

MUSKEGON



West Michigan's Shoreline City
www.shorelinecity.com

CITY OF MUSKEGON

NOTICE TO CONSULTANTS

REQUEST FOR QUALIFICATIONS

PROJECT NAME: Apple Avenue Traffic Study

DATE OF ISSUANCE: June 21st, 2022

DATE PROPOSAL DUE: July 12th, 2022

ISSUING OFFICE: City of Muskegon
c/o Dan VanderHeide, Deputy Director
Department of Public Works
1350 Keating Ave.
Muskegon, MI 49442
Tel. (231) 724-6993
dan.vanderheide@shorelinecity.com

TABLE OF CONTENTS

PROPOSAL & AWARD..... 3
INSTRUCTIONS TO CONSULTANTS 4
SPECIFIC PROJECT INFORMATION..... 6
SCOPE OF SERVICES..... 7
CONTENTS OF PROPOSAL 9
EVALUATION 9
TENTATIVE SCHEDULE FOR AWARD 10
INSURANCE REQUIREMENTS..... 11

Note: Should any of the pages or documents listed above be missing from your packet, or if you have any questions regarding this RFP, please contact Dan VanderHeide, Deputy Director of Public Works for the City of Muskegon at (231) 724-6993 or via E-mail at dan.vanderheide@shorelinecity.com.

PROPOSAL & AWARD

The undersigned having become thoroughly familiar with and understanding of all the proposal documents attached hereto, agrees to provide the services as specified herein, for the total fees as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by the City.

I hereby state that I have read, understand and agree to be bound by all of the terms of this proposal document.

Signature _____ Title _____

Print Name _____ Date _____

Firm Name _____

Address _____

Telephone No. _____

E-Mail _____

Fax No. _____

INSTRUCTIONS TO CONSULTANTS

PROPOSALS

All proposals must be submitted following the proposal format supplied in this document and shall be subject to all requirements of this document.

The City may consider as irregular any proposal in which there is an alteration of or departure from the format stated in the RFP documents, and at its option may reject the same.

Each firm will include in their proposal a listing of each principal and the names of any proposed sub-consultant/contractor and the name and address of each office which may be involved in the project.

Before executing any subcontract, the successful firm shall submit the name and principals of any proposed subcontractor for prior approval.

SUBMITTAL OF PROPOSALS

Three (3) copies of the proposal documents shall be submitted in a sealed envelope to:

City of Muskegon
City Clerk's Office
933 Terrace Street
Muskegon, MI. 49440

The envelope shall be clearly marked on the exterior denoting the name of the firm submitting the proposal and the name of the particular professional services contract for which the proposal is offered.

The proposals shall be submitted by no later than 2:00 PM, Tuesday, July 12th, 2022.

AWARD / REJECTION OF PROPOSALS

The City reserves the right to reject any and all proposals and to waive any irregularity in proposals received whenever such rejection or waiver is in the best interest of the City. The firm to whom the Award is made will be notified at the earliest possible date. All firms submitting proposals will be notified when the award is made. Award will not be completed until confirmed and recommended by the city commission.

CITY RESPONSIBILITIES

The City will provide information as to the requirements for the project and make available pertinent information which may be useful in the project work.

The City will designate a person to act as the City's Project Manager with respect to the work to be performed. Such person will have the authority to transmit instructions, receive information, interpret and define the City policies and decisions with respect to elements pertinent to the project.

The Project Manager will examine all studies, reports, estimates, proposal, and other documents prepared by the firm and render in writing, if necessary, decisions pertinent thereto within a reasonable time.

The Project Manager will direct the consultant in writing to begin the work on each phase of the project upon receipt of written evidence from the firm of the appropriateness of such action.

The Project Manager will direct the firm in writing to furnish any special services, sub-consultants and/or extra work that may be required on the project upon receipt of written evidence from the firm detailing as to cost, time schedule, and reason for such special service or extra work.

SPECIFIC PROJECT INFORMATION

INTRODUCTION TO PROJECT & BACKGROUND INFORMATION

The City of Muskegon is seeking proposals from qualified firms to provide comprehensive traffic engineering services relative to all aspects of a proposed traffic study on Apple Avenue from US-31 west to Muskegon Avenue (Approximately 2.13 Miles in length).

The proposed traffic study is anticipated to commence upon notice to proceed and to be completed in the fall of 2022.

The existing roadway section in the project area varies from 4 to 5 lanes. The route is state trunkline and identified as part of the NHS system throughout the length of the study area. The route is entirely an urban setting and is primarily a residential/commercial corridor. There are eight (8) signalized intersections and many unsignalized intersections along the route.

