



CITY of
TRAVERSE CITY MICHIGAN

Request for Qualifications (RFQ) Traverse City Public Pier

Civic Engagement, Design, Preliminary Engineering, Studies, Construction Drawings

The City of Traverse City
Traverse City Public Pier Study Group

Date of RFQ: May 15, 2014

Date Responses Required: June 12, 2014, 4:00 PM

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1. Summary.

This is a Request for Qualifications (RFQ) seeking responses from qualified consultants or consultant teams to complete the design, preliminary engineering, studies and construction drawings and details to build a universally accessible public pier at the mouth of the Boardman River on Grand Traverse Bay in Traverse City, Michigan. **Responses to this RFQ are due June 12, 2014 by 4:00 p.m. in a manner and form described in this RFQ.**

The engagement of all interests in completing this project to solicit their questions, ideas, opinions and participation is an integral and essential element of this project.

This project is funded under a grant award to and accepted by the Traverse City Commission.

A complete copy of the grant award as well as other documents related to this project are available at the City's web site at www.traversecitymi.gov.

This RFQ was developed and disseminated by a Traverse City Public Pier Study Group (hereinafter Study Group) that consists of diverse interests that has purposes described later in this RFQ.

2. Purposes and Responsibilities of Study Group and Staff Support

The purposes of the Study Group are to:

- a. Finalize and develop this RFQ
- b. Screen and interview candidates identified as a result of this RFQ
- c. Recommend a candidate to the City of Traverse City
- d. Help engage all interests in the process and project
- e. Stay informed of the status of the project and provide project input

Study group members are:

- Mayor Michael Estes, City of Traverse City
- Commissioner Ross Richardson, City of Traverse City
- Todd Kalish, Chief, Lake Michigan Basin, Mich. Dept. of Natural Resources Fisheries Division
- Steve Largent, Grand Traverse County Conservation District
- Cathy Cunningham, Resident, City of Traverse City (and former Chief, Michigan Coastal Management Program)
- Erik Olsen, Natural Resource Department, Grand Traverse Band of Ottawa and Chippewa Indians
- Ryan Matuzak, Grand Traverse Sport Fishing Association
- Jack Knol, Architect

Traverse City staff members involved with the project include:

- Jered Ottenwess, City Manager
- Russ Soyering, Planning Director
- Missy Luick, Planning and Engineering Assistant
- Tim Lodge, City Engineer

Project Facilitation:

- Tim Ervin, Consultant, NorthSky Nonprofit Network

3. **Summary of Process**

This RFQ process follows the steps that are typical under a qualifications based selection process, reflecting the intent of the Study Group and City to place priority on partnering with a consultant or consultant team that has the strongest qualifications and experience to successfully complete the project. The steps and target dates include:

- A. Preparation of a Request for Qualifications (RFQ) by the Study Group
- B. Dissemination of the RFQ by the Study Group: May 15, 2014
- C. Deadline for Receipt of Responses: June 12, 2014
- D. Review and rating of Responses by Study Group
- E. Interviews of selected consultant respondents by Study Group: Week of June 23
- F. Recommended consultant presented to City: Week of June 30
- G. City convenes with consultant to develop definitive work plan and budget (if plan and budget cannot be agreed to, City will proceed to work with the recommended second choice of Study Group to develop definitive work plan and budget): Week of June 30
- H. City presents consultant and work plan and budget to City Commission for action: TBD
- I. Assuming City Commission approval, project proceeds with recommended consultant: TBD
- J. Project completed according to definitive work plan and budget with advisory support of Study Group throughout the life of this project: TBD

As noted above, respondents are to submit their responses to this RFQ by 5 p.m. on May 15, 2014. Each respondent shall submit a total of 15 copies of their response along with one copy on a thumb drive to:

**Ms. Missy Luick
City of Traverse City, Planning Dept.
2nd Floor, Government Center
400 Boardman Ave.
Traverse City, MI 49684.**

If there are questions about the submission, Ms. Luick may be reached at m luick@traversecitymi.gov or 231-922-4460.

4. Responses

Responses to this RFQ must:

- a. Have a cover letter of no longer than 2 pages that includes: a summary statement about why the respondent is uniquely qualified to perform the project; the name and contact information for the primary contact for the response.
- b. Be no longer than 40 pages, including attachments .
- c. Be completed in a font no smaller than 11 point with margins of at least one inch on all sides of the paper with single sided pages.
- d. Contain all of the information required by this RFQ. Responses deemed to be incomplete may be rejected from further consideration.

5. Limitations and Responsibilities.

Neither the Study Group, the City of Traverse City or the City of Traverse City Commission are obligated to recommend or select a consultant as a result of this RFQ. The City may modify, suspend or terminate the RFQ and the RFQ process at any time without notice. Neither the Study Group, the City of Traverse City or the City of Traverse City Commission has any liability, responsibility or any costs or expenses or other obligations as a result of this RFQ.

6. Background Materials

Respondents to this proposal are encouraged to fully review information that is relevant to this project, much of which is contained on the City of Traverse City's web site: www.traversecitymi.gov.

