

REQUEST FOR PROPOSALS

For

IRON ORE HERITAGE TRAIL DESIGN SERVICES, PLAN, SPECIFICATIONS, BID DOCUMENT PREPARATION, AND CONSTRUCTION ADMINISTRATION FOR 5 MILE EXTENSION

**Iron Ore Heritage Trail, Chocolay Township,
Kawbawgam Road to Lakenenland, 5 mile non-motorized trail extension
And trailhead**

**Marquette, Michigan
September 15, 2023**

Acceptance Date:

Tuesday 12:00 PM
October 17, 2023

Acceptance Location:

Iron Ore Heritage Recreation Authority
102 W. Washington Street #232
Marquette, MI 49855

Request for Proposals for Trail Design Services, Plans, Specifications and Bid Documents, and Construction Administration

Chocolay Township, Michigan

1.0 PURPOSE

The Iron Ore Heritage Recreation Authority (IOHRA) is requesting the submission of proposals from Engineering/Landscape Architectural firms (Prime Professional) to provide trail and trailhead design services, plan/specification/bid document preparation, and construction administration services for the five-mile extension of a non-motorized portion of the Iron Ore Heritage Trail (IOHT) from Kawbawgam Road to Lakenenland. One firm will be selected as a qualified firm to provide for the services outlined in the RFP.

2.0 PROJECT DESCRIPTION

The Iron Ore Heritage Trail is currently a 47-mile, multi-use, rail trail reaching from downtown Republic to Kawbawgam Road in Chocolay Township. The IOHRA has received a \$300,000 Michigan Department of Natural Resources Trust Fund (MNRTF) to extend a non-motorized, crushed aggregate section of the IOHT five additional miles from Kawbawgam Road to Lakenenland, a popular metal art sculpture park located on M28. The non-motorized trail will be located within the State's 100-foot corridor, (formerly a railroad corridor of which the IOHRA has a 40-year lease with the State of Michigan) and will be located on the south side of the current snowmobile/ORV trail that exists in the center of the corridor. The project must be designed and constructed in accordance with the standards in the AASHTO Guide for the Development of Bicycle Facilities, 4th Edition 2012.

The project also includes a small trailhead on the north side of the corridor at Lakenenland (still within the 100' ft State owned corridor). The trailhead will include IOHT's signature trail signage, bike rack, bench plus include accessible parking, an accessible path from parking to trail and landscaping. A sketch is attached. All funds needed for the project beyond the \$300,000 MNRTF will be the responsibility of the IOHRA.

The MNRTF grant stipulates that trail must be finalized by August 31, 2025.

3.0 SCOPE OF SERVICES

The Prime Professional shall prepare design drawings of the project for submittal, modification and approval by the IOHRA Board of Directors. The Prime Professional shall revise the plans based on comments of the IOHRA. At the conclusion of the design phase, the Prime Professional shall provide the IOHRA with a cost estimate for the project. The Prime Professional will then prepare plans, specification and bid documents for Michigan DNR Grants Administration Review. Once approved by the DNR Grants Administrator, Prime Professional will advertise the bid and be main contact for potential bidders. Contract will be awarded by Prime Professional and IOHRA and Prime Professional will provide construction administration services for the duration of the trail construction project.

Project design starts immediately. Project has two-year completion timeline and must be completed by August 31, 2025.

- A. Provide survey as necessary to finalize the preliminary design for the trail located within the corridor (see Map), including, but not limited to, topography and wetland delineation.
- B. All drawings shall comply with all applicable requirements of the Americans with Disabilities Act and Accessibility Guidelines (A.D.A.A.G.) and all current applicable State and local codes. Design should consider best management practices for sustainable design and construction.
- C. The Prime Professional shall identify and define any encroachments or permits required.
- D. The Prime Professional shall identify and define any necessary coordination with utilities.
- E. The Prime Professional shall design a trail and trailhead based upon input from the IOHRA, scope items of the grant, and AASHTO guidelines for bicycle facilities.
- F. Prime Professional shall provide a project timeline for design, DNR approval, bidding, and project completion.
- G. Once design plans are approved by the IOHRA, the Prime Professional will provide plans, specifications and bidding documents (PSB) for DNR Grants approval based upon DNR Recreation Grant guidelines.
- H. Prime Professional, once DNR Grants Administration has approved PSB documents, will advertise for bidders and oversee bidding process.
- I. Prime Professional, once vendor has been approved for project, shall oversee the construction, reimbursement reviews and final inspections.
- J. The Prime Professional shall work with IOHRA Administrator throughout the project.