The traffic study timeframe is likely to overlap with another planned traffic study / pilot project on Shoreline Drive. The study on Apple Avenue should take into consideration any temporary and long term impacts that may be applicable to Apple Avenue as a result of the work on Shoreline Drive.

PURPOSE OF THE PROJECT

The proposed project seeks to study the potential of implementing a road diet on Apple Avenue along the described route, primarily by reducing the roadway to a 3-lane section with a center left turn lane throughout, and/or reducing sections to a 2-lane / 2-way with on street parking.

More specifically, to assess the viability of converting the route to a 2 or 3-lane section, with auxiliary lanes at signalized intersections where warranted. MDOT plans a reconstruction of the route in 2026 and this study is being commissioned to help advise the design of that project.

A desired outcome of the study is to be able to develop enough information to complete the attached MDOT Form 1629.

Anticipated tasks include reviewing the scenario under current and predicted future traffic conditions, estimating the traffic diversions and increases (if any) on alternate routes should the road diet proceed, creating preliminary cost estimates for project implementation that are suitable for applicable grant opportunities, and providing visual graphics and media that can be shared during public input sessions and in discussion with partners and funding agencies.

SCOPE OF SERVICES

The following tasks are provided based on the initial concept of the study, and are not intended to be all inclusive. These tasks may be modified in the individual proposals to reflect a specific approach to the project.

- Data Review
 - Identify data that is required for the analysis and determine what has been collected by municipalities and what still needs to be collected.
 - Obtain, review and compile as-built records, bicycle network maps and planning documents, existing traffic count data and other documents to be referenced in the report and included as appendices.
 - Review projected traffic growth rates available from the West Michigan Shoreline Regional Development Commission (WMSRDC) and in community master plans. Identify a single rate to be used for the study.

- Kickoff Meeting
 - Meet with the city to discuss the scope of the project.
 - Include other stakeholders such as MDOT, WMSRDC, and MATS transit.
 - Review existing and needed data, identify processes to obtain the needed data, and present a schedule for the study that identifies future potential funding opportunities and how they fit into the project timeline.

- Data Gathering & Analysis
 - Obtain additional traffic counts (all modes) at critical intersections and other significant points along the route.
 - Use the existing and collected data to create a Synchro® compatible model throughout the corridor showing the volume to capacity ratio, queue lengths, delay, intersection level of service (LOS) and other pertinent factors based on existing and projected future conditions.
 - Identify projected traffic diversions and anticipated increases along the routes.
 - Identify any areas of concern where the reduced footprint may not be practical.

- Report
 - Prepare and submit a preliminary report summarizing all findings for consideration and comment before finalizing.
 - Meet with the city and other stakeholders to present the preliminary report and discuss the findings.
 - Incorporate city comments and concerns to create a final report containing the following at a minimum:
 - Executive Summary making a recommendation on the viability of the project.
 - Areas of concern noted within the study area.
 - Projected traffic diversions and likely routes.
 - Graphics and media showing typical plan and section configurations.
 - Graphics and media showing conceptual pavement markings, signing and

- signal revisions at typical and important points along the route.
 - Traffic modeling data
 - Completed MDOT Form 1629
- Meetings – The City anticipates there will be a need for two meetings; a kickoff meeting with the city and stakeholders, and a meeting to review the preliminary report with the same (or similar) group.

The city may request additional meetings outside the scope of the study to assist with public input, presentation of the findings to governing bodies and/or related boards, and to assist with grant funding identification or preparation.

CONTENTS OF PROPOSAL

Proposals should be limited to 25 page faces. The scoring team will not award points for graphics or marketing material, nor for narrative that does not directly contribute to demonstrating a firm's capabilities specifically related to this project. These requirements do not relieve a firm from the requirement to submit a comprehensive, clear and concise proposal. At a minimum, each proposal shall include the following items:

QUALIFICATIONS OF TEAM

Include a brief narrative description of the key members of the team and the roles they will play in the successful implementation of this project. Highlight similar past experiences and technical competence as it relates to the specific project details and previously completed projects. Include any key members of subconsultants. Provide resumes for key members and an organizational chart specific to the project identifying primary contact(s). Up to three (3) references may be provided for use at the discretion of the scoring team.

UNDERSTANDING OF SERVICES

Include a narrative description of your plan for accomplishing the project. Provide a timeline for the project including key milestones to be met and identify dates for completion of project deliverables. Identify critical areas of the project and your plan for addressing the critical needs.

LOCATION OF FIRM

Identify the location of firms that will complete the work. Score will be based on providing preference to local services.

PRICED PROPOSAL

Include an estimated budget for the project and fee schedule for pertinent items required to complete the project.

