

Request for Proposals (RFP) Consultant Team Services

Iron Belle Trail Routing and Feasibility Study for Sterling Heights and Warren

W.O.# 927

MACOMB COUNTY DEPARTMENT OF ROADS
MACOMB COUNTY, MICHIGAN

The Macomb County ethics ordinance requires vendors of the County to complete and file a disclosure statement, the purpose of which is to disclose any financial relationships or other conflicts of interest that may exist between vendors and employees or elected officials (or their appointees) of the County. Once filed, the disclosure form does not need to be updated unless there is a change in circumstance that would cause the answer to any of the questions to change, at which time an amended disclosure form must be filed. Filing of the disclosure form is considered a condition of payment.

Vendor Name:			Vendor Number (If Known):	
Street Address:			City:	State:
			Zip Code:	
			Vendor Phone Number:	

1. Does the vendor currently employ a relative of any employee, elected official or appointee of an elected official of Macomb County? Relative is defined as husband or wife, father or mother, son or daughter, brother or sister, uncle or aunt, first cousin, nephew or niece, great uncle or great aunt, grandfather or grandmother, grandson or granddaughter, father-in-law or mother-in-law, son-in-law or daughter-in-law, brother-in-law or sister-in-law, stepfather or stepmother, stepson or stepdaughter, stepbrother or stepsister, half-brother or half-sister, the parents or grandparents of the individual's fiancée.

YES

NO

If yes, please answer the following:

A. Name of County employee or elected official (or appointee): _____

B. County Position/Title: _____

C. County Department or Agency: _____

2. Does any employee or elected official of Macomb County have an interest in the vendor organization in any capacity, either compensated or non-compensated:

YES

NO

If yes, please answer the following:

director

officer

partner

trustee

member

employee

contractor

beneficiary

A. Name of County employee or elected official (or appointee): _____

B. County Position/Title: _____

C. County Department or Agency: _____

D. Position/Title with Vendor: _____

3. Does any current employee or elected official of Macomb County have legal or beneficial ownership of 10% or more of the outstanding stock of the vendor organization?

YES

NO

If yes, please answer the following:

A. Name of County employee or elected official (or appointee): _____

B. County Position/Title: _____

C. County Department or Agency: _____

D. % of Ownership of Vendor Organization: _____

4. In the last five calendar years, has the vendor failed to perform or otherwise deliver on the terms of a contract or agreement with Macomb County, or any other public entity, including suspensions or debarments?

YES

NO

If yes, please provide further explanation:

I hereby certify that the information included on this form is complete, true and accurate to the best of my knowledge and belief. I understand that either myself or the organization to which this form applies may be subject to sanctions and/or penalties as set forth in the ethics ordinance if any information has been falsified or omitted.

Name (Please Print)

Title

Signature

Date

PLEASE RETURN THE COMPLETED FORM TO:

Macomb County Finance Department
ATTN: Vendor Disclosure
120 North Main, 2nd Floor
Mount Clemens, MI 48043

MACOMB COUNTY BASED PREFERENCE

A local preference percentage credit from the following allowance table will be applied to the bid of any County-based Enterprise. This credit will be subtracted from the bid of the County-based Enterprise. In comparing bids, the bid of the County –based Enterprise after subtraction of the credit shall be considered the official bid. However, if the County-based Enterprise is awarded the Contract, the bid without the equalization percentage credit shall be the Contract price.

<u>Contract Amount</u>	<u>Local Preference Percentage</u>
Up to \$50,000.00	5
\$50,000.00 to \$200,000.00	3
\$200,000.00 and over	1

1. No business shall receive these credits unless it has been certified by the Purchasing Manager.
2. Any business who claims entitlement to any local preference credit shall disclose the records necessary to establish eligibility to the County.
3. After applying any local preference credits as provided above, the Contract shall be awarded to the lowest Responsible Bidder thus evaluated.

IN ORDER TO DETERMINE IF YOUR BUSINESS IS ENTITLED TO RECEIVE A LOCAL PREFERENCE PERCENTAGE CREDIT PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. Is your business headquarters physically located within Macomb County, or has it been conducting business at a location with a permanent street address in the County of Macomb on an ongoing basis for not less than one taxable year prior to your bid or response to this Request for Proposal? **YES _____ NO _____**
2. Has your business paid property taxes on real or personal property within the past year on property which is ordinarily needed to perform the proposed contract? **YES _____ NO _____**
3. Are at least 50 percent of your regular full-time employees based at the County location to perform the proposed contract? **YES _____ NO _____**
4. Has your business been dealing for at least one year on a regular commercial basis in the kind of goods or services which are the subject of this bid or proposal? **YES _____ NO _____**

Drug Screening

To the extent not prohibited by law, all contracts for construction, repair, alteration, or rebuilding of a County building or other property shall include a provision requiring the contractor and any subcontractor providing services under the contract to conduct pre-hire screening for illegal drug use by their employees who provide services under the contract.

