



REQUEST FOR PROPOSALS

DESIGN AND ENGINEERING SERVICES FORD FIELD PARK ACCESSIBLE GATEWAY AND BANK STABILIZATION PROJECT

Date of Issuance: Monday, October 30, 2023
Issuing Office: Office of the City Manager
Proposals Due: 4:00 PM Tuesday, November 14, 2023

CITY OF NORTHVILLE
215 W. MAIN STREET, NORTHVILLE, MICHIGAN 48167

NOTICE TO PROPOSERS

DESIGN AND ENGINEERING SERVICES

FORD FIELD PARK BARRIER FREE ENTRANCE AND BANK STABILIZATION

CITY OF NORTHVILLE
215 W. MAIN STREET
NORTHVILLE, MICHIGAN 48167

The City of Northville is seeking proposals from qualified engineering consultants licensed in the State of Michigan for design, engineering, bidding support and construction oversight services of the construction of a barrier free entrance in Ford Field Park, 151 N. Griswold Street, Northville, MI, 48167. Sealed proposals will be received at Northville City Hall, Attn: City Clerk, 215 West Main Street, Northville, MI 48176-1522 up until **4:00 p.m. local time, Tuesday, November 14, 2023.**

The Request for Proposals can be viewed and downloaded from BidNet: part of the Michigan Inter-governmental Trade Network (MITN) purchasing Group. Registration to MITN is available through their toll free support department at 1-800-835-4603 option #2 and the following website: <https://www.bidnetdirect.com/mitn>. A free registration option is available for inquiry.

The Request for Proposals may also be obtained from the Office of the City Manager at Northville City Hall.

An on-site pre-submission conference will be held on Monday, November 6, 2023, at the project location, Ford Field Park, 151 N. Griswold Street. All interested firms are recommended to attend.

Four (4) paper copies and one (1) digital copy of the sealed Proposal may be mailed or hand delivered to the Northville City Clerk, 215 W. Main Street, Northville, MI 48167 and are to be clearly marked: **Proposal: Ford Field Park Engineering Services.**

This Request for Proposals with all pages, documents, and attachments contained herein, or subsequently added to and made a part hereof, when submitted as a fully and properly executed Proposal shall constitute a contract between the City of Northville and the successful bidder when approved and accepted by an authorized official or agent of the City.

Procurement, contracting, administration, and project close-out for this project will follow the purchasing requirements of the City of Northville and the City of Northville reserves the right to waive any irregularity or informality in proposals, to reject any and/or all proposals, in whole or in part, or to award any contract to other than the low bidder, should it be deemed in its best interest to do so.

Questions concerning the RFP shall be directed to Wendy Wilmers Longpre at 248-305-2710, wlongpre@ci.northville.mi.us.

CITY OF NORTHVILLE

By: Michael Smith
City Clerk

INTRODUCTION

The City of Northville is requesting proposals from qualified engineering Consultants for design, engineering, bidding support and construction oversight services to construct an accessible entrance into Ford Field Park with supporting bank stabilization. The project also includes a park overlook plaza and gateway feature, landscaping and site lighting. Ford Field Park is located at 151 North Griswold Street and the project is located along the west side of the Park, on Hutton Street.

PROJECT BACKGROUND

The City of Northville has received \$910,000 in funding from the FY23 Congressionally Directed Spending program to construct a handicap accessible entry into Ford Field Park from Northville's commercial district. The proposed entry traverses a steep slope, stabilizing the embankment and creating a functional and attractive entry point into the historic and regionally significant site.

Ford Field Park is a 10-acre park along the Walled Lake Branch of the Rouge River in Northville. It is part of the Motor Cities National Heritage Area and has been a community gather point for more than 100 years. The central feature of the park is a lighted baseball field that is used for community recreation and provides the home field for the Eclipse Base Ball Club of Northville who play vintage baseball games in the style of the 1860's.

In addition to youth and vintage baseball, visitors to Ford Field Park will find a large wooden community built play structure, walking paths, extensive river frontage, and a kinetic interactive sculpture titled Robert's Rock which is a monumental granite boulder carefully balanced on a piston allowing it to be spun with a slight push.

Components of the Barrier Free Entrance and Bank Stabilization Project include: construct a welcome plaza on the east side of Hutton Street, overlooking Ford Field Park; remove approximately 700 lf of existing integral curb and sidewalk and chainlink fence along the east side of Hutton and replace with new curb and sidewalk, and decorative fence; install bank stabilization measures such as retaining walls, gabions, geocell ground grid, etc.; install a 12' wide accessible ramp into the park; and associated landscaping and site amenities including a gateway feature such as an obelisk or archway, benches, trash/recycling containers, and interpretive and other signage.

