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January 25, 2021

Bidder:

The Traverse City Downtown Development Authority will receive sealed bids in the office of the Downtown Development Authority at 303 E. State Street, Traverse City, Michigan 49684, until **Friday, February 19, 2021 at 4:00 PM** for the following:

**East Front Street Streetscape Design Plan**

The specifications can be obtained from the City's website link at: [http://www.traversecitymi.gov/bids\\_and\\_rfps.asp](http://www.traversecitymi.gov/bids_and_rfps.asp), it is the sole responsibility of the Bidder to check the website for updates and addenda prior to the bid being submitted. Bidder may also sign up to receive notifications when bids and RFPs are posted by sending an e-mail requesting same to [ksheridan@traversecitymi.gov](mailto:ksheridan@traversecitymi.gov)

The Traverse City Downtown Development Authority reserves the right to accept or reject any or all bids, waive irregularities and to accept the bids either on an entire or individual basis that is in the best interest of the DDA.

The DDA accepts no responsibility for any expense incurred by the Bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Bidder. Only the successful Bidder will be notified.

You must indicate on the outside of the sealed envelope that the bid is for **“East Front Street Streetscape Design Plan”**

You must submit Two (2) Sealed Copies of the bid to the DDA's office prior to the above - indicated time and date or the bid will not be accepted. E-Mail bids will not be accepted. All bids will be opened at **4:30** on **February 19, 2021** at the DDA office.

If you have any questions, please contact Harry Burkholder, Traverse City Chief Operations Officer at 231-922-2050 before the bid is submitted.

**PLEASE SUBMIT BID TO:** Harry Burkholder, Chief Operations Officer  
Traverse City Downtown Development Authority  
303 E. State Street  
Traverse City, Mi 49684

## **OVERVIEW**

The Traverse City Downtown Development Authority (DDA) is requesting proposals from qualified bidders (Consultant) who can assist the DDA by completing creative design and final engineering design services for streetscape improvements on East Front Street (from Grandview Parkway to Park Street). Under the direction of the DDA and with input from the city and the community, the Consultant will lead the design and final engineering of a streetscape plan for East Front Street that is consistent with the character of Downtown Traverse City as well as the function and composition of a “Downtown Street” as identified in the Traverse City Street Design Manual. The streetscape plan shall include implementable improvements and pedestrian amenities along East Front Street. The DDA is interested in developing an East Front Street Streetscape Plan that is built to the human scale, will prioritize the year-round pedestrian experience, enliven the corridor, create consistency between streetscape elements, add more identity to the area (noting it as the gateway into Downtown Traverse City) and spur new investment in this area of Downtown. In addition, the East Front Street Streetscape Plan should align with future MDOT improvements to the intersection of Grandview Parkway and East Front Street, planned for the spring of 2023. The consultant should also take into consideration long-term vehicle movement and traffic patterns associated with the potential of shifting State Street and Front Street (from Boardman to Pine Street) to two-way traffic.

## **PURPOSE OF RFP**

The Traverse City Downtown Development Authority is seeking proposals from qualified firms to develop an inviting and pedestrian-friendly streetscape improvement plan with a final engineering design plan. This plan is necessary to create an inviting and cohesive gateway into Downtown Traverse City that links pedestrians, bicyclists, transit riders as well as motorists. The streetscape improvement plan will serve to guide implementation of streetscaping work in either 2022 or 2023. The purpose of this document is to facilitate the selection of a qualified firm for this task.

## **SCOPE OF WORK**

The East Front Street Streetscape Plan will develop a holistic design standard for all the street features and re-imagine the use of public spaces toward creating a welcoming, pedestrian-friendly gateway experience into Downtown Traverse City. East Front Street has many assets, such as its proximity to the Boardman River, connections to the TART Trail, access to public parks, convenient locations to transit stops and an eclectic mix of uses. However, the corridor lacks a cohesive identity and has outdated/limited streetscape elements. The consultant should consider this project a complete re-construction of East Front Street, utility and other infrastructure upgrades should be anticipated. In addition, the project must also incorporate future improvements to the Front Street intersection with Grandview Parkway. A base plan of those improvements should be available in the summer of 2021.

In order to achieve a new vision for the corridor, the following scope of work is described under each of the following tasks.