4.0 SELECTION PROCESS / SCHEDULE

4.1 Notification of Interest, and Inquiries/Questions

4.1.1 Inquiries/Questions and Deadline - All inquiries/questions regarding this RFP must be directed to IOHRA Administrator, by email (ironoreheritage@gmail.com) and must reach the office by Tuesday, 5:00 pm October 10, 2023. [at least seven (7) days before the Proposals submittal due date] in order to be considered for a response.

4.2 Proposal Submittal - Written submittals must be received by IOHRA no later than **Tuesday, noon, October 17, 2023**. Submittals received after this deadline will not be considered.

4.2.1 Submittal Material - Consultants interested in providing services as described in this

RFP shall submit three (3) originals of the submittal in a sealed envelope labeled on the outside, “**RFP for IOHT Lakenenland Extension**” along with the firm name. Send or deliver submittals to:

IOHRA
102 W. WASHINGTON STREET
#232
MARQUETTE, MI 49855

- 4.2 Selection** –One firm will be selected. Firms will be notified after selection is made. Submittals will be reviewed by a team made by of IOHRA representatives.
- 4.3 Board Approval** – The selected firm will need to be approved by the IOHRA Board of Directors.
- 4.4 Contract Agreements** – A contract agreement with the selected firm will be negotiated and executed prior to the time the project is started.

5.0 SELECTION CRITERIA

The selection of a firm will be based on the qualification information exhibited in both written and graphic form in the Prime Professional Submittal and reference checks. IOHRA may require interviews and reserves the right to interview or not interview firms as it determines to be necessary. Consultant firms will be evaluated on the following criteria:

Criteria for selection:

- 5.1 Project Team:** The make up/description of the firm’s project team. The preferred team will have trail design and construction experience using Michigan Recreation Grant funding. A local presence is also an important consideration in the selection process. The names of the individuals involved and the roles they will perform (principal-in-charge, project manager, project designer, planner/designer, engineer, etc.) will be listed. Provide a description of the qualifications and experience of the specific individuals that will be involved in the work described in this RFP, including the staff of other professional firms. Identify their experience with similar type projects. Include registration numbers of landscape architects and engineers.
- 5.2 Design Ability, Design Excellence, and Similar Project Experience:** IOHRA secured a MNRTF grant to be applied to the construction of the trail. Prime Professional must have experience in providing full design and construction engineering services for State funded trail projects. Identify any trail projects in the last five years with government contracting procedures. Provide a brief description of the firm’s role in the project and provide a client contact person for each project.
- 5.3 Construction Cost Control and Scheduling:** Prime Professional shall demonstrate their ability to prepare preliminary design documents based on the construction budget set forth at the beginning of project. IOHRA seeks to utilize sustainable design concepts and principles. IOHRA also seeks designs for maximum enjoyment of bicycle riders. The trail will also be designed and constructed so that future maintenance costs are minimized. Consultants are required to demonstrate understanding of design criteria and construction techniques that address environmental and long-term maintenance sustainability. Prime Professional shall provide a timeline from project design to project completion.

6 EVALUATION

Firms submitting proposals to perform the **desired services** on this specific project will be evaluated based upon certain considerations. The following considerations will be utilized to select a firm:

1. The Prime Professional's experience, knowledge, familiarity and past performance with the **desired services**
2. The Prime Professional's experience with long term trail maintenance issues
3. The Prime Professional's understanding and approach to sustainable construction and maintenance practices
4. The Prime Professional's understanding of the project specific issues and their responsibility in delivering services for the advertised project
5. The Prime Professional's experience in completing design for trails using MNRTF funds
6. The Prime Professional's timeline

6.0 SUBMITTAL DOCUMENT REQUIREMENTS

Submittals should be limited to 8.5 x 11 sheet paper and should be bound with one staple in top left corner. No three ring notebooks, spiral bindings, plastic covers. A sheet printed on both sides will count as two pages.

Prospective Prime Professional shall submit three (3) copies of their proposals. Each submittal should follow the requested format and be organized with tabs according to the following major categories. Addenda to submittals will not be considered.

