

## **REQUEST FOR PROPOSAL UNION STREET DAM BETTERMENT PLAN**

### **BACKGROUND:**

As part of the Boardman River Dams Ecosystem Restoration Project, the City of Traverse City is one of many collaborators on the Boardman River Dams Implementation Team who's goal is to reconnect over 160 miles of free-flowing, cold-water stream and restore hundreds of acres of wetland and upland habitat.

The U.S. Army Corps of Engineers (USACE), Detroit District has completed a Detailed Project Report (DPR) and Environmental Assessment (EA) addressing a proposed ecosystem restoration project on the Boardman River, Grand Traverse County, Michigan. The report can be found here:

<http://www.lre.usace.army.mil/Missions/EnvironmentalServices/FeasibilityStudyforBoardmanRiver.aspx>

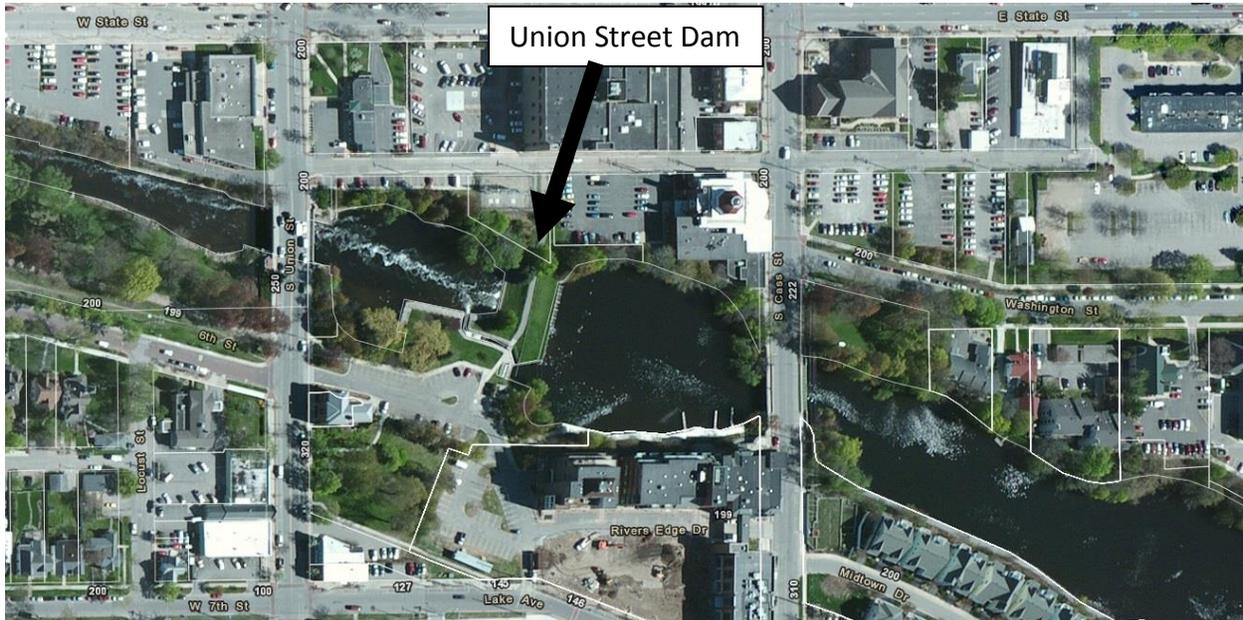
The USACE plans on redesigning the Union Street Dam maintaining the functions of the existing fish ladder and fish weir (located approximately 0.4 mile downstream from the Union Street Dam).

The City of Traverse City wishes to leverage the repair/redesign of the Union Street Dam funded by USACE to include improvements that enhance public access to the river and fishing opportunities, enhance the park atmosphere (seating, lighting, recreation activity areas), promotes a safer, continuous recreational water craft passage through the dam, and strengthens fish habitat in the vicinity of the dam.

The 2013 [Boardman River Plan](#), a conceptual plan created by University of Michigan School of Natural Resources and Environment, includes a design for a whitewater park on pages 107-119 in the Union Street Dam location.

**LOCATION:**

The project location under consideration is along the Boardman River from Union Street to Cass Street.



**SCOPE OF WORK:**

The City of Traverse City hereby solicits proposals from qualified firms to complete a Dam Betterment Plan to supplement the USACE planned repair/retrofit work including:

- Enhancement of public access to the river and fishing opportunities
- Enhancement of the park atmosphere (seating, lighting, recreation activity areas)
- Promotes a safer, continuous recreational water craft passage through the dam
- Strengthens the fish habitat in the vicinity of the dam

The work will include a feasibility and conceptual design study. The purpose of the design is to establish feasibility, and, if possible, then to create a conceptual design, conceptual design report, and detailed cost estimate. The purpose of the study is to provide the City of Traverse City with: 1) a conceptual design that shows how the project would look, function, and fit within the community; 2) a detailed report that documents information gathered, conclusions made, and steps to project implementation and completion; and 3) a cost estimate which details the costs of the project to implement.

The intent of the City is to have this work completed prior to April 30, **2015**. The selected firm shall complete the work in general accordance with customary civil, engineering, architectural, landscape architectural practice.

## REQUEST FOR PROPOSAL

### Union Street Dam Betterment Plan

Page 3 of 6

All electronic data shall be consistent with City Engineering Department software. The City will provide base mapping including river cross sections near the bridges and existing plans for the Dam.

