION I. GENERAL CONDITIONS AND PROVISIONS

A. OBJECTIVE

To select a consultant to develop an extension to the Non-Motorized Path along Ann Arbor Road from Hackett Street to Bender Street in Leoni Township, MI.

B. PROPOSALS

To be considered for award, each consultant must submit a complete response to the RFP. An official authorized to bind the respondent to the proposal must sign the proposal. Submission of a proposal shall bind the respondent to all provisions of the proposal, including costs, for a period extending not less than ninety days following the Proposal Due Date, which is stated on the first page. Proposal must be submitted to R2PC by the time and date indicated on the first page. The respondent is solely responsible for the timely delivery of the proposal to R2PC. Late proposals will not be considered.

Proposal shall contain a cover letter signed by a person authorized to bind the consultant agreeing that the consultant shall remain valid for not less than ninety days (as extended in the event of a Protest) and provide a name, physical address, phone number and email address of such person who is administering the proposal and to whom R2PC may submit notices and writings regarding this RFP. It is to this person and at this email address that R2PC will provide notices and other matters regarding this RFP.

Proposals shall be organized as follows:

Section 1: Introduction of Firm, to include the name, title and person authorized to enter into a Contract on behalf of the company

Section 2: Capability, Qualifications, and Experience of Firm

Section 3: Proposed Approach

Section 4: Proposed Timeline and Major Milestones

Section 5: Proposed Cost

Section 6: Required Submittals (Forms and Exhibits)

R2PC anticipates that the total contract amount not to exceed \$450,000.

The consultant must submit a detailed cost estimate including cost of services, travel cost, materials and printing, indirect costs and fees. R2PC reserves the right to negotiate final contract price for completion of all project tasks. The resulting contract shall be a fixed/firm price type contract.

The cost information requested is required to support the reasonableness of the proposal and is for internal use only. Costs should be presented in a cost plus fixed fee format. Cost proposals should include the job titles of positions that will complete the work, including hours and hourly rates. Cost should be presented by task at a level of detail corresponding to the Work Plan.

C. SELECTION CRITERIA

The contract will be awarded to the consultant whose proposal offers R2PC the best value for the project, including technical, economic and other factors found in Section II. Consultants may propose additional ideas and recommendations not stated in the scope. R2PC has a fiduciary responsibility to consider cost when deciding on a consultant.

D. CONTRACT TERMS

The term of the proposed contract will begin on the date it is signed and will continue until project completion and satisfactory submission of forms or documentation as required under all federal, state, and local guidelines, rules, or regulations and/or as outlined below for this solicitation.

E. ACCEPTANCE OF PROPOSAL CONTENT

The contents of this RFP, its attachments, and the proposal will become contractual obligations if a contract ensues. Failure of the successful respondent to accept these obligations may result in elimination of the respondent from the selection process.

F. PRIMARY CONTRACTOR RESPONSIBILITIES

The selected Contractor will be required to assume responsibility for all services offered in its proposal whether or not the Contractor performs them. R2PC will consider the selected respondent to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. If any part of the work is to be subcontracted, the prime Contractor must provide a complete description of work subcontracted and descriptive information about the subcontractor's organization, capabilities, and Certified Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE) status. The prime Contractor is totally responsible for adherence by the subcontractors to all provisions of the contract. All subcontractors must be included in the proposal with descriptions of the firms' qualifications and the qualifications of the key individuals assigned to this project. All subcontractors are subject to R2PC review and written approval prior to their participation in the project.

G. SELECTION

R2PC may select a range of proposals for further negotiations and discussions. This will be based upon sufficient analysis of technical factors and cost/price to identify those proposals that may not be competitive or those where technical or cost/price elements need to be addressed as part of the negotiation process. All those Respondents that are determined to be within the competitive range may be invited to participate in oral and/or written discussions and in further negotiations regarding their proposals.

Those Respondents deemed by R2PC to be most responsive to the needs of the project may be asked to make oral presentations to R2PC. These presentations provide an opportunity for the consultant team to clarify the proposals. If oral presentations are held, respondents will be notified of the date of the presentations and the time allowed.

