



Request for Qualifications Design Services

Traverse City Downtown Development Authority General Streetscape and Pedestrian Improvement Design Services

Introduction

The Traverse City Downtown Development Authority (DDA) is seeking qualifications for general streetscape and pedestrian improvement design services within the DDA District.

Background

The DDA capital improvement plan and on going public improvement projects often pertain to streetscape and pedestrian improvements within the DDA district. In order to maintain continuity, the DDA seeks to secure a relationship with a qualified design firm with considerable experience in urban design projects.

Minimum Qualifications

At a minimum, contractors shall meet the following qualifications:

1. Have been in the business providing urban design for a minimum of four years.
2. Have provided design services for urban streetscape and pedestrian improvements for at least three clients.
3. Using effective strategies and methods to meaningfully engage the general public, including project stakeholders to obtain input in completing similar projects.
4. Responding to questions, ideas and concerns expressed by the general public with regard to similar projects.
5. Identifying and using best practices to achieve successful outcomes with similar projects.
6. Identification of all applicable permits that will or may be required for projects and all studies and construction documents shall be developed to meet all such anticipated permit requirements.
7. Applying principles of universal design to ensure universal access so that people of all ages, needs and abilities can access, use and enjoy to their fullest the end product of similar design projects.
8. Developing and assessing design and construction options for urban landscape.
9. Developing design specifications and construction drawings and details in a manner that ensures the success.
10. Meeting project deadlines for projects that have multiple phases and include significant opportunities for public participation.
11. Identifying all future asset management costs including anticipated operation and maintenance the DDA and/or City of Traverse may incur.
12. Must not have outstanding debt with the City of Traverse City or the Downtown Development

Authority.

Submission of Qualifications

Interested firms must submit four (2) copies of sealed proposals which should include at a minimum the following information:

1. Firm names and introduction.
2. Qualifications of staff to be assigned to future projects. Statement of work breakdown by lead firm and Subconsultants.
3. At a minimum three examples of experience with urban design projects and references.
4. Narrative in which the firm delineates their understanding of what is being requested by the DDA in this request.
5. The methodology, approach or work plan, which would be used to complete the future projects.
6. Completed Proposal Sheet

Sealed proposals must be submitted to Rob Bacigalupi, DDA Executive Director, 303 East State Street, Suite C Traverse City, Michigan, 49684 no later than 4:00 p.m., September 9, 2014. "Design Services Qualifications" 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 Rob Bacigalupi at (231) 922-2050.

Evaluation of Proposal

All qualifications received shall be subject to evaluation by the DDA. This evaluation will be conducted in the manner appropriate, as may be deemed by the DDA, for the selection of a firm for the purpose of entering into a contract to perform future design services. Price alone shall not be the basis for the award of this work, but shall be only one of the components considered. The DDA does not intend to award a contract for this work solely on the basis of any response made to this request. It is anticipated that several firms who present acceptable qualifications and who are shown to be qualified, responsible and capable of performing the work may be requested to interview with the DDA prior to any award of a future work. 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 future project scopes within the DDA District and quality of the firm's approach on projects.
3. The cost and time scheduled for future work.
4. Qualifications and availability of the key staff members proposed to work on projects.
5. Involvement of the firm in similar types of urban projects, reference responses, quality of work, and professionalism shown on previous projects.
6. Interview (if applicable)
7. Percentage of work allocation of Prime Consultant and Subconsultants.

Insurance

The Vendor is required to provide and maintain at all times during projects the following insurance. If any parts of the contract are sublet, insurance shall be provided by the Vendor on behalf of the subcontractors to cover their operations. The insurance shall be contracted with a Vendor licensed to do business in the State of Michigan and shall be subject to approval by the

DDA. Certified copies, setting forth the limits and coverage, shall be furnished to the Executive Director before commencing with any work. The policy shall contain endorsements stating that at least a 10-day notice will be given to the DDA prior to termination or any change in the policy and shall describe the project and provide coverage for the following terms:

A. The Vendor shall procure during the life of the contract, Comprehensive General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence combined single limit, personal injury, bodily injury and property damage.

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.

Supplemental Information

The Traverse City DDA 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 Traverse City DDA to do so. The DDA 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 DDA's choice. The DDA 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 DDA has the right to disclose information contained in the submittals. The DDA further reserves the right to photocopy, circulate or otherwise distribute any material submitted in response to the Request for Qualifications (R.F.Q.). 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 DDA is an Equal Opportunity Employer.

The selected Firm will be required to enter into a consultant agreement for this project.

Any questions regarding this request for proposal shall be submitted to Rob Bacigalupi at the Traverse City DDA at least three (3) days prior to the deadline for submission. Responses to questions will be sent to all prospective contractors if time permits. Questions may lead to an addendum which will be posted on the DDA's website and notification posted on the website under Design Services RFQ.

**ATTACHMENT A:
QUALIFICATIONS FORM**

TITLE: REQUEST FOR QUALIFICATIONS: DESIGN SERVICES

DUE DATE: 4:00 p.m., Tuesday, September 9, 2014

Having carefully examined the attached R.F.Q. addendums, 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 submits this proposal and agrees to meet or exceed all requirements and specifications listed on the R.F.Q, 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 Downtown Development Authority and 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 a Consultant agreement with the DDA.

The undersigned understands that the DDA 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 DDA. The Proposal will be evaluated and awarded on the basis of best value to the DDA. Criteria used, but not limited to, will be revenue sharing options and overall capability to meet the needs of the DDA.

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.

Submitted by:

(Signature)

(Name & Title - print)

(Company Name)

(Company Address)

(Telephone Number)

(City, State, Zip Code)