If applicable, is your business compliant with this requirement? **YES _____ No _____**

PROJECT TITLE: Iron Belle Trail Routing and Feasibility Study for City of Sterling Heights and Warren

BACKGROUND

Macomb County Department of Roads (MCDR) is seeking Request for Proposal (RFP) from firms interested in providing professional and technical services for the development of a Multi-Community Iron Belle Trail Plan for the cities of Sterling Heights and Warren. Project Team will be responsible for conducting collaborative partner meetings to solicit input on potential routes. The final plan will include a suggested trail route, treatments, and a safety assessment. Additionally, the plan will contain recommendations for future planning, preliminary engineering and trail development with cost estimates for the chosen route.

Macomb County has been a leader in Michigan in the development of non-motorized trails. For many years the municipal governments and county have worked collaboratively to develop a route for the Iron Belle trail from 8 Mile Road north to 24 Mile Road\Dequindre Road. While the majority of completed trail has come in the northern communities, the southern connection to City of Detroit has lagged behind. The southern portions of this trail in Warren and Sterling Heights have not been completed due to difficulty of defining a designated route for the Iron Belle Trail through an already built-out landscape and complex road network.

Project Teams interested in responding to this RFP posting should have the capabilities of staff that can perform standard planning functions, as well as, staff that can do engineering design drawings sufficient enough to convey in the drawings enough information to correlate with the costs as detailed out in the accompanying report (i.e. labor, materials, and potential proposed applications for streetscapes with the proposed cost estimates).

SUBMITTAL

All proposals become the property of MCDR and will not be returned. MCDR is a public body as defined by Michigan's Freedom of Information Act (FOIA). Upon receipt by MCDR all technical proposals become "public records open to disclosure" under FOIA.

Send proposals, no later than 11:00 a.m. Eastern Time, Tuesday, Sept. 4 to:

Attn: John Crumm, Planning Director
Macomb County Road Department
117 S Groesbeck Hwy
Mount Clemens, MI 48043

Technical inquiries concerning the project should be directed to:
Amanda Minaudo, Planner
Macomb County Planning Department
Amanda.minaudo@macombgov.org.

RFP and Procedural inquiries: concerning the submittals and review process should be directed to:

John Crumm, Planning Director
Macomb County Department of Roads
jcrumm@rcmcweb.org.

Questions will be accepted until Wednesday, August 29, 4:00 PM and will be made available on the website <https://roads.macombgov.org/>.

REQUIRED GUIDELINES AND STANDARDS

SCOPE OF WORK

Macomb County and its partners, the City of Sterling Heights and the City of Warren, have been awarded a multi-community planning assistance grant to aid in the development of an official Iron Belle Trail Route which will begin to close the final gap in around the MDOT Van Dyke Regional Corridor in Macomb County.

This trail routing and feasibility study will examine the potential alignments for the Iron Belle Trail from the City of Center Line Northern Boundary (11 Mile Road) through the cities of Warren and Sterling Heights to Freedom Hill County Park (Located on Metropolitan Parkway and adjacent to Freedom Trail and the Clinton River Trail). The purpose of this project is to collaboratively develop a trail route through both communities which will close the southern Macomb County gap in the Iron Belle Trail Network and will safely link the greatest number of local community and county assets.

Scope of Service:

1. Conduct a series of four (4) collaborative partner meetings to solicit input on potential route alignments.
2. Conduct a series of 2 public workshop sessions to solicit community input.
3. Provide a feasibility analysis of the potential route alignments.
4. Provide a safety assessment of the potential route alignments.

5. Identify suggested treatments for different route segments.
6. Identify suggested treatments for different intersection/crosswalks.
7. Conduct 2 partner meetings to finalize route.
8. Develop phasing and cost estimates for the chosen route.
9. Provide a final report that can be utilized by the partners to guide future engineering studies and development.

PROJECT TIMELINE:

This project will run from October 2018 to May 2019.

