

8196 BROADMOOR AVE
CALEDONIA, MI 49316



PHONE: 616.891.0070
FAX: 616.891.0430

Consulting Services for Concept Plan Refinement, Design Development, and Construction
Drawings for Community Green
May 30, 2018

Section A. General Information

Caledonia Township requests proposals from urban design, landscape architecture and engineering professionals for park and open space planning and design services for the Community Green.

The project duration is estimated to be nine to 12 months. Interested parties are requested to submit a detailed Proposal Package that clearly defines the relevant experience of the proposed staff and sub-consultant team members, proposed methods and strategy to carry out the project scope of work, as well as a fee proposal.

Contact person for all queries and for receipt of proposals:
Richard Robertson, Treasurer/Administrator
rrobertson@caledoniatownship.org
616.891.0070

Respondents shall restrict all contact and questions regarding this RFP and selection process to the individual named herein. Questions concerning terms, conditions and technical specifications shall be directed in writing to Richard Robertson (See section 1.3) by June 11, 2018.

Questions will be answered in writing and emailed to the applicant pool by June 15th, 2018. Proposals are due June 22nd by 4pm to the Township Hall.

Consideration is expected to be given, but is not guaranteed to be given, to the criteria listed in this RFP. The Township reserves the right to reject any and all proposals, to waive any and all informalities outlined in the RFP and in the selection process and generally to make the award that, in its judgment, will best meet the objectives stated in this RFP.

Expenses incurred by the respondents in replying to the RFP or in making any appearance before the Selection Committee are at the respondents' own expense and risk.

Subconsultants may participate on multiple applicant teams. The Township reserves the right to make suggestions related to team structure during final contract negotiations.

Section B. Background

The Township received DNR grant funding for the acquisition of 25 acres of park and recreation land near the Township Library (map attached) in 2017. The lands are roughly bounded by Higley to the south, 92nd to the north, Dobber Wenger to the east and Emmons Lake to the west. Caledonia Lakeside Park and the Paul Henry Trail have the potential to be accessed from this new land. A portion of the 25 acres may be used by Kent County Parks for the expansion of Lakeside Park.

The Township and its Parks Committee retained the services of Progressive AE to prepare a concept plan for the Community Green as well as cost estimates (attached). On January 17, the Township Board received the concept plan, and determined it is interested in moving forward with the development of detailed design and construction drawings.

In March, the Township separated the project into two Phases. Phase One, the southern parcel, now known as North Shore Park, was submitted to the DNR for consideration for a development grant. The remaining parcel, east of the Library, is the Community Green and is the site applicable to this RFP.

The Township is open to refinements of the concept plan. All meeting notes and results of the concept design process will be made available to the selected consultant.

For the Township, the Community Green is an opportunity to preserve the natural beauty of this property, enhance the existing landscape, and support recreation activities as depicted in the concept plan. Sustainability and green design will be guiding principles throughout the planning process. Best practices in stormwater management should be incorporated into the design to capture and manage stormwater within the parks and open space network. The Township also wishes to include improvements near the library for Nature Play space. This element should be included in the Community Green project, as well as trails and boardwalks on the parcel owned by the library.

Coordination with the Township Parks Committee is preferred as the design is refined, and the construction documents are prepared. The Committee is especially interested in the design of the restroom/pavilion and its materials and finishes, the band shell and seating areas, and the play area(s).

See the attached map of the property location. The Township will assist the consultant in obtaining base maps for the property. GIS mapping is also available.

A topographic survey and any wetland delineation (if necessary), should be included as separate line items in the fee proposal.

Section C. Project Scope

The Township is seeking a firm(s) to take this project from the concept stage to construction.

1. Deliverables for Concept Plan refinement include:

- Schematic level designs (or confirmation of concept plan by Progressive AE)
- Design development drawings
- Construction documents for public bidding, preconstruction services, and services during construction

2. Anticipated deliverables for Design/Development include:

- Topographic survey of site
- Wetland delineation (if necessary)
- Prepare final grading plan with 1 foot contours. Grades will be established on the paved areas, including the curbs at critical sidewalk areas.
- Perform a complete utility investigation of the project. This investigation shall include location and ownership status of utility lines which exist on the site and adjacent to the site.
- Prepare a lighting design, using Township standards, and including a photometric layout, and service point locations. Coordination with the electric utility provider will be required.
- Determine location of site amenities such as benches, trash receptacles, bike racks and repair station, drinking fountains, etc.
- Provide Design Development level drawings of any proposed structures.
- Submit preliminary design drawings for review and comment to the Planning Commission and Township Board (includes review and comment by the Township Engineer, Fire Department and Planner)
- Prepare a construction cost estimate
- Determine a phasing strategy for site development
- Provide an illustrative site plan and a minimum of two perspective renderings to be used for marketing and fundraising purposes.
- Prepare a detailed maintenance plan and budget.

3. Anticipated deliverables include for Final Design include:

- Prepare and submit final plans, specifications and cost estimates to enable the Township to publicly bid and award the contract.
- Submit a 60 percent (60%) and 90 percent (90%) complete design package for Township comments and approval, and incorporate all revisions.
- Submit digital files with final drawings and specifications in relevant file formats.
- Submit original copies of bid documents (plans and specifications) to the Township, and coordinate and let bid documents
- Attend pre-bid meeting, prepare and distribute meeting minutes, and prepare any required addenda.