- 6.1 **Firm Information and Project Team** – Briefly provide firm information including a description of the project team, listing key individuals involved and the role they will perform (principal-in-charge, project manager, consulting engineer, etc). Indicate how the work described in this RFP will fit into the total workload of the firm and provide hourly rates for all team members List any sub-consultants intended to be used and the qualifications, expertise, licensing, and/or certification. (Two pages.)
- 6.2 **Similar Project Experience (Graphics & Narrative)** – List projects completed during the last five (5) years that demonstrate experience with projects of similar character and scope. Briefly describe each project, including function, size and scope, and current status. For each project submit a maximum of two (2) pages. The narrative shall address the role of the firm, the funding source of the project, and any challenges met and how they were addressed. For each project list the key individuals, such as principal-in-charge, project manager, consulting engineer, etc., who were responsible for the work.
- 6.3 **Construction Cost Control and Maintenance** - Consultants shall demonstrate their ability to prepare design documents based on the construction budget set forth by the Owner at the beginning of project. Describe how your firm will design to best management practices for sustainable design and construction. Long-term maintenance is also an issue, please describe

how the design will reflect the need to limit future maintenance costs. (1 page total)

6.4 Experience with State Funding The selected firm must have experience in full service design of state funded projects. Submit a list of the most recent projects in the last five (5) years and provide a client contact for each project.

6.5 Timeline - Provide an estimated timeline for design. (1 page)

7.0 COST PROPOSAL

7.1 Evaluation – The evaluation process is designed to award the procurement not necessarily to the Prime Professional of least cost, but rather to the Prime Professional whose proposal best meets the requirements of this RFP. However, respondents are encouraged to submit proposals which are consistent with ongoing efforts to conserve IOHRA resources.

7.2 Costs - Identify all costs including expenses to be charged for performing the services necessary to accomplish the objectives of the RFP. Respondents must submit a fully detailed budget including staff costs and any expenses necessary to accomplish the tasks and to produce the deliverables under the Contract. All proposals must include a “not to exceed” fee for services to be provided. Costs for subcontractors are to be broken out separately.

8.0 PROVISIONS

8.1 Request for Clarification – IOHRA reserves the right to request clarification of information submitted and to request additional information of one or more Prime Professionals, either orally or in writing.

8.2 Acceptance/Rejection of Submittals –IOHR reserves the right to accept or reject any or all submittals in whole or in part, with or without cause, to waive technicalities, or to accept submittals or portions thereof which, in IOHRA’s judgment, best serve the interest of IOHRA.

IOHRA reserves the right to allow alterations, modifications, or revisions to individual elements of the Scope of Services any time during the period of contracts which result from this RFP.

8.3 Collusion – The Prime Professional, by submitting a Proposal, declares that the submission is made without any previous understanding, agreement, or connections with any persons, Prime Professionals, or corporations making a competing submission on the same project, and that it is in all respects, fair, and in good faith without any outside control, collusion, or fraud.

8.4 Consideration of Submittals – Proposals will be considered from Prime Professionals normally engaged in providing and performing services as specified in this RFP. The firm must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to IOHRA.

8.5 Americans with Disabilities Act (ADA) Compliance – IOHRA will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. IOHRA will make reasonable accommodations in all programs to enable

participation by an individual with a disability who meets essential eligibility requirements. If any accommodations are necessary, participants are encouraged to notify IOHRA staff.

8.6 Minority/Women/Small Business Enterprise – IOHRA does not discriminate against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, disability, or veteran’s status.

8.7 Insurance and Indemnity Requirements - To the extent permitted by law the Prime Professional shall indemnify and hold harmless IOHRA, its agents and employees and assigns agents from and against all loss, cost damages, expenses and liability (including actual attorney fees) of any kind arising from the willful or negligent acts, errors, or omissions of the Prime Professional in the performance of professional services provided to IOHRA.

The Prime Professional further agrees to purchase and maintain during the life of any contracts entered into with IOHRA the following insurance with an insurance company acceptable to IOHRA and authorized to do business in the State of Michigan:

Automobile: Bodily injury and property damage liability covering all owned, non-owned, and hired automobiles for limits of not less than \$1,000,000 each person/ \$1,000,000 each occurrence.