### **Task One. Community Engagement and Communication**

Community engagement will be a fundamental element of a successful proposal and planning project. East Front Street is the primary gateway into Downtown Traverse City and the entire Downtown area supports enhancements to this very important corridor. The community engagement process should be designed to allow the general public and a variety of stakeholders to contribute to the understanding of the current challenges of the study area, develop an understanding of the transportation and engineering planning process, provide input on design alternatives and seek consensus for the proposed alternative. The Consultant should be prepared to creatively engage with the community through a variety of both in-person (if allowed under orders by the MDHHS) activities as well as virtual activities. The community engagement process should also utilize and build upon the public/stakeholder input collected from a 2018 civic engagement process for the corridor from Influence Design Forum LLC. That study can be found on the DDA website at: [ddd.downtowntc.com/projects](http://ddd.downtowntc.com/projects).

As this project directly impacts a significant downtown corridor, as well as the balance of the Downtown District and surrounding neighborhoods, a robust communication plan is needed to assure project information will be available in a timely and relevant manner. The community engagement and communications component of this process should be designed to continue throughout the duration of the project. It should enable the DDA to provide information to property owners, business owners, employees, commuters, residents and other interests regarding public meetings and opportunities to provide public input in the planning process. The communication plan should provide ample opportunity for stakeholders to engage in the project and also learn of potential costs, benefits and impacts of design alternatives. Coordination with the DDA and their communication team will be critical.

### **Key Elements of the Community Engagement and Communication Task will include:**

#### **1.1. Development of a Guiding Community Engagement Plan.**

The consultant will develop a Community Engagement Plan (CEP) at the onset of the planning effort. The CEP will define the goals and objectives of the community engagement effort, identify key stakeholders, and discuss the community engagement techniques and materials that will be used such as social media, newsletters, fact-sheets, and graphical displays. Given the severity the COVID-19 pandemic at the time of project initiation, as well as potential limits on personal gatherings, the consultant must demonstrate how it intends to facilitate community engagement through both in-person and virtual tools. The Plan will also address methods proposed for distribution of information.

#### **1.2 Stakeholder Identification**

The Consultant will undertake an effort to develop an outreach program including all of the appropriate stakeholders in the planning area. The Consultant will work with DDA staff to establish an initial stakeholder database. It will include, among others, DDA and City staff, property owners, merchants, community groups, organizations, residents and individuals

affected by or interested in downtown development projects. Specific efforts will be made to involve the general public throughout the process.

### **1.3 Public Meetings and Schedule**

While DDA staff will be in attendance, the Consultant's community engagement specialist will conduct community meetings. This scope assumes at least three major meetings related to key milestones: Project Introduction, Concept Design Options, Preferred Design Selection, Final Design Plan and Next Steps. In addition, at the on-set of community engagement effort, the Consultant will engage with the property owners along East Front Street to understand and codify their vision for the corridor and garner support for a base concept that will help inform other public engagement activities. The Consultants CEP may also include other public meetings which are, in their professional judgement with input from the DDA, needed to engage the community in Plan development.

The Consultant will also provide technical background materials, visual aids and other on-site assistance as needed. Meetings with the general public and other identified groups will, if needed, be designed and scheduled to facilitate information exchange and listening opportunities at key intervals throughout the process. A tentative schedule for public meetings will be developed as part of the CEP.

### **1.4 Progress Meetings with DDA Staff**

The Consultant shall establish a schedule for regular progress meetings with the DDA. Written progress reports shall be prepared for such meetings.

## **Task Two. Prior Work Review**

Sample data to be made available to the selected Consultant includes:

- Traverse City Streets Design Manual
- 2017 Topographic Survey and Mapping
- 2018 Streetscape Schematic Design Results – Influence Design Forum
- Boardman River Unified Plan (draft)
- City of Traverse City Master Plan
- Envision 8<sup>th</sup> Street Plan
- Traverse City Corridor Master Plan
- Traffic Counts (as available) – note, traffic counts and models may have to created for this process.
- MDOT Plans

## **Task Three. Develop Alternative Design Concepts**

Based on the 2018 concept plan, as well as community input from the stakeholders identified in Task 1.2, the consultant shall prepare three alternative design concepts, demonstrating potential improvements, uses, costs and approaches to street design for the project area.

### **3.1 Prepare Alternative Design Concepts**

The Consultant shall prepare three alternative design concepts for evaluation and consideration. Design elements to be considered and addressed in the three alternative concepts include:

- Expanded universal accessibility;
- Grading;
- Stormwater (using best practices);
- Landscaping;
- Public spaces, gathering places and interaction with the river;
- Connections to the TART trail;
- Gateway treatments for Downtown;
- Walls, planters and other structures;
- On-street parking;
- Bike lanes;
- Vehicular traffic lane configurations;
- Lighting approaches and layouts, in cooperation with TC Light and Power
- Street furniture and type;
- Snow-melt;
- Transit stops
- Opportunities for special and unique amenities (e.g., art, community markets); and
- Pedestrian crossings and intersection treatments.