#### **SUBMISSION OF PROPOSALS:**

Interested firms must submit two (2) copies of sealed proposals and 1 electronic copy (USB, CD/DVD) which should include at a minimum the following information:

1. Firm name 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 proposal including the items of work they will accomplish for the City, noting 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. Proposal Sheet with "Not to Exceed" project cost.

**Sealed proposals must be submitted to Timothy J. Lodge, City Engineer, 400 Boardman Avenue, Traverse City, Michigan, 49684, no later than 10:30 a.m., December 10, 2014. "Union Street Dam Betterment Plan" shall be clearly marked on the outside of the sealed envelope. Submittals sent by email or telefax will not be accepted. Questions may be addressed to Timothy J. Lodge, City Engineer, 231-922-4455.**

## REQUEST FOR PROPOSAL

### Union Street Dam Betterment Plan

Page 4 of 6

#### **EVALUATION OF PROPOSALS:**

All proposals received shall be subject to evaluation by the City of Traverse City. This evaluation will be conducted in the manner appropriate, as may be deemed by the City, 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 only one of the components considered. The City 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 and quality of the firm's project approach.
3. The cost and time schedule as proposed.
4. Qualifications and availability of the key staff members proposed to work on this project.
5. Involvement of the firm in similar types of projects, reference responses and quality of work on previous projects.

**All proposals submitted must include "not to exceed" cost figures for the Union Street Dam Betterment Plan.**

#### **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 City Engineer before commencing with any work. The policy shall contain endorsements stating that a 10-day notice will be given to the City 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 City listed as an additional insured. Professional liability insurance coverage in the amount of \$1,000,000 minimum.
- B. Motor Vehicle Liability Insurance, including applicable no-fault coverage, combined single limit bodily injury and property damage shall be maintained during the life of the contract. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- C. Workers Compensation Insurance, including Employers' Liability Coverage in accordance with all applicable statutes of the State of Michigan.
- D. If any of the insurance is canceled, the Firm shall cease operations, and shall not resume until new insurance is obtained.

## REQUEST FOR PROPOSAL

### Union Street Dam Betterment Plan

Page 5 of 6

#### **SUPPLEMENTAL INFORMATION AND REQUIREMENTS:**

The City of Traverse City 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 City of Traverse City to do so. The City 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 City's choice. The City 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 and Federal laws in the performance of services. Submittals to the City are considered public information. The City has the right to disclose information contained in the submittals. The City further reserves the right to photocopy, circulate or otherwise distribute any material submitted in response to the Request for Proposal (R.F.P.). Original materials which the consultant may wish returned shall be clearly marked to be returned to them.

The selection of the successful Firm shall be made without regard to race, color, sex, age, religion, sexual preferences, handicap, political affiliation, veteran status, or national origin. The City is an Equal Opportunity Employer.

The selected Firm will be required to enter into a Consultant Agreement for this project. A sample agreement is attached.

Any questions regarding this request for proposal shall be submitted in writing to the City Engineer 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 City may change or substantially clarify the request for proposal, will be submitted to all prospective firms.

**PROPOSAL SHEET**

TITLE: REQUEST FOR PROPOSAL: **Union Street Dam Betterment Plan**

DUE DATE: 10:30 a.m., Wednesday, December 10, 2014

Having carefully examined the attached R.F.P. 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 represents that they have experience with similar projects.**

The undersigned submits this proposal and agrees to meet or exceed all requirements and specifications listed on the R.F.P., unless otherwise indicated in writing and attached hereto.

The undersigned certifies, as of the date of this proposal, not to be in arrears to the City of Traverse City for debt or contract or is in any way a defaulter as provided for in Section 152, Chapter XVI of the Charter of the City of Traverse City.

The undersigned understands and agrees, if selected to be awarded this work, to enter into an agreement with the City to supply this work.

The undersigned understands that the City reserves the right to accept any or all proposals in whole or in part and to waive irregularities in any proposal in the interest of the City. The Proposal will be evaluated and awarded on the basis of best value to the City. The decision criteria to be used, but will not be limited to, is price, accessories, options and overall capability to meet the needs of the City.

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.

Not to Exceed Project Cost \$ \_\_\_\_\_

Submitted by:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name & Title - print)

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Company Address)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(City, State, Zip Code)

**ADDENDUM NO. 1**

**PROJECT:**      **UNION STREET DAM BETTERMENT PLAN**  
**ISSUED:**      **Tuesday, November 11, 2014**  
**FROM:**        **Timothy J. Lodge, PE, City Engineer**

This addendum is to amend the Request for Proposals for the above referenced project as follows:

**Scope of Work:**

1. The date for completion on page two should be April 30, 2015.
2. The second paragraph on page 6 requiring the undersigned to be licensed to do business as Professional Engineers in the State of Michigan shall be replaced with the following:
  - a. The undersigned represents that they have experience with similar projects.
3. The City has budgeted up to \$20,000 for this work

**Addendum Acknowledgement:**

This Addendum No. 1 shall be attached to and shall become part of the RFP. Consultants must acknowledge this Addendum in the spaces provided herein and it must be included with the RFP submittal provided to the City. **FAILURE TO ACKNOWLEDGE RECEIPT OF THIS ADENDUM MAY CAUSE REJECTION OF PROPOSAL.**

**ACKNOWLEDGED:**

Consultant: \_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**UNION STREET DAM BETTERMENT PLAN**

Addendum Number 1  
November 11, 2014