Comprehensive General Liability: Bodily injury and property damage liability insurance as shall protect the Consultant from claim of bodily injury or property damage which arises from operations of this contract. The amounts of such insurance shall not be less than \$1,000,000 bodily injury and property damage liability each occurrence and \$2,000,000 in aggregate. This insurance shall include coverage for product/completed operations and contractual liability assumed under the indemnity provision of this contract. IOHRA, its board, employees and agents shall be listed as an “Additional Insured” on any General Liability Policy.

Prime Professional Liability: In a limit of not less than \$1,000,000. Workers'

Compensation and Occupational Disease Insurance:

Coverage A – Workers’ Compensation: Meeting the statutory requirements of the State of Michigan

Coverage B - Employer's Liability: \$100,000 each accident / \$100,000 disease - each employee / \$500,000 disease - policy limits.

Certificates of such insurance will be furnished to IOHRA and shall contain the provision that IOHR be given thirty days written notice of any intent to amend or terminate by either the Prime Professional or the insuring company.

END OF REQUEST FOR PROPOSAL

5 Mile Trail Extension to Lakenen Land

TF22 -0040

Legend



5 Mile Trail Extension to Lakenen Land

TF22 -0040

Legend



HIGHWAY M-28

28

28

28

INDICATES PROPOSED TRAIL

PROPERTY LINE (RED)

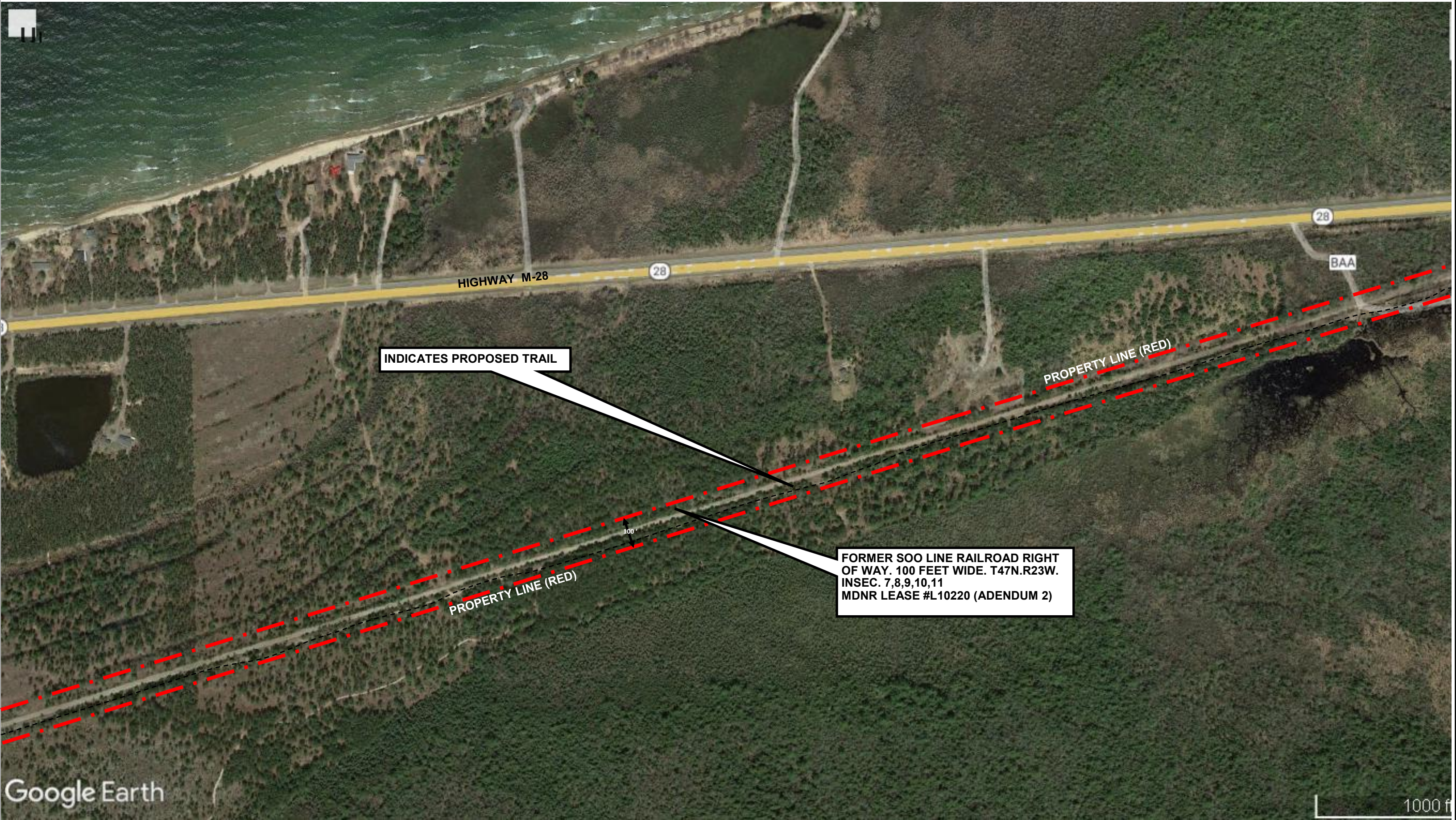
PROPERTY LINE (RED)

