

# **REQUEST FOR PROPOSALS**

**For**

## **SHARED USE TRAIL DESIGN ENGINEERING & COST ESTIMATE SERVICES**

**IN MI River Valley Trail Extension  
Berrien County  
May 15, 2020**

**Acceptance Date:**

By June 15, 2020

5:00 pm

**Acceptance Location:**

Southwest Michigan  
Planning Commission

Kris Martin

**[kmartin@swmpc.org](mailto:kmartin@swmpc.org)**

**Request for Proposals for Engineering  
Services for the IN MI River Valley  
Trail Extension  
Niles – Berrien Springs, MI**

**1.0 PURPOSE**

The Southwest Michigan Planning Commission (SWMPC) is requesting the submission of proposals from a qualified consultant to provide professional design engineering services for the development of the IN MI River Valley Trail Extension located between Plym Park in Niles, MI and Range Line Park in Berrien Township, Berrien County, MI. One firm will be selected to provide design engineering services for the project.

**2.0 PROJECT DESCRIPTION**

The IN MI River Valley Trail extension will be a 9-mile shared use trail that will continue the existing IN MI River Valley Trail mostly following the old interurban route from Plym Park in Niles, MI to Range Line Park in Berrien Township. A preliminary route has been developed (map attached). This route needs to be finalized and the design and specifications developed for this shared use trail shall meet all AASHTO and ADA guidelines for an MDOT Transportation Alternatives Project (TAP) funded project and incorporate environmentally friendly design to meet criteria for MDNR Trust Fund Grants. Funding for the construction of this project has yet to be determined.

The early planning stages of this project were completed in 2018-2019 with a Michigan Department of Health and Human Services (MDHHS) 4x4 Health and Wellness Grant. Activities already completed include the development of a stakeholder group, researching and mapping parcel/property ownership data, alternative route research and mapping, and conducting public engagement activities to gather community input and support for the project.

The stakeholder group includes community leaders from Berrien County Parks, Indiana-Michigan Power, City of Niles, Niles Charter Township, Oronoko Township, Berrien Township, Village of Berrien Springs, Michigan Department of Transportation, Berrien County Road Department and Bike Michiana Coalition. The stakeholder group is coordinated and facilitated by Be Healthy Berrien/Berrien County Health Department with assistance from SWMPC.

A preliminary route has been determined through parcel ownership and a public input process. The current preliminary route from Niles to Berrien Springs is a corridor owned by the following entities. City of Niles owns the old interurban corridor from Plym Park to Pucker Drive. North of this, the interurban corridor is in private ownership, so the proposed route will then follow MDOT ROW on M139 to either Wynn Road or Walton Road. Then the route will either follow Wynn Road or Walton Road (both Berrien County Road Department ROW) to the interurban corridor presumed to be owned by Niles Township (title search currently underway by Township). Then the next section of the interurban corridor is owned by IN MI Power/AEP. The trail will need to connect to Range Line Park which is currently being developed as a trailhead with an MDNR Trust Fund Grant. (See map included at end of RFP.)

This project, to finalize the route and develop engineering plans and specifications, is a partnership between the Berrien County Health Department and SWMPC. Funding for engineering services is being provided to SWMPC through a grant awarded to the Berrien County Health Department from the 2020 Michigan Department of Health and Human Services (MDHHS) 4x4 Health and Wellness Grant. The amount available in 2020 for engineering services is \$13,000 and the project period ends September 30, 2020. It is anticipated that Berrien County Health Department will continue to receive funding after October 2021 to continue engineering and implementation efforts.

### **3.0 SCOPE OF SERVICES**

Engineering design will build on the preliminary route 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 SWMPC and the Berrien County Health Department and the established community stakeholder group throughout all phases of project development. The Berrien County Health Department and SWMPC will coordinate and facilitate all stakeholder group and public meetings. The consultant will be expected as necessary to provide visuals (for the meetings and website) and if necessary be present to discuss any issues or questions that arise.

The full scope of engineering services anticipated is listed below, but may not be complete and a proposal can include additional activities/deliverables as deemed necessary. Since no more than \$13,000 is currently available, please provide a proposal that lists tasks/activities, deliverables along with a timeline that can be accomplished with the \$13,000 through September 30, 2020 and then also submit a summary of tasks/deliverables, cost estimates and a timeline for future work to get this project ready for grant proposals, bidding and implementation. All designs/plans/estimates will be reviewed by SWMPC and Berrien County Health Department (BCHD) before being shared with the stakeholder group and public.

#### **Potential Project Deliverables:**

**A. Conceptual Design with Estimated Costs for NEPA/SHPO (T/E species, wetland delineation, archeological studies, etc), Geotechnical/Surveying and Construction**

For review by SWMPC and BCHD.

**B. Public Input**

The conceptual plan and estimated costs will be presented to the stakeholder group and presented at a public meeting. Consultant will attend both meetings and incorporate public feedback as agreed upon by SWMPC, Berrien County Health Department and the consultant into the plan set with updated cost estimates for grant proposals.

**C. Construction Document Plan Set that Includes Trail Signage and Amenities with Updated Opinion of Probable Costs for Construction**

Please list the percent completeness of the plans at this stage. The project will include regulatory and directional signage and include kiosk locations and location of other amenities such as benches, bike racks, landscaping. The signage and amenity plan will be included as part of the construction document plan set.