OCT 2018	Collaborative Partner Meetings and Potential Route Alignments
NOV 2018	Community Workshops
OCT – DEC 2018	Feasibility Analysis and Safety Analysis
JAN 2019	Collaborative Partner Meetings – Finalize Route
JAN – MAR 2019	Suggested Treatments – Routes and Intersections
MAR – MAY 2019	Develop Phasing and Cost Estimates
MAY 2019	Final Report

DELIVERABLES

The project team will be expected to provide all electronic files of graphics and illustrations to be included in the final plan in both hard copy and electronic form. In addition, all text produced through this project will be provided in “hardcopy” and electronic. Our preference would be that the material be developed in a dynamic digital format such as Adobe and Java. All deliverables will be considered the final property of the Macomb County Department of Roads.

Schedule

The proposed schedule for this procurement is as follows:

RFP Issued – Tuesday, August 21, 9:00 AM

Last day to submit questions to MCDR – Wednesday, August 29, 4:00 PM

Proposals due to MCDR - Tuesday, September 4, 11:00 AM

Selection – Monday, September 17

Contract Executed and Notice to Proceed – Thursday, Oct. 4

**Dates are approximate*

Selection Committee

The Selection Committee will make a recommendation to MCDR's Executive Director consistent with MCDR's procurement process. The Selection Committee is composed of representatives from MCDR and the Macomb County Department of Planning and Economic Development.

Proposals must conform to the ***Instructions for Preparing Proposals for Professional Services*** document included in this RFP package.

Instructions for Preparing Request for Proposals for Professional Services

MACOMB COUNTY DEPARTMENT OF ROADS
MACOMB COUNTY, MICHIGAN

I. GENERAL INFORMATION

This procurement is subject to a financial assistance contract between MCDR, the Federal Highway Administration (FHWA), the Federal Transportation Administration (FTA), and the Michigan Department of Transportation (MDOT). The project team will be required to comply with all terms and conditions under the provisions of [Federal Procurement Regulations, 48 CFR Part 31- Contract Cost Principles and Procedures](#).

The cost information requested in this section is required to support the reasonableness of your proposal and is for internal use only. The data will be held in confidence and will not be revealed to or discussed with competitors. Costs should be presented in cost plus fixed fee format (governmental regulations require fixed fee to be limited to 11%). Specifically, the cost proposal 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.

The Macomb County Road Department has established a not to exceed amount of \$42,000 for this project.

II. PROJECT ADMINISTRATION

The proposals will be used to determine whether or not the respondent possesses, either singly or through a joint venture with others, the requisites of capability and experience to ensure successful completion of the project.

All proposals shall be in accordance with the requirements of this notice in order to be deemed "responsive." The prospective firm shall wholly absorb all costs incurred in the preparation and presentation of this proposal. Proposals become the property of the MCDR, are treated as privileged documents, and are disposed of according to MCDR policies - including the right to reject all proposals.

Proposers should read and follow this entire section on preparing proposals very carefully. In order to facilitate the review of multiple proposals by the MCDR staff, **compliance with the instructions for preparing proposals in Section III is mandatory.**

Staff review and evaluation of the submitted proposals will yield one (1) selection that is mutually agreed upon as the preferred project team. Once approved, the primary consultant for the team will be notified. All other proposals are designated as unsuccessful and are so notified, and the proposals are disposed of according to MCDR policies.

The MCDR does not provide a debriefing to unsuccessful proposers.

Contract Execution

When all parties are satisfied that there is clear understanding of the intent of the project and that the work can be conducted as planned, the contract is prepared by the MCDR and sent to the project team for review and execution.

General Contract Conditions

No contract will be executed with any person, firm or corporation who is in arrears upon any obligation to the MCDR or who otherwise may be deemed irresponsible or unreliable by the MCDR.

The MCDR is exempt from Michigan State Sales and Federal Excise Taxes. Prices quoted shall not include these taxes. The MCDR will furnish the successful proposer with tax exemption certificates when requested. The MCDR shall reserve the right to terminate the contract without penalty upon 30 days written notice due to poor performance or for any reason deemed to be in its best interest. A designated representative of the MCDR will be solely responsible for determining acceptable performance levels. The representative's decision will be deemed in the MCDR's best interest and will be final. The MCDR reserves the right to re-award the contract to the second most qualified proposal, re-advertise the request or do whatever is deemed to be in its best interest.

Non-Discrimination

Contractors are required to comply with pertinent Regulations of the U.S. Department of Transportation (U.S. DOT) and Equal Employment Opportunity Commission (EEOC) relative to nondiscrimination and shall not discriminate against any worker because of race, color, religion, sex, or national origin.

