

Long Lake Park
Alpena County, Michigan
Request for Proposal
For
Preliminary Engineering Study
Long Lake Boat Launch

October 2018

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SECTION 1

GENERAL INFORMATION

A. Objective

A preliminary engineering study to evaluate the possibility for relocation of the boat launch to another site at Long Lake Park property. This evaluation is to include site evaluation for wetlands mitigation and possible dredging from shore to adequate water depth for marine navigation.

The study is also to include a total reconstruction of the existing boat launch to meet the design criteria used by the MIDNR inland lakes boat launch.

B. Issuing Office

The RFP is issued by the Alpena County Parks Commission. All correspondence regarding this RFP must be addressed to:

Robert Adrian
Alpena County Commissioner
720 W. Chisholm Street
Alpena, MI 49707
989-464-6334

C. Contract Administration

Following the signing of a contract, all communication concerning the contract must be directed to:

Robert Adrian
Alpena County Commissioner
720 W. Chisholm Street
Alpena, MI 49707
989-464-6334

D. Pre-Proposal Communications

Any changes to the RFP that develop as a result of these questions directed to the Alpena County Parks Commission regarding the project shall be clarified in writing and provided to all prospective proposers.

E. Proposals

Five (5) copies of the proposal shall be submitted. The information included therein should be as concise as possible.

To be considered, each firm must submit a complete response to this RFP using the format shown in Section 3 of this RFP. No other distribution of proposals is to be made by the submitter. An official authorized to bind the submitter to its proposal provisions must sign each proposal copy in ink.

Each proposal must remain valid at least ninety (90) days from the due date of the RFP.

F. Selection Criteria

Responses to this RFP will be evaluated using a point system, described in Section 3. The evaluation will be completed by a selection committee composed of staff members from:

Alpena County Parks Commission

To decide the most qualified, capable, and cost-effective Proposer, The Selection Committee will evaluate the proposal(s) using the point system described in Section 3 of this RFP.

G. Changes in the RFP

Should any prospective proposer be in doubt as to the true meaning of any portion of this RFP, or should the Proposer find any ambiguity, inconsistency, or omission therein, the Proposer shall make a written request for an official interpretation or correction. Such requests must be submitted to the issuing office not less than seven

(7) days before the final date of submittal of the proposals. The person making the request shall be held responsible for its prompt delivery.

The Alpena County Parks Commission's staff will make such interpretation or correction, as well as any additional RFP provisions that the Alpena County Parks Commission may decide to include, only as an RFP addendum. Staff will mail or deliver addenda to each recorded as having received a copy of the RFP. Any addendum issued by the Alpena County Parks Commission shall become a part of the RFP. Proposers should consider issued addenda in preparing their proposal. Only bulletins duly issued by the Alpena County Parks Commission shall be binding.

H. Proposal Receipt

Proposals must be received by the Alpena County Parks Commission, 720 W. Chisholm Street, Suite 7, Alpena, MI 49707 on or before 9:00 a.m., December 12, 2018. Prospective submitters are responsible for the timely receipt of their proposal. All proposals become the property of the Alpena County Parks Commission once reviewed, whether awarded or rejected. Late proposals will not be considered or accepted.

I. Disclosures

All information in a submitter's proposal is subject to disclosure under the provisions of Public Act No. 442 of 1976 known as the "Freedom of Information Act". This act also provides for the complete disclosure of contracts and attachments thereto.

J. Professional Services Agreement

Consultant selected to do business with the Alpena County Parks Commission will be required to execute the standard Professional Services Agreement with the Alpena County Parks Commission (an example copy is included with this RFP). The Alpena County Parks Commission may choose not entertain requests to revise, amend, or change the language of the standard Professional Services Agreement. Proposal submitters must base their proposal on the assumption that, if selected, they will execute the Professional Services Agreement.

K. Cost Liability

The Alpena County Parks Commission assumes no responsibility or liability for costs incurred by the consultant before the execution of a Contract.

L. Reservation of Rights

The Alpena County Parks Commission reserves the right to accept any proposal in whole or part, to reject any or all proposals in whole or in part, and to waive irregularity and/or informalities in any proposal and to make the award in any manner deemed in the best interest of the Alpena County Parks Commission.

SECTION 2
SCOPE OF WORK

Project Background

The intent of this project is to determine the planning, feasibility and preliminary engineering of constructing a boat launch meeting design criteria used by the MIDNR for an inland lake boat launch. Upon successful selection, the consultant is to develop the design and project cost estimates including the timeframe for the consultants work. It may require project phasing according to funding resources. All permitting is the responsibility of the consultant. Consultant will prepare the bid package for submission by the Alpena County Parks Commission and consultant will review the final bids for compliance. Consultant will also monitor the construction for compliance to design.

Project Schedule:

A tentative project schedule follows:

Receive RFP Documents

Submittal Review and Recommendation of Award

Long Lake Parks Subcommittee Review

Alpena County Parks Commission Approval of Award

SECTION 3

INFORMATION REQUIRED FROM ALL PROPOSAL SUBMITTERS

Submitters should organize Proposals into the following Sections:

- A. Professional Qualifications
- B. Past Involvement with Similar Projects
- C. Proposed Work Plan
- D. Fee Proposal (include in a separate sealed envelope)
- E. Authorized Negotiator
- F. Appendices

The following Section describes the elements that should be included in each of these proposal sections and the weighted point system that will be used for evaluation of the proposals.

A. Professional Qualifications - 10 points

1. State the full name and address of your organization and, if applicable, the branch office other subordinate element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. If as a corporation, include whether it is licensed to operate in the State of Michigan.
2. Include the name of executive and professional personnel that will be employed in the work by skill and qualification. 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. Identify individuals who will do the work on this project by name and title. Resumes or qualifications are required for proposed project personnel.

3. State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details, which make the firm qualified for this work.

B. Past involvement with Similar Projects - 30 Points

1. The written proposal must include a list of specific experiences in this area that indicate proven ability in developing detailed designs for facilities similar in nature and size, and the ability to complete similar projects within the budgeted amounts. 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 appropriate in this section. A discussion of related designs by your firm or project team members would also be appropriate.
2. Projects selected should demonstrate public input and participation. This section of the proposal should describe how public involvement was incorporated into the project, the role of the Proposer in soliciting public input, and a discussion of how decisions were made.
3. Include a list of references (minimum of five) for similar projects described in this section. List shall include contact name, owner name, address, and phone number.

C. Proposed Work Plan - 40 Points

1. 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 person hours) and your staff person completing the project task. In addition, the work plan shall

include a time line schedule depicting the sequence and duration of tasks showing how the work will be organized and executed.

2. The work plan shall be sufficiently detailed and clear to identify the progress milestones (i.e., when project elements, measures, and deliverables are to be completed) and the extent and timing of Alpena County Parks Commission personnel involvement. Additional project elements suggested by the proposer are to be included in the work plan and identified as proposer-suggested elements.
3. The work plan shall be organized by the tasks identified in Section 2 of this RFP.
4. Include any other information that you believe to be pertinent but not specifically requested elsewhere.

D. Fee Proposal - 20 Points

1. Fee quotations shall be submitted in a separate sealed envelope as part of the proposal.
2. The fee proposed must include the total estimated cost for the project when it is 100%.

Appendix A

1. The professional services contract will be finalized upon successful selection of the engineering consultant. The contract will minimally include:
2. Adequate insurance coverage meeting the minimal Alpena County limits including general liability and indemnification coverage.
3. Contractor is an independent contractor.
4. Method of payment timeline to be negotiated. Alpena County has received a State of Michigan line item allocation and the reimbursement timeline has yet to be determined.