

NORTHFIELD TOWNSHIP
REQUEST FOR PROPOSALS

CONSULTANT: NONMOTORIZED PATHWAY

DATE ISSUED: 6/30/2014

NOTICE – NORTHFIELD TOWNSHIP
REQUEST FOR QUALIFICATIONS

CONSULTANT – NONMOTORIZED PATH

Northfield Township will receive sealed proposals for CONSULTANT – NONMOTORIZED PATHWAY Phase 3.

Sealed proposals will be received until 4:00 p.m. EST, **July 21, 2014**

Proposals shall be addressed as follows:

Northfield Township
Howard Fink, Township Manager
8350 Main Street
Whitmore Lake, MI 48189

All proposals must be signed by a legally authorized agent of the proposing firm. Envelopes must be clearly marked:

CONSULTANT – ENGINEERING SERVICES FOR NONMOTORIZED
PATHWAY

and must bear the name of the proposer. One copy of price proposal must be included in a separate sealed envelope.

Submit nine (9) copies of proposal in the same order and format of this Request For Proposals.

The Township reserves the right to accept any alternative proposals, to waive any irregularities or informalities or both; to reject any or all proposals; and in general to make the award of the contract in any manner deemed by the Township, in its sole discretion, to be in the best interest of Northfield Township.

NORTHFIELD TOWNSHIP REQUEST FOR QUALIFICATIONS

Northfield Township is located in Washtenaw County between Ann Arbor and Brighton, two popular cities. US-23 bisects the township near its western border. Census (2010) figures set our population at 8,245.

The Township has begun the completion of a nonmotorized pathway along Barker Road. Phase 1 of the project was completed in 2011. Phase 2A and 2B of the project were completed in 2013. Design and construction services are needed to connect these two phases. All work shall be completed on the south side of Barker Road. Funding for the project is provided by a grant from Washtenaw County in the amount of \$250,000. Engineering and construction costs in excess of this amount is to be borne by the Township. As such, we hope to keep engineering costs low.

Services to be performed include:

- Survey
- Design
- Easement descriptions and sketches
- Easement procurement
- Title work necessary for the easements
- Permitting
- Bidding
- Construction staking
- Construction observation
- Construction contract administration

A. Scope of Work.

Summarize consultant's understanding of the scope and approach. Include your firm's approach to project management including procedures to identify and manage changes in the scope of work that may occur due to unforeseen conditions. Describe potential alternatives for the path that alignment that may occur should one or more private property owners refuse to grant an easement.

B. Background and Experience.

Personnel Qualifications.

The proposal shall provide the name of a Project Manager and key staff who will be assigned to Northfield Township for coordination and accountability. Provide in your proposal all members of your firm who would be involved in the Township work along with their background, education and experience in civil engineering work as described in paragraph A. It is essential that adequate experienced personnel, capable of and devoted to the successful accomplishment of the work to be performed under this contract be provided.

Firm Qualifications. Describe similar work with at least three government agencies. In particular, experience in coordinating paths with MDOT rights-of-way is important. Descriptions shall include as minimum the following information:

- Client with name and address of contact person
- Facility name and location
- Size of project
- MDOT route impacted
- Dollar amount of contract
- Describe scope of work

List the address of the office that will complete Northfield Township's services. As this project will involve construction observation, it is advantageous to have the field crew mobilized from a nearby office.

References. Submit a minimum of three client references.

C. Fee for Services. Provide a proposed compensation budget.

The firm with the lowest fee will be awarded 25 points. A fee that is 10% higher than the lowest firm will be given $(1-0.1) \times 25 = 23.5$ points.

Northfield Township realizes that a good design professional can save many times their fee in construction savings. List past experience in saving money on completed projects.

D. Contract Award. It is the Township's desire to award a contract to the firm which demonstrates the ability to provide the highest quality of service in a cost-effective manner.

The Township has the right to accept or reject any or all proposals at its discretion. Firms may be invited to appear before the Township Board for an oral presentation.

Selection Criteria will include:

1. Work Plan (20%)
2. Qualifications of staff and firm (40%)

3. Office proximity to Northfield Township (5%)
4. Examples of past cost savings delivered to clients (10%)
5. Requested Fees (25%)

E. Disclosures.

The Township also desires a firm that is free from conflicts with neighboring governments and can represent Northfield Township's best interests should any intergovernmental concerns arise. Please disclose current contracts (and those within the last three years) with the following agencies:

- Washtenaw County Water Resources Commissioner
- Green Oak Township
- Hamburg Township
- Superior Township
- Salem Township
- Ann Arbor Township
- Scio Township

G. Insurance:

- a) The consultant shall at the time of execution of this contract, file with the Township the Certificate of Insurance, which shall cover all of his insurance as required herein, including evidence of payment of premiums thereon, and the policy or policies covering said Township and their officers, agents and employees. Each such policy and certificate shall be satisfactory to the Township. Nothing contained in these insurance requirements is to be construed as limiting the extent of the contractor's responsibility for payment of damages resulting from his operation under this contract.
- b) The contractor shall maintain insurances in force at all times during the term of this agreement at the minimum amounts and types as indicated:

COVERAGE AFFORDED	LIMITS OF LIABILITY
Workers Compensation	\$100,000 or statutory limit
Commercial General Liability: Bodily Injury Property damage or Combined single limit	\$1,000,000 each occurrence \$1,000,000 each occurrence \$1,000,000
Automobile Liability: Bodily Injury Liability Property damage or	\$300,000 each person \$500,000 each occurrence \$500,000

Combined single limit	\$500,000
-----------------------	-----------

The Township shall be listed as an additional insured on general liability coverage, and shall be provided with a Certificate of Insurance that reflects this additional insured status.

Our township insurance carrier and/or attorney will review these policies.

H. Additional Information Contact. Questions may be addressed to:

Howard Fink, Northfield Township Manager
(734) 449-2880

**NORTHFIELD TOWNSHIP, MICHIGAN
CONSULTANT: NONMOTORIZED PATH**

PROPOSAL SCORING SHEET

Firm _____

CRITERIA	SCORE
1. Work Plan	/20
2. Qualifications of staff and firm	/40
3. Office Location	/5
4. Examples of past cost savings delivered to clients	/10
5. Requested fee	/25
TOTAL	/100