4. Pre-Construction Services

- Review bids, prepare bid tabulation and make recommendations regarding award of the contract.
- Meet with Township officials regarding contract award
- Attend pre-construction meeting, give technical presentation and prepare meeting minutes.

5. Construction Administration

- Review shop drawings.
- Attend construction progress meetings as required.
- Provide design solutions to address problems that are identified during construction.
- Prepare final as-built field and record information on the final as-built drawings. The consultant will also record other information on the as-built as required, as provided by the Township's construction monitoring firm (to be selected at a future date).
- Submit digital files with final as-built drawings in relevant file formats.

6. Community Input

The consultant should anticipate 3-4 meetings with the Parks Committee, a presentation to the Township Planning Commission and 2-3 meetings with the Township Board

Section D. Organization and Required Submittals for Proposal

Submission Requirements and Deadline

Five (5) hard copies, in 8 ½” x 11” format (graphics/maps can be in 11” x 17” foldout format) and one (1) electronic copy (Adobe PDF, 300dpi, character recognition, bookmarked, on flash drive or via dropbox link) of the proposal. Proposal must be received by the Township before the date listed on the first page of the RFP. Proposals received after the deadline will not be accepted. Postmarks are not sufficient.

Submissions should be delivered or mailed to the contact set forth on page 1.

Proposal Format and Content

The Consultant/Team shall submit a proposal that includes a Technical Section and Fee Section.

Technical Section

1. Cover Letter

- Company name, contact name, address, and email address
- Why this team is the most qualified to complete this project

2. Consultant Team and Firm Information

Briefly describe the roles of the consulting firm and subconsulting firms included on the team.

The Township requests that there be one point of contact as a Project Manager, and that Project Manager must have at least 15 years of experience managing design/development and construction projects of this scope and magnitude. This requirement is mandatory, and any service agreement with the selected firm will include provisions to ensure the Township is represented by that Project Manager included in the proposal.

Please include the following for each firm:

- Name, address, and telephone number;
- Number and location of offices;
- Managing principal, CEO, or president;
- Role on the team; and
- Resumes for key staff members assigned to the project. Please provide a detailed explanation and role for each person on the team with resumes and bios for each person on the team.

3. Proposed Method and Schedule

- A detailed narrative of methods and plan to carry out the scope of work
- Description of approach to design, community engagement, and construction process
- Project timeline with key milestones
- Description of Consultant’s current work load and availability of staff to deliver this project on schedule

4. Relevant Projects and References

Limit three (3) projects, one page per project. Relevant projects should include at least one project that emphasizes stormwater/green infrastructure experience and at least one built project within the Grand Rapids metro region.

Please include the following:

- Name and location of project;
- Size and cost of project; and
- Name, address, email, and telephone number of the client.

5. Fee Proposal

The fee proposal shall identify the derivation of the total fee by indicating:

1. The level of effort in hours for various tasks and subtasks corresponding to the Scope of Services and the technical proposal. Include a master spreadsheet that includes total level of effort (hours and rates) for each task. The spreadsheet shall list employee name, job classification, projected hours, pay rates, overhead factors, direct costs, and expenses separate columns. Prime subconsultants/subcontractors that make up your team must also be included in the master spreadsheet.

Section E. Evaluation Criteria

All proposals will be evaluated based on the technical and professional expertise and the experience of the consultant team, the proposed method and the procedures for completion of the work, and the cost of the proposal.

1. Technical Expertise, Experience and Access 30%

The technical expertise, experience and access of the consultant will be determined by the following factors:

- Overall experience of the consultant team;
- Expertise and professional level of the individuals proposed to conduct the work
- Compliance with requirements for Project Manager (15 years of experience with design/build projects); and

2. Procedures and Methods 30%

Evaluation of procedures and methods will be determined by the following factors:

- Clarity and completeness of the proposal and the apparent general understanding of the work to be performed;
- Proposed methods and plan to conduct the scope of work in a thorough, objective and timely manner;
- Sequence and relationships between major tasks;
- Approach to community engagement;
- Knowledge and understanding of the local environment; and
- Approach to project management

3. Project Schedule 20%

4. Fee Proposal 10%

5. Sustainability Design Experience 5%

6. Equal Employment Opportunity 5%

A willingness to make meaningful wide-range subcontracting and employment opportunities available to all interested qualified firms and individuals in the market place will be evaluated.

Section F. Process

Responses to the RFP will be evaluated by a selection committee. Finalists of the RFP process will be asked to meet with the selection committee in a formal interview process, if necessary. Final consultant selection will be made by the Township Board, which will be informed by the recommendation of the selection committee. The Township reserves the right to reject any and all proposals.

A tentative schedule has been prepared for this selection process.

Proposal Due Date: June 22, 2018

Firms notified for interview: June 29, 2018

Interviews (if necessary): July 9-13, 2018

Upon notification of selection by Caledonia Township, the successful respondent is required to deliver a contract within two weeks of notification.