The Selection Committee will make a recommendation to the Leoni Township Downtown Development Authority for a recommendation to award a contract. Award of contract is ultimately based on the approval of the Leoni Township DDA Board.

H. RESERVATION OF RIGHTS

R2PC reserves its rights to cancel, amend, or reissue this RFP or the Project at any time and may cancel any award pursuant to this RFP or seek amended or new proposals as R2PC deems necessary. R2PC further reserves the right to:

- Reject all proposals and re-solicit or cancel the RFP,
- Enter into a contract with any Respondent, based upon the initial proposal, or on the basis of Best and Final offer, with or without conducting written or oral discussions;
- Award a contract to a Respondent other than the Respondent that submitted the lowest price proposal.

I. NON-DISCRIMINATORY PRACTICES

R2PC encourages participation by disadvantage business enterprises (DBE). Please include certification(s) in proposal.

J. Cost

All costs incurred in the preparation or making of the proposal are the sole responsibility of the consultant.

SECTION II. SELECTION CRITERIA

Responses to this RFP will be evaluated based upon the following factors as presented in the respondent's proposal.

1. Demonstrated understanding of project scope	20%
2. Capability, Qualifications, and Experience of Firm	20%
3. Proposed Approach	40%
4. Work Plan & Schedule	5%
5. Proposed Price/Cost	10%
6. Originality or Innovativeness	5%

SECTION III: INTRODUCTION AND SCOPE OF SERVICES

A. BACKGROUND

The Leoni Township Downtown Development Authority (LDDA) is requesting proposals from professional civil engineering firms able to provide a variety of engineering services required by Leoni Township and to assist the Jackson County Department of Transportation as needed. The engineering services desired include, but are not limited to preparation of plans, specifications and estimates of costs for construction projects, detailed studies on specific items, conducting investigations, preparation of reports, land surveying activities, construction inspection, and construction contract administration.

B. Scope of Services

The LDDA solicits proposals from qualified firms to provide professional services for the public engagement and investigation, preliminary design layout, final design, preparation of Contractor Requests for Bids, evaluation of bids (including a recommendation for a preferred contractor),

and construction administration for the construction of the TRAIL. The scope of work shall generally include the following:

- A. Customary engineering services including but not limited to structural, environmental, geotechnical, site, and related engineering. Customary landscape architecture and design.
- B. A preliminary design layout as well as final design drawings and specifications for the project for review and approval by the LDDA.
- C. Bidding services including preparation of bid documents, tabulating bids, reviewing bids and recommending a preferred contractor.
- D. Topographic and boundary surveys as necessary to finalize the design for the TRAIL, including, but not limited to topography and drainage. The TRAIL alignment shall be based on field verification, geotechnical services and staking. The FIRM will provide a final design and an "as-built" record drawing in AutoCAD format.
- E. Additional geotechnical engineering services for the TRAIL as needed for the final design.
- F. Services to identify permits and/or easements that will be needed to complete the project based on the final design. Complete permit applications as needed for the LDDA to submit to appropriate agencies.
- G. Attendance at no more than four separate public meetings regarding the TRAIL design for this project. The FIRM will prepare exhibits and presentation materials as needed for the public meetings. The FIRM will be present to answer any questions that may arise and gather input shared by stakeholders attending the meetings. LDDA will be responsible for coordinating all public meetings.
- H. Ensure that final design includes the following program elements:
 - a. The TRAIL design shall be consistent with the previous Non-Motorized Trail.
 - b. The design includes a 10-foot-wide (minimum) improved trail/pathway.
 - c. The TRAIL alignment shall be based on topographic survey and field survey, with final location based on field verification and staking.
 - d. The TRAIL design shall ensure that inclusion, diversity, accessibility, and universal design are promoted so that all of our community can enjoy and partake. Design shall achieve and showcase the principles of universal design. All drawings shall comply with all applicable requirements of the Americans with Disabilities Act and Accessibility Guidelines (ADAAG) and all current applicable State and local codes at a minimum.
 - e. The TRAIL Design shall utilize Crime Prevention Through Environmental Design (CPTED) guidelines and consider best management practices for sustainable design, construction, and maintenance.
 - f. The TRAIL design shall include identification of opportunities to incorporate signage elements including opportunities for interpretive signage and directional signage.
- I. Develop an annual maintenance budget and capital replacement schedule and cost.