**D. Coordinate and Obtain Necessary Approvals**

Ensure that all necessary permits and approvals are obtained such as SHPO, NEPA for MDOT TAP/federal funding requests, EGLE permits if necessary, utility relocations/coordination to keep project on schedule.

**E. Assist with Grant Proposals**

Assist SWMPC, Berrien County Health Department and other potential applicants (municipalities, road dept, etc) with grant proposals as needed.

**F. Final Construction Document Plan Set with Updated Opinion of Probable Construction Costs**

For review by SWMPC and Berrien County Health Department. The final construction document plan and cost estimates will be presented to the stakeholder group and presented at a public hearing.

**G. Bid-Phase - preparation of Bid Advertisement, attend pre-bid meeting, review of all bids in consultation with project manager (TBD), and determination if bidder is properly licensed to perform the work (if consultant will be conducting construction administration).**

**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 emailed to firms and posted on the Southwest Michigan Planning Commission [www.swmpc.org](http://www.swmpc.org) website. Also, a copy of the RFP and any addendum may be obtained by sending an e-mail to Kris Martin [kmartin@swmpc.org](mailto:kmartin@swmpc.org).

All questions regarding this project should be directed to Kris Martin 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 proposals must immediately notify Kris Martin by 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 inquiries/questions regarding this RFP must be directed to Kris Martin by email (see 4.1) and must reach the office by 12:00 PM on June 10, 2020 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 except for as noted in 4.3 regarding large file transmittal.

**4.3 Proposal Submittal -** Submittals must be received by Southwest Michigan Planning Commission no later than 5:00PM on June 15, 2020. Submittals received after this deadline will not be considered. A response will be sent to verify the proposal being received. If a verification email is not received, please call Kris Martin at 269-925-1137 ext. 1521. If the proposal is too large to email,

please contact Kris Martin by phone or email to mutually determine an acceptable way to transfer document before the deadline (5:00pm on June 15, 2020).

**4.3.1 Submittal Material** - Consultants interested in providing services as described in this RFP shall submit a single pdf file (as requested in 4.2.1) to Kris Martin by email with subject line “**RFP for INMI River Valley Trail Extension**” along with the firm name. Send proposal to [kmartin@swmpc.org](mailto:kmartin@swmpc.org).

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 **Approval** – SWMPC will provide a recommendation of the selected firm to the Berrien County Health Department for final approval. SWMPC may utilize a small team of stakeholders to assist in scoring proposals.

4.6 **Contract Agreements** – It is anticipated that a contract agreement with the selected firm will be negotiated and executed by July 1, 2020.

## 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. SWMPC 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.) shall 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 names of other professional firms. Identify their experience with similar type projects.

**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 and federally 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:** This project 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**

*Note: The Southwest Michigan Planning Commission reserves the right to award contracts on any, all or none of the projects for which firms are selected under this RFP. The Southwest Michigan Planning Commission 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. The Southwest Michigan Planning Commission reserves the right to remove any or all work described in this RFP and issue a new RFP for any portion of the work. The Southwest Michigan Planning Commission reserves the right to use any of the firms selected for any of the work. Assignment of projects to selected consultant shall be contingent on availability of funds.*

### **6.0 SUBMITTAL DOCUMENT REQUIREMENTS**

Only digital submittals will be accepted. The file should be a single PDF. Please follow the format below.

- 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 and expertise.
- 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 size, 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** - 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 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 List Line Item Costs for Each Activity/Task/Deliverable**

- 6.6 **Timeline** - Provide an estimated timeline for activities/deliverables from July 1, 2020 to September 30, 2020 and a separate anticipated timeline from September 30, 2020 to project bid acceptance/start construction.

## 7.0 GENERAL PROVISIONS

- 7.1 **Submittal Ownership / Costs.** Upon submission, all information becomes the property of SWMPC 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 SWMPC.
- 7.2 **Non-Warranty of Request for Qualifications** – Due care and diligence has been used in preparing this RFP. However, SWMPC 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** – SWMPC 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** – SWMPC 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 SWMPC's judgment, best serve the interest of the project.
- 7.5 SWMPC 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 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 SWMPC. SWMPC 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** – SWMPC will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. SWMPC 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

SWMPC.

- 7.9 Minority/Women/Small Business Enterprise** – SWMPC 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** - The Consultant shall indemnify, defend, and save harmless SWMPC, its officers, appointees, volunteers, agents, employees and assigns and Berrien County Health Department, 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 SWMPC.

The Consultant shall obtain and maintain public liability insurance in such amounts as necessary to cover all claims which may arise out of the Consultant’s operations under the terms of the contract and provide proof of such insurance coverage to SWMPC prior to the effective date of the contract or anytime thereafter as deemed appropriate by SWMPC. Unemployment compensation coverage and workers compensation insurance shall be maintained in accordance with applicable Federal and state laws and regulations.

*See Map on Next Page*

**END OF REQUEST FOR PROPOSALS**

INDIANA - MICHIGAN REGIONAL TRAILS

Proposed Trail by Property Ownership

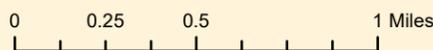
- Berrien County Road Commission
- City of Niles
- Indiana Michigan Power Company
- MDOT
- Ownership Under Review

- Existing Trail
- Recreation Area
- Trailhead



May 13, 2020

Source  
Base Layers: Michigan Framework, v17a  
Recreation Area and Trails: SWMPC, 2020



The use of this map is for general reference. It is not a legal document.