



Request for Proposals Design Services

Traverse City Downtown Development Authority Sara Hardy Downtown Farmers Market Design & Engineering Services

Introduction

The Traverse City Downtown Development Authority (DDA) is seeking proposals for design and engineering for the Sara Hardy Downtown Farmers Market space.

Background

The DDA is planning improvements to the Sara Hardy Downtown Farmers Market space, located in parking Lot B along the Grandview Parkway between Cass and Union Streets. In 2014, the DDA hired Avenue ISR to conduct a survey with various stakeholder groups including Downtown business and property owners, market vendors and market customers to create a vision for the Sara Hardy Downtown Farmers Market.

Specific Design/Development Criteria

High Priorities

- Maintain the current location.
- Improve booth and aisle configuration to relieve congestion and allow for better pedestrian flow.
- Overall, expand the market area to the North, further into the parking lot; keep shopper aisles wide.
- Provide expanded covered structures for shoppers and vendor booths; ensure that these do not block sight lines to the natural surroundings that are a positive for shoppers
- Provide a clearer/safer means to cross Union Street for those parking in Lots Z and X.
- Provide signage and other information tools (app, handouts) to show layout of market, location of convenient parking, access to existing public restrooms, etc.

Lower/Medium Priorities

- If meeting/resting areas are provided, make them available at the edges of the Market and definitely away from any congested areas.
- If music is offered, similarly place it at the edge of the Market

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- Consider using signage or other means to improve traffic flow through Lot T to relieve vehicle congestion.

The DDA does envision the space to continue to service parking in some capacity. Thus, the DDA is requesting proposals from design and engineering consultants to develop designs, prepare bidding documents, assist with bidding, and perform construction administration and construction engineering for the project.

The full Vision Statement and Final Report from Avenue ISR may be viewed at <http://www.downtowntc.com/news/article79.html>

Scope of Work

The scope of work shall generally include the following:

- Phase I: Preliminary schematic designs of three concepts
 - Concepts are to address minimum to maximum changes/improvements that meet the criteria of the vision and include cost estimate
- Phase II: Design Development, Final Engineering, and Construction Documents
- Phase III: Preparation of Bidding Documents

Additional design consideration should include, but not be limited to, the following:

- Customary civil engineering services for the location and utilities
- Customary engineering services including, but not limited to, structural, mechanical, and electrical relating to relocation of HVAC systems, irrigation systems, construction over existing drywells, and lighting.
- Landscape design
- Utility relocations as may be required
- The consultant will be responsible for any topographic surveying and mapping required to complete the project.
- Final Engineering Design
- Coordination/Meetings with City Boards and Commissions.
- Temporary and permanent systems/plans to address site and adjacent site environmental issues as identified in the environmental report prepared by AKT Peerless
- Consideration for barrier free access and connections to adjacent buildings
- Construction Document Phase Services
- Cost estimates
- Prepare construction documents based on approved design development documents.
- Bidding services for competitive bidding for one (1) or more construction contracts.
- Construction Administration
- Construction Engineering, Surveying and Testing
- Other services that may be required or recommended.

Submission of Proposals

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

1. Narrative in which the firm delineates their understanding of what is being requested by the DDA in this proposal including the items of work they will accomplish for the DDA, 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.
2. The methodology, approach or work plan, including timelines, which would be used to complete the project.
3. Proposal Sheet with "Not to Exceed" project cost.

Sealed proposals must be submitted to Rob Bacigalupi, DDA Executive Director, 303 East State Street, Suite C, Traverse City, Michigan, 49684 no later than 10:30 a.m., October 10, 2014. "Sara Hardy Downtown Farmers Market Services" shall be clearly marked on the outside of the sealed envelope. A digital copy is also required to be included on USB or Disk. Submittals via telefax or email will not be accepted. Questions may be addressed to Rob Bacigalupi, DDA, 231-922-2050 or rob@downtowntc.com.

Evaluation of Proposals

All proposals 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 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 DDA 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 understanding of the project scope and quality of the firm's project approach.
2. The cost and time scheduled as proposed.

All proposals submitted must include "not to exceed" cost figures for the Sara Hardy Downtown Farmers Market Design Services.

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 DDA Executive Director 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 and DDA listed as an additional insured. Professional liability insurance coverage in the amount of \$1,000,000 minimum.

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- 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 and Requirements

The DDA and City of Traverse City reserve 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 DDA and City of Traverse City 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 DDA are considered public information. The DDA 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 DDA 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 DDA Executive Director 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 DDA may change or substantially clarify the request for proposal, will be submitted to all prospective firms.

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PROPOSAL SHEET

TITLE: REQUEST FOR PROPOSAL: Sara Hardy Downtown Farmers Market Design & Engineering Services

DUE DATE: 10:30 a.m., Tuesday, October 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 understands and agrees that they must be licensed to do business as Professional Engineers in the State of Michigan. 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 Downtown Development Authority or 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 DDA to supply this work.

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 and City.

The Proposal will be evaluated and awarded on the basis of best value to the DDA. 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 DDA and 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.

Phase I: \$ _____

Phase II & III: % of Chosen Concept Cost Estimate % _____

Not to Exceed Engineering Services Cost \$ _____

Submitted by:

(Signature)

(Name & Title - print)

(Company Name)

(Company Address)

(Telephone Number)

(City, State, Zip Code)