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November 4, 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 Suite C, Traverse City, Michigan 49686, until **Friday, December 3, 2021 at 4:00 PM** for the following:

**Downtown Riverwalk/Pedestrian Plaza Design and Implementation 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 **“Downtown Riverwalk/Pedestrian Plaza Design and Implementation Plan.”**

You must submit two (2) sealed hard copies and one digital copy 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 Friday, December 3, 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, Suite C  
Traverse City, Mi 49686

## **OVERVIEW AND BACKGROUND**

The Boardman/Ottaway River has continuously served as the center for human activity in the Grand Traverse region – home first to the Anishinbek people and then European settlers who used the river and the surrounding forests to leverage a robust logging industry. As early settlement and industrial development around the river expanded over the 19<sup>th</sup> century, much of its associated waste went directly into the Boardman River. Over time, the ecology, habitat and overall health of the river was severely impacted. As a result, much of the built environment near and along the river either “turned its back” to the river or were relegated to less than desirable land uses or forgotten spaces.

While the ecology, habitat and overall health of the river is now considerably better, in many places along the river, the legacy of that early built environment still exists today – retail and commercial buildings face away from the river, surface parking lots and concrete walls line areas along the river, public access is limited, old concrete slabs and infill material protrude from the riverbank and underground utilities and infrastructure lie precariously close to concrete retaining walls. Despite its prominent role in defining the trajectory of much of Traverse City’s past, the river’s place within the fabric of Traverse City today is not well defined. In many areas of downtown, the river feels disconnected to the surrounding urban fabric.

Over the last twenty-years, the City of Traverse City and Downtown Development Authority have implemented a handful of boardwalk and pedestrian bridges projects along the river. While these well-intentioned projects provide additional access to the river, the disjointed network lacks cohesion and fails to properly connect the river corridor with downtown.

In 2018, noting the lack of a comprehensive vision and plan for the river corridor and increasing development pressure along the river, the Downtown Development Authority initiated a planning effort to develop a Unified Plan for the Lower Boardman/Ottaway River. The Unified Plan provides the framework and blueprint for significant pedestrian, placemaking and habitat restoration efforts along the river, supporting a long-held desire for downtown to “turn and embrace” the river.

The centerpiece for this transformation are the alleys along the river behind the 100 and 200 blocks of Front Street, often referred to as the “100 and 200 block-alleys”. The 100 block of Front Street is framed by Union Street and Cass Street. The 200 block of Front Street is framed by Cass Street and Park Street. Both alleys service the restaurants, retail establishments and other uses of the 100 and 200 blocks of Front Street, which serves as the commercial core of downtown Traverse City. The 100 block alley is lined with dumpsters, utility boxes and an expansive parking lot that rests right up against the concrete retaining wall of the river. The 200 block alley is much more narrow, but include many of the same features.

The Unified Plan identified a desire to repurpose and transform these two alleys into an active riverwalk/pedestrian plaza – an interesting and unique place for people to gather, interact with each other, and also engage with the river, surrounding businesses and adjacent public spaces (including the Farmers Market and Clinch Park). These placemaking and pedestrian amenities must exist within the context of a working alley.

If done well, the riverwalk/pedestrian plaza has the potential to reshape how downtown interacts with and celebrates the river.

## **THE OPPORTUNITY**

As part of the Lower Boardman/Ottaway Unified Planning effort, this past winter the DDA, in cooperation with the City of Traverse City, hired a planning/engineering firm to conduct a stabilization assessment on the concrete retaining wall along the 100 and 200 block alleys.

The assessment was initiated after a field inspection noted significant subsidence and settling along the back of the retaining wall (evidenced by sloped parking areas, cracked sidewalks and reoccurring sink holes) as well as a review of the original wall design and the results of a 2018 dive inspection.