FORMER SOO LINE RAILROAD RIGHT OF WAY. 100 FEET WIDE. T47N.R23W. INSEC. 7,8,9,10,11 MDNR LEASE #L10220 (ADENDUM 2)

gle Earth

1000 ft





INDICATES PROPOSED TRAIL

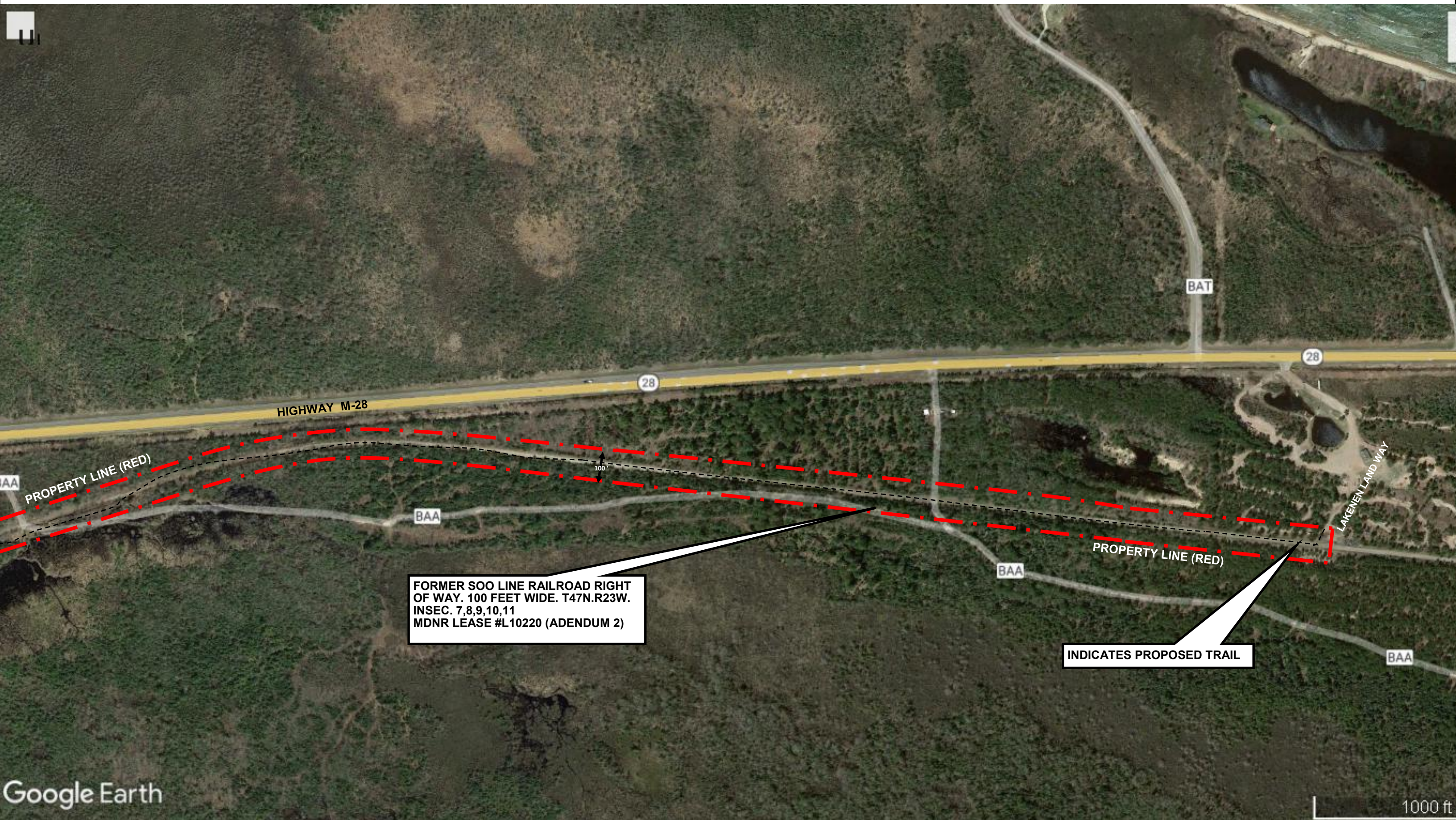
PROPERTY LINE (RED)