PURPOSE OF THE PROPOSAL

The City is seeking a Consultant to provide specific technical assistance in the design and construction services associated with the Ford Field Park Accessible Gateway Project. These include but are not limited to: preliminary design and estimate of

probable cost; construction bid document preparation; bidding assistance and support; and construction administration.

An initial concept has been developed for the project and a topographic survey has been completed of the site. Limited soil borings have been completed. Any additional survey, soil testing or other services necessary to provide complete and accurate bidding documents are to also be included in the proposal. See Scope of Services for additional detail.

SCOPE OF SERVICES

The following tasks are to be provided by the Consultant based on the City of Northville's initial concept of the project. These tasks may be modified in each of the individual firm's proposals to reflect their approach to the project.

Design Phase:

- Field surveys, soil borings, etc.
- Preparation of construction plans and technical specifications. The City will provide standard front end specifications for the Consultant to incorporate with the technical specifications into the project manual for bid.
- Prepare permit applications as required by MDEQ, the Oakland County Road Department, the Oakland County Drain Commission, etc. for work within the various rivers and drains, and any other permitting agencies, including attendance at any subsequent meetings regarding the permits.
- Assist with preparing addendums or responses to questions that arise during bidding.
- Review bids and provide a contract award recommendation.

Construction Phase:

- Schedule and attend preconstruction meeting and prepare meeting summary.
- Schedule and attend construction progress meetings and prepare meeting summaries.
- Review all shop drawings, certifications, etc.
- Provide inspections during construction operations with a frequency as necessary to ensure the project is constructed as designed or in a manner that will ensure a complete and quality product.
- Assist with preparation of change orders and responses to requests for information as needed.
- Review requests for payment.
- Participate in final inspection and development of punch-lists.

ATTACHMENTS

The following information is being provided herewith for your review and use:

- a. Ford Field Park Master Plan
- b. Ford Field Park Gateway Concept Plan and Details
- c. Ford Field Park Topographic Survey

INSTRUCTIONS TO CONSULTANTS

1. EXAMINATION OF DOCUMENT

Before submitting a proposal, interested firms shall carefully examine all the requirements of this document, and shall fully inform themselves as to all existing conditions, limitations, and requirements. The Consultant shall indicate in their proposal a list of all work tasks and the amount of time and cost to cover each task. ***If a required task listed in this document is not listed in the Consultant's proposal, it shall be considered incidental to the items provided.***

2. PREPARATION OF PROPOSALS

A proposal shall be legibly prepared in ink or typed. The qualifications document submitted to the City shall be properly signed and the complete address of the firm given therein. Four (4) paper copies and one electronic copy of the proposal shall be provided and submitted to:

**City of Northville
Office of the City Clerk
215 W. Main Street
Northville, MI 48167**

The submission shall be sealed in an opaque envelope with the firm submitting the proposal identified, including firm name and mailing address. The envelope is to be clearly marked **Proposal: Ford Field Park Gateway Project.**

3. EXPLANATIONS

Any explanation desired by an interested firm regarding the meaning or interpretation of the Request for Proposals (RFP) and attachments must be requested in writing and with sufficient time allowed for a reply to reach all prospective firms before the submission of their qualifications. Any information given will be furnished to all proposers as an amendment or addendum to the RFP, if such information would be prejudicial to uninformed firms. Addenda will be issued on BidNet/MITN to registered vendors who will be notified electronically.

It shall be the responsibility of each firm, prior to submitting its quote, to determine if addenda were issued. Receipt of amendments or addendum by a firm must be acknowledged in the submitted proposal by attachment or by letter. Oral explanation or instruction given prior to the opening will not be binding.

4. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn by written or telegraphic request or in person by an authorized representative provided their identity is made known and a receipt is signed for the document, but only if the withdrawal is made prior to the time set for receipt of proposals. No proposal may be withdrawn for at least 60 days after the proposal due date.

5. LATE RFP

Any proposals received at the office designated herein after the time specified for receipt **will not be considered**. The City reserves the right to consider Proposals that have been determined by the City to be received late due to mishandling by the City after receipt of the qualifications and no award has been made.

6. BROCHURES

Illustrated brochures and professional records may be attached and submitted to augment data included in the qualifications document.

7. COMPLETENESS

All information requested herein shall be submitted with the qualifications document. Failure to do so may result in rejection of the document as non-responsive. All material submitted shall remain the property of the City of Northville.