The material includes:

Final Report – Your Bay, Your Say

Final Report - Traverse City Bayfront Plan

Master Plan – Traverse City

Grant award scope of work - Great Lakes Fishery Trust grant for this project

7. Overview – Scope of Work

As noted, above, respondents must review the scope of work contained in the Great Lakes Fishery Trust (GLFT) grant award to develop a meaningful response to this RFQ. The scope of work as contained in the GLFT grant award includes:

- **Goal:** To complete the design, preliminary engineering, studies and construction drawings and details to build an approx. 550 foot universally accessible fishing pier at the mouth of the Boardman River on Grand Traverse Bay.
- **Purpose:** The pier will provide unique, outstanding access for people of all ages, needs and abilities to fish for migratory and other species, to learn about the importance of the Great lakes, the importance of stewardship and the value, challenges and opportunities involving the fishery.
- **Fishing Related Amenities:** Would include signage about fish species available, seasonality of the fishery and successfully fishing techniques; lighting; parking; expansion of the walkway under the US 31 bridge to provide additional fishing opportunities; restrooms in close proximity to the pier; a planned fish cleaning facility; railings with openings for inserting nets to land species; integrated fishing rod holders; durable benches for anglers.
- **Habitat Improvement:** The studies that will be conducted as part of this project will identify potential negative impacts and options for mitigating or eliminating impacts, including sand deposition.
- **Maintenance and Safety:** The City will post uses of the pier that may not be permissible and that the restrictions will be enforced. Examples may include use of bicycles and skateboards on the pier and open alcoholic beverages. There will also be signage that warns people about swimming hazards from the pier, including rip currents and other hazards, including use of the pier during cold weather months where ice and waves may pose hazards. There will be life rings

stationed on the pier. The City will enlist the assistance of professionals, including their insurance carriers, to identify and mitigate risks as part of the work that will be done.

- **Accessibility:** Universal design will be an emphasis of the design of the pier that will feature universal access to maximum extent possible, supported by the technical assistance and guidance of the Northern Michigan Disabilities Network.

NOTE: THE ABOVE SECTION IS INTENDED ONLY TO SUMMARIZE SOME OF THE SIGNIFICANT ELEMENTS OF THE SCOPE OF WORK FOR THIS PROJECT. RESPONDENTS MUST REVIEW THE ENTIRE SCOPE OF WORK TO DEVELOP A MEANINGFUL RESPONSE TO THIS RFQ.

8. Required Information – Responses

Respondents to this RFQ should supply the following information about their organization and contacts:

- a. Name of lead contact for project accompanied by mailing address, email address and phone number.
- b. The name, qualifications and experience of individuals who would have significant involvement with the project.

In responding to this RFQ, respondents are encouraged to consider partnerships with firms where appropriate to provide highly qualified and experienced support for all elements of the project.

In cases where a respondent involves a partnership of firms, the response should explain how accountability will be ensured throughout the project.

Respondents to this RFQ must demonstrate their qualifications with regard to the above referenced scope of work in the Great Lakes Fishery Trust grant award, including but not limited to a demonstration of qualifications and experience with the following. Responses to this RFQ should propose how the respondent will apply their qualifications and experiences in completing the scope of work contained in the grant award within the schedule that is included in the grant award. TO BE CLEAR, RESPONSES ARE TO INCLUDE A DEMONSTRATION OF QUALIFICATIONS AND EXPERIENCE AT A STAFF AND ORGANIZATIONAL LEVEL AND INCLUDE A PROPOSAL ABOUT HOW THEY PROPOSE TO CARRY OUT THE PROJECT USING THEIR QUALIFICATIONS AND EXPERIENCE. IN KEEPING WITH THE QUALIFICATIONS BASED SELECTION PROCESS, IT IS OUR GOAL TO COMPLETE A DEFINITIVE SCOPE OF WORK AND BUDGET ONCE THE CONSULTANT OR CONSULTANT TEAM IS RECOMMENDED TO THE CITY BY THE STUDY GROUP.

- a. Using effective strategies and methods to meaningfully engage the general public, including project stakeholders to obtain input in completing similar projects.

- b. Responding to questions, ideas and concerns expressed by the general public with regard to similar projects.
- c. Identifying and using best practices to achieve successful outcomes with similar projects.
- d. Completing of coastal studies and assessments that will or may be required by this project.
- e. Consideration of options in all elements of projects such as that to be addressed through this RFQ.
- f. 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.
- g. Assessing and ensuring that user safety is considered and addressed to reduce or eliminate risks and that facilities and facility users are readily accessible to first responders or other emergency personnel.
- h. Considering and designing various forms of passive and active recreation to ensure that the design reflects a menu of realistic, safe and appropriate uses and appeals to a broad range of users.
- i. Using various forms of media and other resources to educate and inform users of similar facilities about: proper use and care of the facility; safety precautions and procedures; how to use the facility to maximize enjoyment; such as instructions/directions about how and when to fish for various species; how users can become good stewards of the facility, Bay and Great Lake; natural resource information about the Bay, Great lakes, etc. so that the facility is a hub of useful and interesting information.
- j. Developing and assessing design and construction options for facilities such as those included in this RFQ.
- k. Developing design specifications and construction drawings and details in a manner that ensure the success this and similar projects.
- l. Meeting project deadlines for projects that have multiple phases and include significant opportunities for public participation.

Finally, respondents are also to provide the names, phone numbers and email addresses of individuals and their corporate affiliation who may be contacted as references. References should be for projects that best resemble the project that is the subject of this RFQ.