J. Identify additional funding sources for the TRAIL such as Great Lakes Fisheries, Coastal Zone Management, MDNR Trust Fund, MDOT TAP programs.

K. Identify, define and provide any necessary coordination with utilities.

L. Identify, define and provide any necessary work associated with environmental conditions such as drainage, contaminated soils, groundwater or related environmental conditions that is necessary for the protection of the health safety and welfare of construction workers and trail users including but not limited to a Construction Activity Due Care Plan.

M. Identify and define the necessary easements to construct the TRAIL to meet the community goals and values, including providing surveys and legal descriptions necessary to move forward with easement negotiations. Easements will be drafted by the Township in conjunction with final construction documents and legal descriptions prepared by the FIRM.

N. Prepare construction documents based on approved final design plans, specifications, and documents.

O. Complete bidding services for competitive bidding. Includes answering all questions and inquiries from contractors, attending pre-bid meetings, attending bid opening, tabulating bids, reviewing bids and recommending contractor selection.

P. Complete customary construction-phase services including:

- a. Shop drawing review and approval.
- b. Daily construction observation.
- c. Contract administration.
- d. Construction staking.
- e. Layout and testing as may be required.
- f. Review and recommendation of Contractor Pay estimates.
- g. Respond to contractor questions and bulletins.
- h. Clarify plan and specification intent with consent of County Engineer.
- i. Schedule, attend, and lead bi-weekly (every two weeks) progress meetings with the selected Contractor(s), City Engineering, and City Administration.

Q. Develop and coordinate the completion of the project punch list as needed and close out including record drawings in AutoCAD format.

R. Other services that may be required or recommended by the interested FIRM.

C. R2PC Responsibility

R2PC will work closely with the Contractor on this project and will provide staff hours and information as needed. R2PC will serve as the Project Manager to implement a mutually agreed upon scope of work, monitor progress of firm(s) activities, and serve as a liaison between the firm(s), the Leoni Downtown Development Authority, Leoni Township, Jackson County and

other partners. The selected firm(s) will enter into a contract with R2PC for the agreed upon scope and budget. R2PC will also serve as the contract manager and procure administrator for the project.

D. Schedule

November 16, 2022..... Issue RFP
December 29, 2022FIRM Proposals due at 4:00 p.m.
December 29, 2022 – January 23, 2023Proposal review and interviews
February 10, 2023..... LDDA approval of FIRM

E. Submission of Proposals

Interested FIRMS must submit one (1) unbound copy of sealed proposals and one electronic copy which should include at a minimum the following information:

1. FIRM name(s) and introduction.
2. Qualifications of staff to be assigned to this project. Describe where personnel will be physically located while they are engaged in the project.
3. Examples of experience with similar projects.
4. Narrative in which the FIRM delineates their understanding of what is being requested by the CITY in this RFP including the items of work they will accomplish for the CITY. FIRM should note any work items they may feel should normally be accomplished under or related to this request, but in their opinion are beyond the scope of what is being requested and therefore not part of this proposal.
5. The methodology, approach, or work plan, including timelines, which would be used to complete the project.
6. Completed Proposal Sheet with “Not to Exceed” project cost. Construction observation costs shall be included using a reasonable construction duration defined by the FIRM.

Sealed proposals must be submitted to Stephen Bezold, Planner, Region 2 Planning Commission, 120 West Michigan Ave, Jackson, Michigan, 49201 no later than 4:00 p.m., December 29, 2022. “Leoni TRAIL Extension” shall be clearly marked on the outside of the sealed envelope. Electronic copy shall be included in the same sealed envelope with proposal on USB thumb drive. Submittals sent by email or telefax will not be accepted. Questions may be addressed to Stephen Bezold, (517) 768-6708 or sbezold@mijackson.gov.