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FORMER SOO LINE RAILROAD RIGHT OF WAY. 100 FEET WIDE. T47N.R23W. INSEC. 7,8,9,10,11 MDNR LEASE #L10220 (ADENDUM 2)

100'

TF22 -0040



FORMER SOO LINE RAILROAD RIGHT OF WAY. 100 FEET WIDE. T47N.R23W. INSEC. 7,8,9,10,11 MDNR LEASE #L10220 (ADENDUM 2)

INDICATES PROPOSED TRAIL



28

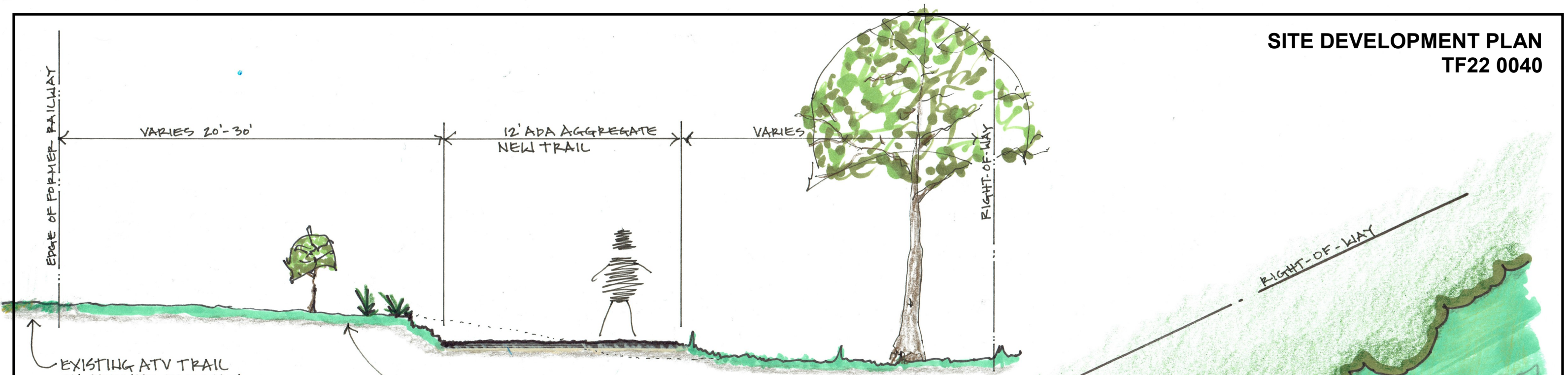
LEASE AGREEMENT, 25 FOOT WIDE ACCESS EASEMENT, THOMAS LAKENEN TO IRON ORE HERITAGE RECREATION AUTHORITY. SHOWN IN GREEN.

PROPERTY LINE (RED)

PROPERTY LINE (RED)

FORMER SOO LINE RAILROAD RIGHT OF WAY. 100 FEET WIDE. T47N.R23W. INSEC. 7,8,9,10,11 MDNR LEASE #L10220 (ADENDUM 2)