8. TITLE VI ASSURANCE

The City of Northville in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2002-4 and Title 49, Code of Federal Regulation, Department of Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all interested companies that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of gender, disability, race, color or national origin in consideration for an award.

PROPOSAL CONTENTS AND FORMAT

The response to this RFP, for items described below, is limited to a maximum of 30 single or 15 double sided pages (8.5" x 11"), excluding front and back covers and dividers, using no smaller than 11-point font. Each response should be complete yet concise and contain only the elements shown below.

1. COVER LETTER

A one-page cover letter shall be provided that expresses the firm's interest to be considered for the project and identifies the firm's primary contact person for the project. Please provide the name, telephone number, and email address of the primary contact person. The cover letter shall be signed by a person who has contractual authority with the firm, such as a principal, partner, senior manager, or officer of the firm.

2. RELEVANT PROJECT EXPERIENCE

Describe the firm's experience and capabilities in providing similar services to those required herein, particularly projects with Municipal Governments. Demonstrated familiarity and understanding of soil and bank stabilization techniques, as well as demonstrated experience problem solving resulting in creative and visually appealing solutions.

Whenever possible, please identify the following items in each project summary:

- a. Name of project and client/owner.
- b. Project location and year project occurred.
- c. Description of the project and scope of services provided by the Project Team.
- d. Project Team fee.
- e. Project Manager and Project Engineer(s).
- f. Any other key staff and sub-consultants involved with the project that are also designated as part of the team proposed herein – identify their role in the project.

3. REFERENCES

Provide at least three references, including points of contact (name, address, email address, and telephone number), which can be used as references for work performed in the area of service required. Selected organizations may be contacted to determine the quality of work performed and personnel assigned to the project.

4. PROJECT TEAM

Describe the Consultant's team and the firm's qualifications. Provide work experiences for each of the key staff who would be assigned to the project. Include defined responsibilities, experience working together (continuity), and

an organizational chart for the team. Please also list any proposed sub-consultants and their role(s). For the key project team members, please provide:

- a. A brief description of their background and experience (up to two-page resume).
- b. Where the individual is located (their primary office location).
- c. Years of experience.
- d. A description of their relevant experience to this project; and
- e. The role they will take on this project.

5. PROJECT APPROACH AND TIMELINE

The City of Northville has receive \$910,000 in funding from the FY23 Congressionally Directed Spending program for the Ford Field Park Accessible Gateway and Bank Stabilization Project. The Direct Spending program funds must be spent by **December 31, 2024**.

To meet this timeline, the tentative schedule below has been outlined:

Consultant Services Proposals Due	Tuesday, Nov. 14, 4:00 pm
Contract Award by City Council	Monday, Nov. 20, 2023
Construction Plans Completed	Early February 2024
Bidding	February – March 2024
Contract Award by City Council	Mid-April 2024
Construction	May – December 2024

Consultant is to provide a project plan specifying timeline, activities, and project management strategies, including the City's roles and resource requirements. Indicate in the proposal the earliest date that you would be able to begin work.

6. COST

In a separate, attachment file named: "Rates Costs 'Firm Name'" please provide the firm's current rate sheet and your proposed cost for this project broken down into key areas of work. Include expenses (printing, travel, etc.) to complete this project based on your understanding of the RFP. The rates and cost will be opened only after Consultant scoring and will not be used as the basis to rank Consultants; however, the proposal cost will be used to select Consultant if top ranked Consultant's price proposal is above the budget available for project.

The Cost should be a not to exceed amount for the scope of work described. If the total cost amount incurred by Consultant in performance of agreed upon scope of work subject to a Not-to-Exceed Amount is less than such Not-to-

Exceed Amount, Consultant shall not be entitled to receive the difference in these amounts, or any portion thereof, and City will not be obligated to make any additional payments to Consultant for such obligations.

All fees stated in a proposal shall be firm for the duration of the stated project.

PROPOSAL EVALUATION

Proposals will be reviewed by a Selection Committee. Each proposal will be reviewed and evaluated based on the following:

1. OVERALL PROPOSAL

Proposal is complete and in accordance with the requirements herein. Proposal is organized in a logical and coherent manner.

2. PROJECT APPROACH

Proposal exhibits a clear understanding of the project needs and deliverables, and demonstrates that the firm can provide the desired services outlined in the RFP.

3. PROJECT TEAM

Proposal identifies the key personnel to be involved in the project and that they have the requisite experience to produce the required product.