Based on the results of the assessment, the planning/engineering firm determined that the on-going subsidence and settling is due to a loss of soil material (i.e. backfill) within about a 10-foot zone from the wall through a gap below the footing. The assessment noted the loss of soil is due to continuous scouring and undermining of the wall footing by the river. In addition, the assessment found that soil material loss has been exacerbated by the high water level of the Great Lakes and connecting channels, which causes soil saturation and loss of consolidation of the backfill soils.

The assessment noted continued subsidence of the backfill soils south of the retaining wall could have serious implications for the structural integrity of critical infrastructure in this area, including a large sewer main that resides just south of the retaining wall. In addition, the assessment the sewer connections (into the sewer main) from businesses along the 100 and 200 blocks could be become damaged or compromised.

If the sewer connections were to break, raw sewage could leak into the Boardman River and into Grand Traverse Bay. A leak could also cause the ground to become more saturated and unstable causing pavement failure to the parking area and unstable soil near building foundations, eventually leading to settlement if a service connection broke near the buildings. A failure of a service connection can also compound and create a failure in the sanitary main as well.

The stabilization assessment determined that the most prudent solution to address the on-going issues behind the retaining wall are to treat the 100 and 200 blocks uniquely as the site conditions and constraints of each block are different. For the 100 block, it is recommended that the vertical stem of the existing concrete wall be removed to allow for a more gradual (and natural) shoreline and that rip-rap be installed along the river bottom and up the shoreline. In addition, it is recommended that the existing sanitary sewer line be re-routed away from the wall and further south of the alley. As part of this effort, it is also recommended that all the leads from the existing buildings be replaced and stabilized. For the 200 Block, it is recommended that a new sheet pile wall be installed in front of the existing retaining wall and filled with concrete to close the gap.

This fall, the City was approved for funding through Michigan’s Clean Water State Revolving Fund to address a number of sewer and water infrastructure projects throughout the city, including moving forward with the sewer realignment and sheet pile wall projects in the spring of 2022. These projects provide an timely and urgent opportunity to design, plan for and build the riverwalk/pedestrian plaza.

## **PURPOSE OF RFP**

The Traverse City Downtown Development Authority is seeking proposals from qualified firm(s) to develop a Riverwalk/pedestrian plaza design and implementation plan for the 100 and 200 blocks alleys along the Boardman River. The final plan should include separate engineering design and site-plans as well as associated cost structures for each alley. However, the overall design of the riverwalk/pedestrian plaza should connect the 100 and 200 blocks alleys and be viewed as one project.

The conceptual design for the riverwalk/pedestrian plaza listed in the Unified Plan highlights some of the desired elements of the plaza, including: space for pedestrians, connections to the river, limited parking and underwater habitat. However, the conceptual design and noted elements should only be used as a starting point. The DDA is looking to create a special, unique, pedestrian-friendly public space along the river. The DDA is looking for firms who can incorporate creativity, innovation and bold and unique ideas into the design. The expectation is that the redevelopment of the 100 and 200 block alleys will further establish Downtown Traverse City as one of the most unique downtowns in Michigan and serve as the catalyst for additional efforts to transform the river corridor throughout the city. The purpose of this document is to facilitate the selection of a qualified firm(s) for this task.

## **SCOPE OF WORK**

In order to achieve a new vision for the 100 and 200 block alleys, the following scope of work is described under each of the following tasks.

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

Community and stakeholder engagement will be an important element of a successful proposal and planning project. The community and stakeholder 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 project area, develop an understanding of the design and engineering process and provide input on design alternatives and seek consensus for the proposed design. The Consultant should be prepared to creatively engage with the community and stakeholders through a variety of both in-person and virtual activities. While community engagement is important, the timing of the design and engineering process will be framed by the engineering timeline associated with the effort to relocate the sewer main. Therefore, the civic engagement process must be compact but informative (with less meetings than more meetings). The community engagement process should also utilize and build upon the public/stakeholder input collected from the Lower Boardman Unified Plan civic engagement process.