ELEVATION VIEW

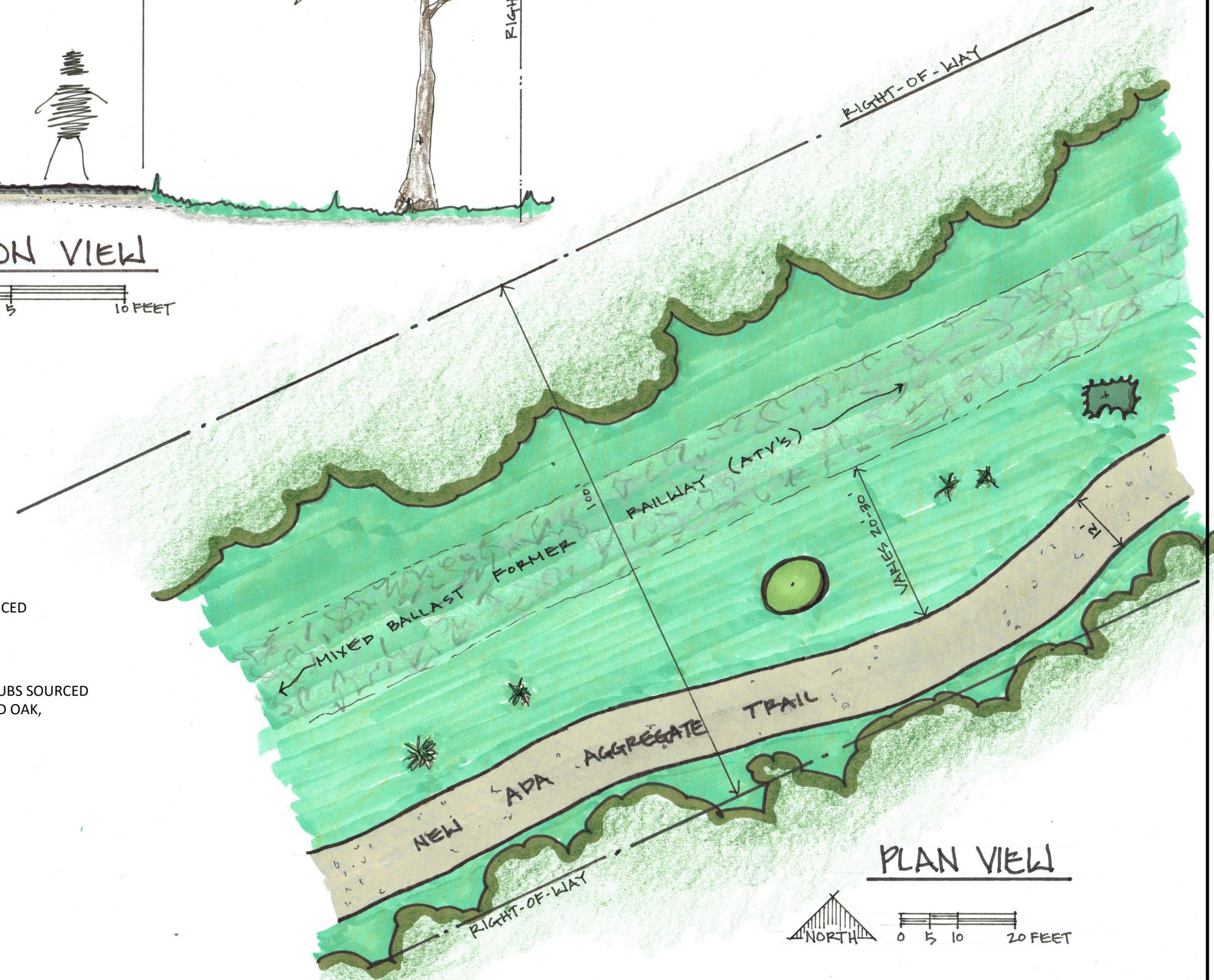


BUFFER OF NATIVE TREES & SHRUBS SOURCED FROM LOCAL CONSERVATION DISTRICT

EXISTING ATV TRAIL ON FORMER RAILWAY MIXED BALLAST

DESIGN NARATIVE:

- NEW TRAIL BENCHED INTO SIDE SLOPE OF EXISTING RAILROAD GRADE. CUT AND FILL BALLANCED ELIMINATING THE NEED TO IMPORT FILL AS A FUEL CONSERVATION MEASURE.
- MAXIMUM RUNNING SLOPE IS 5% (1:20), MAXIMUM SIDE SLOPE OF NEW TRAIL IS 3% (1:33).
- NEW TRAIL SURFACE ADA AGGREGATE OVER EXISTING SURFACE REGRADED.
- NATIVE LANDSCAPE BUFFER BETWEEN NEW TRAIL AND EXISTING ATV TRAIL. TREES AND SHRUBS SOURCED FROM MARQUETTE COUNTY CONSERVATION DISTRICT: RED PINE, WHITE PINE, JACK PINE, RED OAK, COMMON JUNIPER.