4. SCHEDULE

Proposal provides a clear and logical schedule that appears feasible and realistic. Proposal demonstrates that the Consultant has the equipment, manpower, and material resources to deliver the proposed solution in a timely fashion in accordance with the schedule provided.

5. PAST PERFORMANCE

Proposal demonstrates that the Consultant has successfully performed similar work. The referenced projects reflect favorably in respect to completion within the contract schedule, cost control and claims.

INDEMNITY AND INSURANCE

Contractor agrees to the fullest extent permitted by law, to defend, indemnify, and hold harmless the Owner, its employees, elected and appointed officials, agents, and volunteers from and against any and all claims, injuries, demands, damages, costs, expenses, liability, suits, (including actual attorney's fees and costs of defense), or liability (including actual attorneys' fees and cost of defense), proceedings, orders, and decrees of every nature and description arising before, during, or after completion of the Contractor's work caused or alleged to have been caused by, arising out of, or

resulting from or occurring in connection with the performance of the work, lack of performance of the work, and / or any activity associated with the work of the contractor, its agents, employees, subcontractors, or sub-consultants.

Nothing in this agreement requires the Contractor to defend and/ or indemnify the Owner for claims, injuries, demands, damages, costs, expenses, liability, suits, (including actual attorney's fees and costs of defense), proceedings, orders, and decrees caused by, arising out of, or resulting from the sole negligence of the Owner, its employees, elected and appointed officials, agents, and volunteers, or for any amount greater than the degree of fault of the contractor and that of his or her respective sub-consultants or subcontractors. The obligation of the contractor to defend, indemnify and hold harmless the Owner shall survive and continue after final payment, completion of the work, and completion and/or termination of this agreement.

The Contractor shall procure and maintain during the life of this Agreement the insurance requirements as listed below and furnish within fifteen (15) working days of Notice of Award, Certificates of Insurance as well as **required endorsements** providing insurance coverage as follows:

1. WORKERS' COMPENSATION INSURANCE

Including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

2. COMPREHENSIVE GENERAL LIABILITY INSURANCE

On an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractor Coverage; (D) Broad Form General Liability Extensions or equivalent, including Explosion, Collapse, and underground (XCU), if applicable.

3. AUTOMOBILE LIABILITY INSURANCE

Including Michigan No-Fault Coverage's with limits of liability no less than \$1,000,000 per occurrence, combined single limit for bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and hired vehicles.

4. ADDITIONAL INSURED

Commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating the following shall be additional Insured: The City of Northville, all elected and appointed officials, all employees, and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed that

by naming the City of Northville as additional insured coverage afforded is considered to be primary and any other insurance the City of Northville may have in effect shall be considered secondary and/or excess.

5. CANCELLATION NOTICES

All policies, as described above, shall include an endorsement stating that it is understood and agreed that thirty (30) days, ten (10) days for non-payment of premium, Advance Written notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: Michael Smith, Clerk, City of Northville, 215 W. Main Street, Northville, Michigan 48167.

6. PROOF OF INSURANCE

The contractor shall provide the Owner at the time that the contracts are returned by him/her for execution, a copy of Certificates of Insurance as well as **required endorsements** for all coverage's as listed above.

If any of the above coverage expires during the term of this agreement, the contractor shall deliver renewal certificates and/or policies and endorsements to the Owner at least ten (10) days prior to the expiration date. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the Owner. The requirement above should not be interpreted to limit the liability of the contractor. All deductibles and SIR's are the responsibility of the Contractor.

It shall be the Contractor's responsibility to provide similar insurance for each subcontractor or to provide evidence that each subcontractor carries such insurance in like amount showing the City of Northville as "ADDITIONAL INSURED" prior to the time such subcontractor proceeds to perform under the contract.

GENERAL INFORMATION

1. CONTRACT AWARD CRITERIA AND CONSULTANT SELECTION

All firms will be evaluated by the City using the qualifications and price information provided by the Consultants. The price information provided by the Consultant will be the dominating factor in firm selection.

2. REJECTION RIGHTS

The City reserves the right to reject any and all proposals, the right in its sole discretion to award a contract, which is considered to be in the City's best interest, and the right to waive minor irregularities in the procedures.

3. FEES AND COSTS

The City is not liable for any costs incurred by a Consultant prior to acceptance of the contract. The City does not intend to pay for any information obtained through the RFP process and will use this information in arriving with final selections.

4. CONTRACT PERIOD AND EXTENSIONS

The City anticipates that the selected firm(s) for these projects will begin work immediately upon receipt of the Notice to Proceed and will proceed diligently to produce the required services in a timely manner.

