

Arcadia Township

REQUEST FOR PROPOSAL

**ARCADIA TOWNSHIP BEACH & NATURAL AREA
Conceptual Drawings and Construction Estimates**

PROJECT NAME: CONCEPTUAL DRAWINGS AND CONSTRUCTION ESTAMATES

FOR ADA ACCESS IN ARCADIA BEACH NATURAL AREA

Arcadia Township

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Arcadia, Michigan 49613

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March 19, 2021

**REQUEST FOR PROPOSAL
CONCEPTUAL DRAWINGS AND CONSTRUCTION ESTIMATES FOR ADA ACCESS IN
ARCADIA BEACH NATURAL AREA
Arcadia, Michigan**

Article I. Introduction

Arcadia Township requests that your company make a proposal for your services on CONCEPTUAL DRAWINGS AND CONSTRUCTION ESTIMATES FOR ADA ACCESS IN ARCADIA BEACH NATURAL AREA. The following proposal request will outline the project goals and detail the format you should submit your proposal. Please read the timeline carefully. In order for your proposal to be considered, your proposal must meet our deadlines included in the timeline under Section 2.02.

Section 1.01 Location

Your proposal is for operation on CONCEPTUAL DRAWINGS AND CONSTRUCTION ESTIMATES FOR ADA ACCESS IN ARCADIA BEACH NATURAL AREA located at West end of Lake Street, Arcadia, Michigan, 49613.

Section 1.02 Management

The Arcadia Township Board will be responsible for making decisions regarding this proposal. The Consultant will primarily work with the Arcadia Township Parks and Recreation Committee during the project to develop the conceptual drawings. Final conceptual drawings will be approved by the Township Board.

Section 1.03 Contact Information

Please contact Ross Kladder, Arcadia Township parks and recreation committee chair, for questions about this RFP:

Phone: 616-550-0921

E-mail: rkdaah@gmail.com

Article II. The Project

Section 2.01 Mission

The consultant will work with the Arcadia Parks and Recreation Committee to develop recommended improvements to the Arcadia Beach Natural Area. The project will involve repair and improvements of the Arcadia Sunset Station beach access and construction of ADA access from the parking area to the beach.

Deliver a set of conceptual drawings and cost estimates for repair and improvements to the Arcadia Township Beach and Natural Area. The project deliverables must be high quality documents refined and detailed to accurately convey the project intent and apply for funding with the Michigan DNR or other grant programs.

Section 2.02 Consultant Requirements

Proposals will be evaluated primarily upon qualifications of the consultant including the following:

- Demonstrate excellent communication skills and the ability to facilitate building of consensus within the project team

- Demonstrate leadership and successful delivery of grant funding of similar projects
- A local firm with an office located within 1 ½ hour driving distance from Arcadia Township
- Experience with ADA requirements and show successful delivery of universally accessible recreation projects
- Successful track record of delivering projects within construction budgets
- Project experience with park and shoreline stabilization projects
- Consultants working on this project must be licensed in the State of Michigan and have experience working on projects of this type.
- Permitting experience and rapport with regulatory agencies with jurisdiction over the project

Section 2.03 Timeline

In order to complete our mission, we have set the following timetable. This timetable is subject to change by the Township.

| | |
|----------------------------------|----------------|
| Requests for Proposals Sent Out: | March 19, 2021 |
| Deadline for Proposals: | April 27, 2021 |
| Anticipated Contract Award: | May 15, 2021 |
| Project Completion Date: | August 1, 2021 |

Article III. The Proposal

Section 3.01 Summary of Proposal

(a) Expectations

Contracts will be awarded based on the qualifications of the consultant and information presented in the proposals received. We will award contracts based on the proposal expected to be the most beneficial to our project based on a variety of factors. Arcadia Township reserves the right to accept or refuse any proposal without obligation to Arcadia Township or to the company offering the proposal.

(b) Proposal Deadline

All proposals must be submitted to Arcadia Township by April 27, 2021 to be considered.

(c) Selection Criteria

All proposals submitted will be considered based upon the materials provided in the proposal. Consideration will be weighed heavily upon Consultant qualifications and experience. Only those proposals submitted by the deadline above will be considered. The following criteria will be the primary considerations for selecting a proposal:

1. Submission of complete proposals by the stated deadline.
2. The perceived effectiveness of the proposal's to achieve Arcadia Township's stated mission.
3. The qualifications and experience of the consultants ability to deliver their services set forth in their proposal.
4. The proposing company's past performance in delivering such services.
5. Availability of sufficient high-quality personnel with the required skills for the project.
6. Overall cost of the proposal.

Arcadia Township may suspend or discontinue proposals at any time without notice or obligation to the company that submitted the proposal.

(d) Proposal Format: Arcadia Township suggests that you include the following information in your proposal.

(i) Consultant Introduction –

- Provide office locations, corporate structure, and in-house capabilities & services provided
- Include a brief history of your company, ownership, and names of those persons authorized to sign contracts for your business.

(ii) Proposed Scope of Work and Project Schedule

- Provide a proposed scope of work describing tasks and project approach
- Provide a timeline of milestones for completing the project.
- List consultants proposed to work on this project for tasks not completed by in-house staff

(iii) Communication Plan and Main point of contact

- Communication is key. Provide a proposed communication plan for the project including how communication will be conducted and how consensus will be achieved.

(iv) Project Experiences & References –

- Provide examples of similar projects completed by the consultant and a minimum of 3 references.
- Provide resumes' of qualified staff working on the project.

(v) Consultant Fee – provide the proposed fee for the services proposed

(vi) Insurance - Provide a copy of the consultant's professional liability of insurance