F. Evaluation of Proposals

All proposals received shall be subject to evaluation by the LDDA. This evaluation will be conducted in the manner appropriate, as may be deemed by the LDDA for the selection of a FIRM for the purpose of entering into a contract to perform this project. Price alone shall not be the basis for the award of this work but shall be one of the components considered. The LDDA

does not intend to award a contract for this work solely on the basis of any response made to this request. The following facts, along with other items, will be considered:

1. The FIRM's expertise and experience as related to the required work.
2. The FIRM's understanding of the project scope of services and quality of the FIRM's project approach.
3. The cost and time scheduled as proposed.
4. Qualifications and availability of the key staff members proposed to work on this project.
5. Involvement and experience of the FIRM with similar types of projects, reference responses and quality of work on previous projects.
6. Interviews with prospective designs FIRMs.

All proposals submitted must include "not to exceed" cost figures.

G. Insurance

The FIRM is required to provide and maintain at all times during this project the following insurance. Certified copies, setting forth the limits and coverage, shall be furnished to the LDDA before commencing with any work. The policy shall contain endorsements stating that a 10-day notice will be given to the LDDA prior to termination or any change in the policy and shall describe the project and provide coverage for the following terms:

- A. Comprehensive General Liability Insurance with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit with the LDDA and LDDA listed as an additional insured. Professional liability insurance coverage in the amount of \$1,000,000 minimum.
- B. Workers Compensation Insurance, including Employers' Liability Coverage in accordance with all applicable statutes of the State of Michigan.
- C. If any of the insurance is canceled, the FIRM shall cease operations, and shall not resume until new insurance is obtained.

H. Supplemental Information and Requirements

The LDDA reserves the right to waive any informality or defect in any proposal, to accept any proposal or parts thereof or to reject any or all proposals, should it deem it to be in the best interest of the LDDA to do so. The LDDA reserves the right to revise the contents of the proposal and to negotiate all aspects of this proposal and any future agreement with the successful FIRM of the LDDA's choice. The LDDA further accepts no responsibility for expenses which may be incurred in the preparation of such proposals.

The selected FIRM shall be expected to comply with all applicable State, Federal and local laws and regulations in the performance of services. Submittals are considered public information. The LDDA has the right to disclose information contained in the submittals. The LDDA further reserves the right to photocopy, circulate or otherwise distribute any material submitted in

response to the RFP. Original materials which the FIRM may wish returned shall be clearly marked to be returned to them.

Any questions regarding this RFP that requires a written response shall be submitted in writing (including via email) to the LDDA at least seven (7) days prior to the deadline for submitting the request for proposal. Written answers to questions, which in the opinion of the LDDA may change or substantially clarify the request for proposal, will be submitted to all prospective FIRMS.

PROPOSAL SHEET

TITLE: **Design services of an off-road biking/walking trail extension**

DUE DATE: **Before 4:00 p.m., Thursday, December 29, 2022**

Having carefully examined the attached Request for Proposals (RFP) and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this proposal. The undersigned understands and agrees that they must be licensed to do business as Professional Engineers in the State of Michigan. The undersigned submits this proposal and agrees to meet or exceed all requirements and specifications listed on the RFP, unless otherwise indicated in writing and attached hereto. The undersigned understands and agrees, if selected to be award this work, to enter into an agreement with the LDDA to supply this work.

The undersigned understands that the LDDA reserves the right to accept or reject any or all proposals in whole or in part and to waive irregularities in any proposal in the interest of the LDDA. The Proposal will be evaluated and awarded on the basis of best value to the LDDA as outlined in the RFP. The undersigned agrees that the proposal may not be withdrawn for a period of 60 days from the actual date of the opening of proposals.

- Complete Preliminary Design Layout \$ _____
- Complete Final Design \$ _____
- Bidding Phase Services \$ _____
- Construction Phase Services incl. Geotechnical, Testing and Environmental \$ _____
- TOTAL Not to Exceed Project Cost** \$ _____

By signing below, the signatories appearing below confirm that they have the authority and are duly authorized to submit this proposal on behalf of the Company.

Submitted by:

(Signature)

(Name & Title - print)

(Telephone Number)

(Date)