MCDR policies encourage participation by disadvantaged business enterprises (DBE), including women business enterprises (WBE), and minority business enterprises (MBE). Please include certification(s) in proposal. MCDR, in accordance with [Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4](#) and [Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation](#) issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration of this award.

Hold Harmless

To the fullest extent permitted by law, the project team agrees to indemnify and hold harmless the MCDR and Macomb County, it's elected and appointed officials,

employees and volunteers and others working in behalf of the MCDR and Macomb County against any and all claims, demands, suits or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the MCDR and Macomb County, it's elected and appointed officials, employees and volunteers and others working in behalf of the MCDR and Macomb County by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof to the proportionate extent caused by the negligence of the project team or persons for whom it is responsible.

A new certificate of insurance shall be provided to the MCDR each year at the time of policy renewal. New certificates shall be delivered to the MCDR in the same format as outlined in the SAMPLE certificate attached. Failure of the Vendor to maintain the required insurance shall be grounds for contract cancellation.

Insurance Regulations

The project team shall not commence work until he has obtained and delivered to the MCDR the certificate of insurance required under this paragraph. All insurance carriers must be acceptable to the MCDR, licensed and admitted to do business in the State of Michigan and possess an *A.M. Best's* rating of not less than 'A-'.

Workers' Compensation: The Vendor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including employers Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

Commercial General Liability: The Vendor shall procure and maintain during the life of the blanket purchase order, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability of less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions:

- a) Contractual Liability;
- b) Products and Completed Operations Liability with limits of liability not less than \$1,000,000;
- c) Independent Contractors Coverage;
- d) Broad Form General Liability Extensions or equivalent;
- e) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable.

Motor Vehicle Liability: The Vendor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability of not less than \$500,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

Professional Liability: Errors and Omissions on a "Claims Made Basis" with limits of liability of not less than \$1,000,000.00.

Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above shall include an endorsement stating the following shall be Additional Insured's: "Macomb County Department of Roads, it's elected and appointed officials, employees and volunteers and others working in behalf of the MCDR"

III. INSTRUCTIONS FOR PREPARING AND SUBMITTING PROPOSALS

General Submittal Requirements

The contract shall be awarded to the project team whose proposal offers MCDR the greatest advantage for the project, technical, economic, and other factors considered by MCDR, as specified in Section II of this RFP. MCDR has a fiduciary responsibility to consider cost when deciding on a project team. Accordingly, cost is a determining factor in the selection process. MCDR seeks to choose the project team which provides the most value at a reasonable rate. MCDR reserves the right to reject any or all proposals, or parts thereof, and to negotiate the requested services and contract terms with the selected project team

Proposals become the property of the MCDR, are treated as privileged documents, and are disposed of according to MCDR policies - including the right to reject all proposals.

Submittal Deadline

The entire submittal package must be received and stamped by the Macomb County Department of Roads no later than **Tuesday September 4, 2018 @ or before 11:00 A.M. NO LATE PROPOSALS WILL BE ACCEPTED.** Responses should be addressed to Project Contact at the following address:

Attn: John Crumm, Planning Director
Macomb County Department of Roads
117 S Groesbeck Hwy
Mount Clemens, MI 48043

Format for Submittal

FORM AND NUMBER OF PROPOSALS REQUIRED

All respondents must submit one (1) unbound original and four (5) additional paper copies that are in a bound format for a total of six (6) paper proposals. No proposals in any other format, such as faxed or e-mailed, will be acceptable. The submitting of a proposal in the incorrect format will result in the immediate rejection of the proposal without being opened or reviewed.

Transmittal

A letter of transmittal need not be sent with the proposal package. In the event a project team elects to send a transmittal letter it must not include information vital to the proposal.

Presentation

Proposals should be single-volume, concise and straightforward. Material that is extraneous and not germane to the project under consideration will detract from the quality of the proposal. In the interest of saving paper, reducing mailing costs, and easier handling, proposal pages may be printed on both sides, using the lightest bond weight permitting such practice and maintaining margins of less than 1-inch. Number all pages of the proposal.

Details of Essential Content

The following sections must be included to be considered a complete proposal. Sections four (4) through eight (8) will be included in the scoring of the RFPs. The total possible points to achieve from each section will be provided below. The score is based on 100 point scale.