The consultant shall prepare conceptual level estimates of probable costs for the alternative design concepts. While a more detailed estimate will be prepared for the chosen alternative identified in Task 4 (final engineering design), this task is intended to be utilized as part of the cost-benefit component of the evaluation of the alternatives. Furthermore, it is anticipated that the improvements outlined for East Front Street may be implemented utilizing funds from a variety of funding sources. Recognizing Federal, State and local resources may ultimately be used to implement the Plan, all efforts must be consistent with requirements of the potential funding agencies.

### **3.2 Selection of Preferred Alternative**

Relying on information developed in the previous tasks, as well as community feedback, the DDA and Consultant will recommend a preferred alternative. A written report outlining the basis for selecting the preferred alternative should contain sufficient detail to enable the community to understand the selection. The selected approach should respond to community feedback as well as the needs for a multi-modal design. Tradeoff's if any, need to be explicitly stated.

### **3.3 Prepare a Preliminary Design Plan**

Once the preferred alternative has been selected, the Consultant will prepare a preliminary Design Plan. The Preliminary Design and Plan document should include:

- Site preparation and removal plans

- Layout and materials plan
- Grading and stormwater drainage plans
- Stormwater profiles and details
- Street cross-sections and details
- Lighting, layout, photometrics and cut sheets
- Streetscape design and amenities detail
- Outline technical specifications describing the work
- Early preliminary design for how the corridor will interact with the two public spaces (e.g., Wellington Plaza and Triangle park) and the TART Trail.

#### **Task Four. Develop Final Engineering Design Plans and Final Summary Report**

Based on the Preliminary Design Plan, a Final Engineering Design shall be undertaken for the preferred alternative. The goals of the Final Engineering Design Plan are to:

- Demonstrate the engineering feasibility of the preferred alternative.
- Prepare Final Engineering Drawings and Technical Specifications suitable for bidding once project construction is funded.
- Identify anticipated needs (if any) to acquire additional right-of-way to implement the preferred alternative.
- Identify any public infrastructure that will need to be relocated or otherwise modified in the area of the project.
- Identify significant anticipated impacts on parcels abutting the corridor, particularly identifying any parcels that will be uniquely impacted.
- Provide additional detail needed to prepare a more accurate Estimate of Probable Costs for the preferred alternative to enable more accurate projections of capital improvements needed in the corridor.

#### **Prepare Engineering Design Plan for Preferred Alternative**

- Plans shall be prepared on the Base Plan created in Task 3. Preferred scale is 1" = 20'. Maximum permissible scale shall be 1" = 40.
- Engineering Design Plans shall include elements such as:
  - Cover sheet and general notes.
  - Layout Plans with elements including, but not limited to proposed pavement geometrics and pavement markings, locations of existing and proposed non-motorized facilities including such elements as sidewalks, crossing signals (as needed), crosswalks, pedestrian refuge islands and bicycle lanes;
  - Underground utility plans describing any new utility locations or proposed utility relocations.
  - Landscape plans, details and schedules.
  - Lighting and electrical supply plans details and schedules.
  - Mechanical plans and details for snow-melt (including construction and operating expenses).
  - Irrigation plans and details.
  - Street plan, with profiles and cross-sections.

- Plans for stormwater management. This could include such elements as rain-gardens or other green infrastructure.
- Identification of any areas where it is anticipated that acquisition of additional permanent right-of-way would be necessary.

### **Preparation of Refined Estimate of Cost**

The Estimates of Probable Cost developed in Task 3 shall be further refined based on additional detail developed in the Final Engineering Design Plan. It is understood that this estimate will represent a total of costs for implementation, including costs associated with construction and permit/fees.

### **Preparation of Final Summary Plan Report**

A Final Summary Plan Report shall be prepared to synthesize the results of the work undertaken in preparation of this Plan with emphasis on discussion of the preferred alternative. This document, along with the Conceptual Engineering Design Plans and Technical Specifications, will serve as a tool to guide capital planning and fund seeking for future improvements in the corridor. Discussion should address identified challenges to implementation of the plans and set forth the Probable Estimate of Cost.

### **SUBMISSION GUIDELINES**

The following describes the elements that should be included in each of the proposal sections and the weighted point system that will be used for evaluation of the proposals. The evaluation will be completed by an evaluation committee made up of city staff, DDA staff and DDA board members, which will provide a recommendation to the Downtown Development Authority Board for contract award.