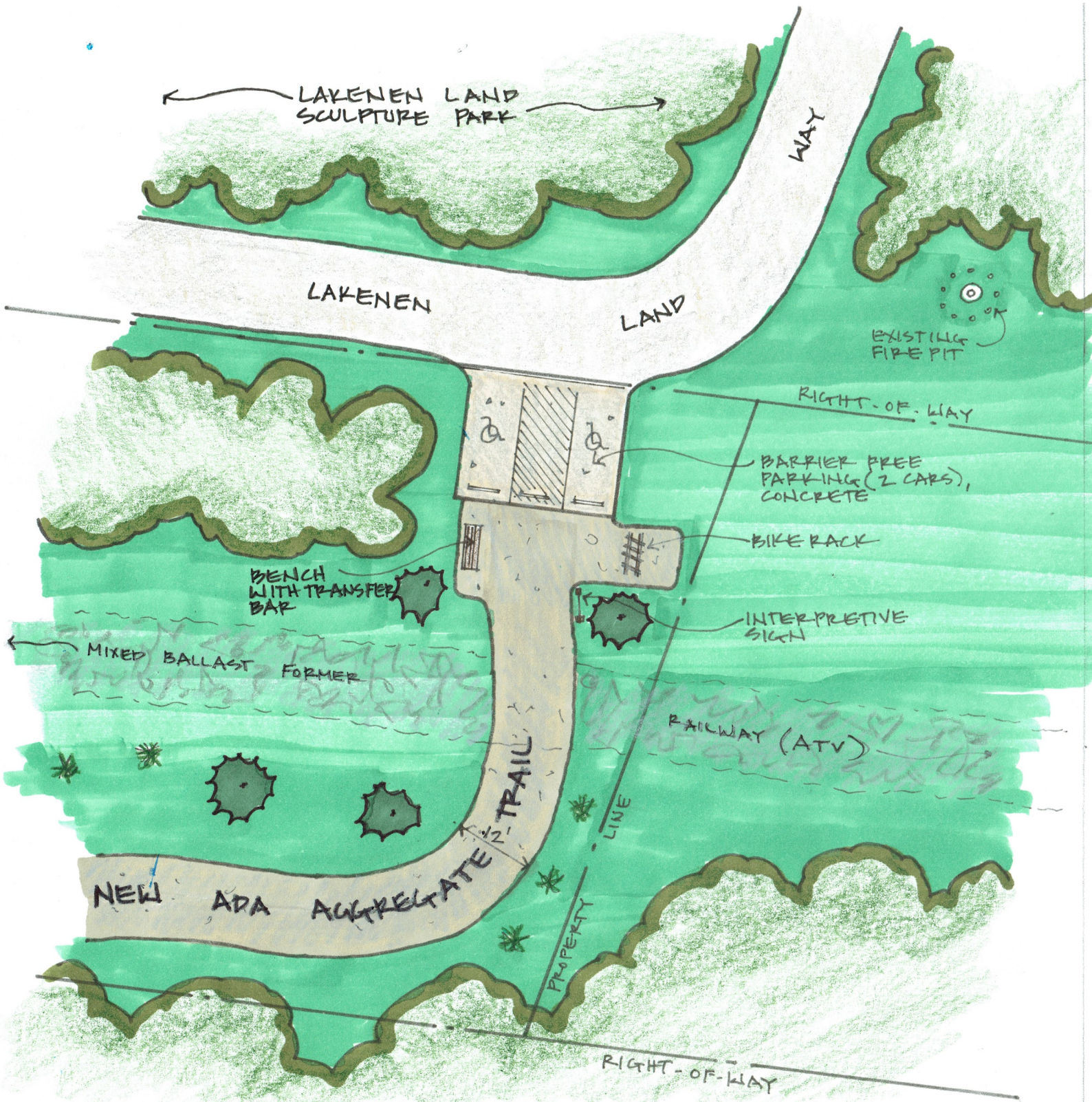


PLAN VIEW

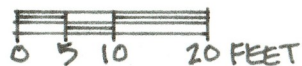


IRON ORE HERITAGE TRAIL

5 Mile Trail Extension to Lakenen Land



PLAN VIEW LAKENEN LAND TRAILHEAD



IRON ORE HERITAGE TRAIL

5 Mile Trail Extension to Lakenen Land