1. Cover (No Points)

Details of Essential Content (Continued)

- 2. Summary Page (No Points)**
- 3. Table of Contents Project Plan (No Points)**
- 4. Demonstrated Understanding of the Project (20 Points)**
- 5. Project Approach Including: (40 Points)**
 - a. Technical Strength (20 of 40 Points)**
 - b. Comprehensiveness (20 of 40 Points)**
- 6. Overall work plan and schedule (20 Points)**
- 7. Experience of the Selected Project Team (10 Points)**
- 8. Cost consideration and commitment (10 Points)**

1. **Cover** - Include the name of the submitting primary consultant.
2. **Summary Page** - Include MCDR project title; name, address and telephone number of the submitting **project team** or joint venture; name(s) and title(s) of the person(s) who actually wrote the proposal; the name, address, and telephone number of the responsible administrative officer authorized to bind the **project team** contractually and to approve the expenditure of project funds.
3. **Table of Contents** - Self-explanatory
4. **Demonstrated Understanding of the Project** – Include project team’s understanding and knowledge of trail initiatives within the county. Explain how this project fits in with the larger goal of completing the Iron Belle Trail. It is appropriate to mention in this segment any past trail work that done in Macomb County as it relates to the tasks written in this RFP. A portion of the score for this item is the reviewers overall determination of the project team’s understanding the goals and objectives as described in the RFP response.
5. **Project Approach** - Detail completely the execution of the project including anticipated timeline of work and the submission of an acceptable final deliverables. The plan ultimately becomes a part of the contract by reference of the proposal; therefore, it should describe in a specific and straightforward manner the proposed approach to the solution of the problem described in the RFP. It should be concise, yet include sufficient detail to describe completely the approach to the solution of the problem. Describe project methodology in sufficient detail to permit evaluation of the probability of success in achieving the objectives. Describe the manner in which the expertise and experience of the proposed team will be used in the project. Describe the proposed

application of special data, facilities, contacts, or equipment to the project. As previously stated, MCDR procedures do not provide for meetings with staff and panels in due course of proposal evaluation or **project team** selection. The proposal, therefore, constitutes the only opportunity for the **project team** to state their case regarding the project.

6. **Overall Work Plan and Schedule** - Specify a rough timeline to complete the project. Proposals will not be rejected if the proposed time does not match the time specified in the project statement. However, the **project team** must justify any difference. Include a project management schedule, in a graphic or chart format, showing each phase or task of the work, phase or task beginning, phase or task duration, and phase or task end. Clearly delineate the points in time where project deliverables and reports are planned. Identify any critical phases or potential delays in the project timeline.
7. **Experience of the Project Team** - Provide Name, address, telephone number, and pertinent background information for the individual bearing primary responsibility for the project. Provide the same information for other project team members participating to a significant degree. Describe how the project team members' academic, professional, and/or project experiences relate to the project to be undertaken. Experience and familiarity with other Macomb County projects as well as familiarity and presence in the County will also be considered to demonstrate knowledge of County.
8. **Cost Consideration and Commitment** – Will be based on a Fixed-Price that provides for a price that is not subject to any adjustment by reason of the cost experience of the contractor in the performance of the contract. It is suitable for use when reasonably definite design or performance specifications (Statement of Work) are available and whenever firm and reasonable prices can be established at the outset of the effort.

For the convenience of the reviewers, items 4 through 8 should be separated with either color-coded or tab type dividers so that information may be located quickly.

Summary

It is expected that proposers are familiar with the foregoing instructions and will have complied fully with them. Failure to do so, if not warranting outright rejection, will certainly raise serious questions as to how well the project team would handle the project and would, therefore, seriously jeopardize the chances of being selected to conduct the work. In matters of doubt, proposers should make it a point to use the contacts for technical and RFP assistance (Listed in part I of this RFP). The name and telephone number of the staff member assigned to each project is noted on the project statement. Non-compliance of request for information or formatting will result in automatic rejection of a proposal:

Proposals must arrive at the address indicated before the deadline shown on the RFP.

Proposals must contain, the 8 items in the order indicated in Section III.

Sample Review Sheet

Score will be assigned as follows: 0 = Failure, no response 20% = Poor, fails to meet requirement 40% = Fair, only partially responsive 60% = Average, meets minimum requirement 80% = Above average, exceeds minimum requirement 100% = Superior	Maximum Points	Score
1. Cover (no points)	0	N/A
2. Summary Page (no points)	0	N/A
3. Table of Contents Project Plan (no points)	0	N/A
4. Demonstrated Understanding of the Project	20	
5. Project Approach	40	
6. Overall Work Plan and Schedule	20	
7. Experience of the Project Team	10	
8. Cost Consideration and Commitment	10	
TOTAL SCORE:	100	