Resumes furnished per A. below, together with evidence of past involvement with similar projects per B. below should demonstrate that the proposed Consulting Team includes individuals competent in:

- Panning for the Human Scale
- Placemaking
- Multimodal Transportation Planning
- Walkability
- Traffic Modeling
- Roadway Design
- Traffic Engineering
- Knowledge of State and Federal Funding Sources
- Intersection Design
- Designing Access to Commercial and Employment Sites
- Non-motorized Transportation Design
- Community Engagement
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#### A. Professional Qualifications – 20 points

- State the full names and address of your firm and, if applicable, the branch office or other subordinate elements that will perform, or assist in performing, the work hereunder. Indicate whether your firm operates as an individual, partnership, or corporation. If a corporation, include whether it is licensed in the State of Michigan.
- Include the name of executive and professional personnel by skill and qualifications that will be employed to complete the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project and how many hours each person will need to complete the project. Identify only individuals who will work on this project by name and title. Resumes and qualifications are required for all proposed project personnel, including all subconsultants.
- State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details which make the firm uniquely qualified for this work.

#### B. Past Involvement with Similar Projects – 35 points

- The written proposal must include a list of specific experience in the project type and indicate proven ability in developing detailed designs and implementing similar projects for the firm and the individuals to be involved in the project. A summary of related projects with the original deadline and cost estimate versus the actual design completion date and final cost of the design is required with this section. A complete list of client references must be provided for similar projects recently completed. It shall include the firm/agency name, address, telephone number, project title and contact person.

#### C. Proposed Work Plan – 35 points

- A detailed work plan is to be presented which lists all tasks determined to be necessary to accomplish the work of this project. The work plan shall define resources needed for each task (title and individual person-hours) and the firm's staff person completing the project task. In addition, the work plan shall include a timeline schedule depicting the sequence and duration of tasks showing how the work will be organized and executed.
- The work plan shall be sufficiently detailed and clear to identify the progress milestones (i.e., when the project elements, measures and deliverables are to be completed) and the extent and timing of the DDA personnel involvement. Additional project elements suggested by the Proposer are to be included in the work plan and identified as Proposer suggested elements.
- The work plan must identify information the proposer will need from DDA staff in order to complete the project. Include estimated time and resource commitment from DDA staff.
- The work plan shall include any other information that the Proposer believes to be pertinent but not specifically asked for elsewhere.

- Also include in the work plan all proposed steps, if any, to expedite completion of the project. This will be given due consideration during evaluation of proposals.
- In the scoring for this first section, consultants shall be evaluated on the clarity, thoroughness, and content of their responses to the above items.

#### D. Fee Proposal – 10 points

- Fee quotations shall be submitted in a separate, sealed envelope as part of the proposal. Fee quotations are to include the names, title, hourly rates, overhead factors and any other details, including hours of effort for each team member by task and sub-task, by which the overall and project element costs have been derived. The fee quotation is to relate in detail to each item of the proposed work plan. Consultants must be capable of justifying the details of the fee proposal relative to personnel costs, overhead, how the overhead rate is derived, material and time. The cost proposal should be realistic in showing the hours necessary to provide a quality product.
- The fee proposed must include the total estimated cost for each task and the complete Plan when it is 100% complete. This total may be adjusted after negotiations with the DDA and prior to signing a formal contract, if adjusted.

#### Authorized Negotiator

Include the name, phone number and email address of the person(s) in your organization authorized to negotiate the Scope of Work with the DDA.

#### Proposal Evaluation

The evaluation committee will evaluate each proposal by the above described criteria and point system (A through C, based on 90 points) to select a short list of firms for further consideration. Fee proposals will then be opened for those proposals making the short list and each proposal re-scored to include the fee (10 points). A proposal with all the requested information does not guarantee the proposing firm will be a candidate for an interview. The Committee may contact references to verify material submitted by the Propers.

#### Interview

The DDA will then schedule interviews with selected firms if necessary. The selected firms will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan and fee proposal. The interview should include the Project Team members expected to complete a majority of the work on the project, but no more than six (6) members total. The interview shall consist of a presentation of up to twenty (20) minutes by the Proposer, including the person who will be the project manager on this Contract, followed by approximately twenty (20) minutes of questions and answers, if needed. Audio-visual aids may be used during the interview.