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 the design. 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 a handful of community meetings. This scope assumes at least two major meetings related to key milestones: Project Introduction and Concept Design, and Final Design Plan. In addition, at the on-set of community engagement effort, the Consultant will engage with the property owners along the 100 and 200 blocks alleys to understand their concerns and needs and garner support for a base concept that will help inform other public engagement activities. The Consultant's 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 & Coordination with On-Going Sewer Relocation Project**

Sample planning documents to be made available to the selected Consultant includes:

- Lower Boardman River Unified Plan
- City of Traverse City Master Plan
- Boardman River Prosperity Plan
- Boardman Water Trail Development Plan
- Boardman River Plan
- Boardman River Fisheries Report
- Your Bay, Your Say
- Boardman River Wall Stabilization Project Summary

As previously noted, the timing of the sewer relocation project provides an opportunity to develop a design and implementation plan for the riverwalk/pedestrian plaza. As such, it will be essential that the consult work in tandem with the consultant (Hubbell, Roth and Clark) leading the sewer relocation plan. The two projects must essentially mesh together as one project. The sewer project is scheduled to be bid out in February 2022, with construction scheduled to begin in the spring of 2022.

#### **Task Three. Develop Preliminary Design Concept**

The consultant shall prepare a final design, demonstrating potential improvements, uses, costs and approaches for the project area. Design elements to be considered and addressed in the design follow the Lower Boardman Unified Plan identified goals which include:

- Expanded universal accessibility;
- Pedestrian movement;
- Grading;
- Stormwater (using best practices);
- Landscaping;
- Public spaces, gathering places and interaction with the river;
- Connections to the Downtown and Lake Michigan
- Gateway treatments at each end of the alley
- Planters and other structures;
- Lighting approaches and layouts, in cooperation with TC Light and Power
- Street furniture and type;
- Snow-melt;
- Signage;
- Utilities;
- Pedestrian bridge connections on each block;
- Opportunities for special and unique amenities (e.g., art, food trucks);

- Access for deliveries and trash removal;
- Parking; and
- Pedestrian crossings and intersection treatments.

The consultant shall prepare conceptual level estimates of probable costs for the preliminary design concept. While a more detailed estimate will be prepared for the final design, this task is intended to be utilized as part of the cost-benefit component of the evaluation of the preliminary design. Furthermore, it is anticipated that the improvements outlined for the riverwalk/pedestrian plaza 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.

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

Based on the Preliminary Design Plan, a Final Engineering Design shall be developed. The goal of the Final Engineering Design Plan is to:

- Demonstrate the engineering feasibility of the final design.
- 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 additional 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.

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#### **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 design elements.
  - Underground utility plans describing any additional 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 in warranted (including construction and operating expenses).
  - Irrigation plans and details.
  - Pedestrian bridge plan.
  - 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.

Again, the sewer realignment and sheet pile projects planned for the spring of 2022 will make coordination with the Hubbell, Roth and Clark paramount in regards to planning, site prep and construction of the riverwalk/pedestrian plaza.

### **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 two alleys. 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:

- Planning for the Human Scale
- Placemaking and Activization of public spaces
- Walkability
- Waterfront Planning
- Waterfront Engineering
- Utilities
- Fisheries Habitat
- Maintenance and Functionality
- Knowledge of State and Federal Funding Sources
- Intersection Design
- Designing Access to Commercial and Employment Sites
- Non-motorized Transportation Design
- Community Engagement

#### 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

A DDA lead 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 Proposers.

#### 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, December 3, 2021 by 4:00 PM

### Timeline

The preferred consultant will be selected shortly after proposals are evaluated and interviews are completed. The consultant should be ready to begin work immediately on this design and engineering effort. As previously stated, we expect the bid for the sewer realignment project will be let in February of 2022 and construction will begin in the spring of 2022.

### **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, December 3, 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: \_\_\_\_\_