Any extension required by the Consultant must be submitted in writing to the City of Northville for approval. Any such request shall include documented, justifiable evidence that an extension should be granted. Every effort will be made by the City's representatives to cooperate with the selected Consultants in regard to scheduling the construction of these projects.

5. SUBMITTAL EVIDENCE

The submission of a proposal shall be prima facie evidence that the submitting firm has full knowledge of the scope, nature, quantity and quality of work to be performed, the detailed requirements of the RFP, and the condition under which the work is to be performed.

6. DOCUMENTS

All documents generated to fulfill the contractual obligations of the RFP will become the property of the City of Northville.

7. MERGER

The professional services contract shall contain the entire agreement between the parties relating to the transactions contemplated hereby and all prior or contemporaneous agreements, understandings, representations and statements, oral or written, shall be merged therein.



- Existing Vegetation to Remain
- Existing Baseball Field
- Existing Pathway
- Existing Street Light to Remain, typ
- Existing Parking Lot
- Existing Utility Pole
- New Crosswalk
- Lawn, typ
- New Island Extension
- New Flowering Shrubs to Match Existing
- Proposed Bench, typ
- Proposed Litter Receptacle
- Proposed Flowering Perennials, typ
- Proposed Plaza Pavers (To Match Downtown)
- Proposed Obelisk with Signage and Lighting (Refer to Gateway Options)
- Existing Ramp 1:12 (8.33% Slope) with Handrails on Both Sides
- Proposed Seating Opportunities
- Proposed Retaining Walls (Ranging 6'-14' HT)
- Proposed Stairs
- Required Ramp Landings
- Proposed New Concrete Sidewalk
- Proposed Gateway Piers with Signage and Lighting (Refer to Concept Sketch)
- Proposed Planters (To Match Downtown)
- Proposed Ramp 1:20 (5% Slope) with Handrail (1-Side)
- Proposed Additional Seatings
- Proposed Deciduous Trees, typ
- Existing Vegetation Remained and Slope Stabilized with Grid and Plantings
- Proposed Handrail Along Walk
- Proposed Retaining Wall

- Robert's Rock Area to Remain
- New 10' Wide ADA Concrete Ramp(1:20 Slope)



CONCEPT A

NORTHVILLE FORD FIELD | GATEWAY CONCEPTS

9/27/2023

N.T.S.



Map Details:

- Streets:** HUTTON STREET (WIDTH VARIES - PUBLIC), DUNLAP STREET (66 FEET WIDE - PUBLIC), MAIN STREET (A.K.A. NORTHVILLE ROAD) (66 FEET WIDE - PUBLIC), GRISWOLD STREET (WIDTH VARIES - PUBLIC).
- Infrastructure:** WALLED LAKE BRANCH DRAINAGE CHANNEL, WOODEN BRIDGE, PLAYGROUND, CLOCK, ELECTRIC TRANSFORMER BOX, BRICK PAVERS.
- Manholes (ST):**
 - ST-70001: RIM = 823.08, INV = 823.24
 - ST-70002: RIM = 794.18
 - ST-70003: RIM = 799.75
 - ST-21275: RIM = 823.46
 - ST-21372: RIM = 823.47
 - ST-21369: RIM = 823.48
 - ST-21725: RIM = 822.77
- Culverts (CB):**
 - CB-21268: RIM = 822.78
 - CB-21274: RIM = 823.75
 - CB-21369: RIM = 822.88
 - CB-21632: RIM = 822.55
 - CB-20561: RIM = 791.57
 - CB-20560: RIM = 791.08
 - CB-20569: RIM = 791.33
 - CB-20563: RIM = 791.51
 - CB-20578: RIM = 792.55
 - CB-20874: RIM = 791.62
 - CB-20879: RIM = 791.91
 - CB-20781: RIM = 792.41
 - CB-21830: RIM = 794.18
 - CB-20822: RIM = 792.10
- Other Features:**
 - 60 IN. RCP CULVERT INV=798.93
 - 72 IN. RCP CULVERT INV=795.06
 - 72 IN. RCP CULVERT INV=795.63
 - 12 IN. RCP CULVERT INV=802.59
 - CB-70008: RIM = 804.68
 - ST-70007: RIM = 805.82
 - SS-70009: RIM = 794.25
 - SS-21901: RIM = 799.82
 - CB-21898: RIM = 798.40
 - 8 IN. STEEL CULVERT INV=785.78
 - WOODEN BRIDGE
 - TOP OF 15" RCP
 - PLAYGROUND
 - CLOCK
 - BRICK PAVERS