### Final Scoring

The firms interviewed will then be re-evaluated by the above criteria (A through D), and adjustments to scoring will be made as appropriate. After evaluation of the proposals, further negotiation with the selected firm may be pursued leading to the award of a contract by the Downtown Development Authority Board, if suitable proposals are received

### Deadline

Proposal must be submitted by Friday, February 19, 2021 by 4:00 PM

## **BACKGROUND**

### **Location**

This project is located within Downtown Traverse City Michigan. East Front Street runs .25 miles, in an east-west direction, between Grandview Parkway and Park Street. East Front Street serves as the eastern gateway into Downtown Traverse City. However, there is no discernable (outside a MDOT sign) indication that it serves in that capacity. This area of downtown has two small pocket parks, linking Downtown to the TART Trail, but otherwise includes a mix of both new and dated commercial uses. East Front Street marks the beginning of most community parades (e.g., Cherry Festival) and celebrations.

East Front Street is flanked to the north by the Boardman River and Grandview Parkway (M-31) To the south of East Front Street lies the historic Boardman Neighborhood.

### **Transportation Agency Coordination**

East Front Street is under the jurisdiction of the City of Traverse City. However, its eastern terminus links to M-37 which is under the jurisdiction of MDOT. This intersection is scheduled to be reconstructed in 2022/2023. Therefore coordination with MDOT for this project will be critical.

### **Prior/On Going Studies and Plans**

The DDA has previously undertaken design studies for East Front Street. However, those plans were never realized. The final plans prepared through that process will be made available to the selected consultant as part of the background materials to be reviewed before design work commences.

The DDA is currently working on a Unified (Comprehensive) Plan for portions of the Lower Boardman River winding through Downtown. Preliminary design concepts for this stretch of the river (“Reach Six”) have been developed (with potential connections to East Front Street), but require additional community feedback and refinement. The preliminary (and final) plans prepared through that process will also be made available to the selected consultant as part of the background materials to be reviewed before design work commences.

### **About the DDA**

The Traverse City Downtown Development Authority is a component unit of the City of Traverse City whose mission is to create, support and promote critical infrastructure and other improvements that enhance the downtown experience, promote business growth, serve as a

catalyst for private investment and contribute to the year-round vitality and unique sense-of-place of downtown Traverse City.

The DDA is funded through a 2-mill levy and management contracts. Public improvements are funded through two Tax Increment Financing Districts, TIF 97 and Old Town TIF.

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**Bidder - Please complete and return**

**BID SUMMARY**

**TITLE:**                   **East Front Street Streetscape Design Plan**

**DUE DATE:**           **Friday, February 19, 2021 at 4:00 PM**

Having carefully examined the attached specifications and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder certifies that as of the date of this bid the Company or he/she is not in arrears to the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

Bidder understands and agrees, if selected as the successful Bidder, to accept a Purchase Order / Service Order / Contract and to provide proof of the required insurance.

Bidder submits this bid and agrees to meet or exceed all the City of Traverse City's requirements and specifications unless otherwise indicated in writing and attached hereto. Bidder shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Bidder certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:

- (a) conviction of a criminal offense incident to the application for or performance of a contract;
- (b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;
- (c) conviction under state or federal antitrust statutes;
- (d) attempting to influence a public employee to breach ethical conduct standards; or
- (e) conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in

the opinion of the DDA indicates that the bidder is unable to perform responsibility or which reflects a lack of integrity that could negatively impact or reflect upon the DDA, including but not limited to, any of the following offenses or violations of:

- i. The Natural Resources and Environmental Protection Act.
- ii. A persistent and knowing violation of the Michigan Consumer Protection Act.
- iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
- iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.
- v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.

(f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

Bidder understands that the DDA reserves the right to accept any or all bids in whole or part and to waive irregularities in any bid in the best interest of the DDA. The bid will be evaluated and awarded on the basis of the best value to the DDA. The criteria used by the DDA may include, but will not be limited to: ability, qualifications, timeframe, experience, price, type and amount of equipment, accessories, options, insurance, permits, licenses, other pertinent factors and overall capability to meet the needs of the DDA. The DD is sales tax exempt – Government.

Bidder agrees that the bid may not be withdrawn for a period of sixty (60) days from the actual date of the opening of the bid.

Submitted by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name and Title (Print)

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Phone                      Fax

\_\_\_\_\_  
City,                      State,                      Zip

**EMAIL ADDRESS:**  
\_\_\_\_\_

\_\_\_\_\_  
Sole proprietorship/partnership/corporation

\_\_\_\_\_  
If corporation, state of corporation

REFERENCES: (include name of organization, contact person, and daytime phone number).

1. \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

2. \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

3. \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

SUBCONTRACTORS: (include name of organization, contact person, daytime phone number, and services to be performed).

1. \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Services to be Performed: \_\_\_\_\_

2. \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Services to be Performed: \_\_\_\_\_

3. \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Services to be Performed: \_\_\_\_\_