ADDITIONAL INFORMATION

The firm may also include any additional information and/or comments believed to be pertinent but not specifically requested elsewhere in the document.

EVALUATION

The project will be awarded based on a Qualifications Based Selection (QBS) to the firm(s) that provide a proposal that is most responsive to meeting both the needs of the project and the project budget.

Proposals will be scored in four categories, by a scoring team composed of staff from each of the participating municipalities:

- Qualifications of Team – 50% of Total Score
- Understanding of Service – 20% of Total Score
- Location of Firm – 10% of Total Score
- Priced Proposal – 20% of Total Score

Qualifications of Team will be scored based on the experience, technical competence, and related past experience of the project team. Describe the roles of the key members of the team as it relates to the successful completion of the project. Include key members of sub consultants and what roles will be completed by those sub consultants. Provide resumes for all key members.

Priced Proposal will be scored based on the overall price provided by the firm to complete the project, and how well that price reflects both the scope of the project and the municipalities' obligation to seek efficient service.

Understanding of Service will be scored based on the information provided in the proposal that details the understanding of the processes and milestones throughout the project to ensure that the project is completed successfully.

Location of Firm will be based on location of the firm's office where project work will be completed. A maximum score will be awarded for firms completing work within the corporate limits of any of the participating municipalities. Reduced scores will be awarded to firms proportional to their distance from the participating municipalities.

TENTATIVE SCHEDULE FOR AWARD

Issue RFPJune 21, 2022

Proposal Due DateJuly 12, 2022 (2:00 PM)

Preliminary Selection.....July 18, 2022

Price Negotiations.....July 18-22, 2022

Recommendation Due to City CommissionJuly 26, 2022

City Commission Consideration.....August 9, 2022

INSURANCE REQUIRMENTS

The Consultant will be required to comply with the following insurance and indemnity requirements BEFORE ANY AGREEMENTS CAN BE EXECUTED:

- a. **Hold Harmless Agreements:** To the fullest extent permitted by law, Consultant agrees to defend, pay on behalf of, indemnify, and hold harmless the City, its elected and appointed officials, employees, volunteers and others working on behalf of the City against any and all claims, demands, suits, or loss, including any costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City, its elected and appointed officials, employees, volunteers, or others working on behalf of the City, by reason of personal injury, including bodily injury and death, property damage, including loss of use thereof, and/or the effects of or release of toxic and/or hazardous material which arises out of or is in any way connected or associated with this contract. The obligation to defend and hold harmless extends to Consultant's employees, agents, subcontractors, assigns and successors.
- b. **Consultant Insurance Requirements:** Consultant shall not commence work under this contract until obtaining the insurance required under this paragraph. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and Best Rated A VIII. All coverage shall be with insurance carriers acceptable to the City.
- c. **Workers' Compensation Insurance:** The Consultant shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employer's Liability coverage, in accordance with all applicable Statutes of the State of Michigan.
- d. **General Liability Insurance:** The Consultant shall procure and maintain during the life of this contract, commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$500,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (a) Contractual Liability; (b) Products and Completed Operations; (c) Independent Contractor's Coverage; (d) Broad Form General Liability Extensions or equivalent.
- e. **Motor Vehicle Liability:** The Consultant shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan no-fault coverage, with limits of liability of not less than \$500,000 per occurrence or combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles and all hired vehicles.

- f. Professional Liability Insurance: The Consultant shall procure and maintain during the life of this contract and during the performance of all services Professional Liability Insurance covering all performances from the beginning of the consultant's services on a "claims made basis" and shall maintain coverage from commencement of this contract until six (6) months following completion of the consultant's work with limits of liability not less than \$500,000 per claim.
- g. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be "Additional Insured": The CITY OF MUSKEGON, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.
- h. Cancellation Notice: Workers' Compensation Insurance, General Liability Insurance, Motor Vehicle Liability Insurance, and Professional Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) Days Advance Written Notice of Cancellation, Non-Renewal, Reduction and/or Material Change shall be sent to: CITY OF MUSKEGON ENGINEERING DEPARTMENT.
- i. Proof of Insurance Coverage: The Consultant shall provide the City at the time the contracts are returned by him for execution, certificates and policies as listed below:
 - 1. Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance
 - 2. Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance
 - 3. Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance
 - 4. Two (2) copies of Certificate of Insurance for Professional Liability Insurance
 - 5. If so requested, certified copies of all policies mentioned above will be furnished.

If any of the above coverage expires during the term of this contract, the Consultant shall deliver renewal certificates and/or policies to the City at least ten (10) days prior to the expiration date.