



**MANISTEE RIVERWALK RENOVATION DESIGN  
AND ENGINEERING  
REQUEST FOR QUALIFICATIONS AND COST  
PROPOSALS**

**City of Manistee  
70 Maple Street  
Manistee, MI 49660**

**January 10, 2023**

## **I. PROCEDURES**

### **A. ISSUING ENTITY**

The City of Manistee is the entity issuing the RFQ/P.

### **B. DEADLINE FOR RECEIPT OF PROPOSALS**

The deadline for receipt is Tuesday, February 7, 2023, 10:00 AM EST

### **C. SUBMISSION AND RECEIPT OF PROPOSALS**

For a submission to receive consideration, it must be received prior to the deadline. No late submissions will be accepted. An authorized officer of the Consultant shall sign the Certification and all proposal forms. Proposals must be clearly labeled **“QUALIFICATIONS & COST PROPOSAL – MANISTEE RIVERWALK RENOVATION DESIGN AND ENGINEERING”**. You must submit a sealed bid to the City Hall prior to the above indicated time and date or the bid will not be accepted. E-Mail bids will not be accepted. All bids will be opened at 10:00 AM on February 7, 2023, at the City Hall.

Please submit questions to Kelly McColl, [kmccoll@manisteemi.gov](mailto:kmccoll@manisteemi.gov) by COB 1/24/23, before the bid is submitted.

PLEASE SUBMIT BID TO: Heather Pefley , City Clerk  
70 Maple Street  
Manistee MI, 49660

### **D. TIMELINE:**

The tentative timeline for the RFQ/P is as follows:

Tuesday, 1/10/2023	RFQ/P Issued
Friday, 1/20/2023	Non-Mandatory Site Visit
Tuesday, 1/24/2023	Questions Due
Monday, 1/30/2023	Addendum Issued
Tuesday, 02/7/2023	RFQ/P Proposals Due
Monday, 02/20/2023 or 2/27/2023	Interviews scheduled
Tuesday, 03/7/2023 or 3/24/2023	City Council Approval of Agreement

### **E. OFFICIAL DOCUMENTS**

The City of Manistee proposal documents via the City of Manistee’s website:  
[www.manisteemi.gov](http://www.manisteemi.gov) and [www.bidnetdirect.com](http://www.bidnetdirect.com)

Copies of all official documents will also be available at the City of Manistee, City Hall, 70 Maple Street, Manistee, MI 49660 at the City Clerk's office.

The City cannot guarantee the accuracy and is not responsible for any errors contained in any information received from alternate sources.

## **F. INTERPRETATION OF PROPOSAL AND/OR CONTRACT DOCUMENTS**

Any interpretation to a proposer regarding the RFP or any part thereof is valid only if given by the City. Any information given by other sources is unofficial. Interpretations may or may not be given orally and may be written depending on the nature of the inquiry. Interpretations that could affect other proposers will be in writing and issued by the City. All inquiries shall be made within a reasonable time prior to the stated deadline in order that a written response in the form of an addendum, if required, can be processed before proposals are opened. Inquiries received that are not made in a timely fashion may or may not be considered. **Any inquiries related to this RFP should be emailed to the contact below by COB 1/24/2023:**

City of Manistee

Attn: Kelly McColl, email: [kmccoll@manisteemi.gov](mailto:kmccoll@manisteemi.gov)

## **CHANGES AND ADDENDA TO PROPOSAL DOCUMENTS**

Each change or addendum issued in relation to this RFP/Q will be posted on the City website, BidNet and will also be on file in the City Clerk's Office. It shall be the proposer's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all proposers shall be bound by such changes or addenda.

## **G. ALTERNATES**

Proposers are cautioned that any alternate proposal, unless requested by the City of Manistee, or any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements or this RFQ/P, may be considered non-responsive, and at the opinion of the City, may result in rejection of the proposal.

## **H. NON-MANDATORY PRE-BID SITE VISIT**

A non-mandatory pre-proposal walk-through for all prospective Proposers will take place on **Friday, January 20, 2023**, during which time Proposers will meet at the WSCC Manistee Downtown Education Building, located at **400 River Street in Manistee at 10 am**. This walkthrough is meant to ensure comprehensive understanding of the scope of work and project site.

## **I. ECONOMY OF PREPARATION**

Each proposal should be prepared simply, and economically providing a straightforward concise description of the proposer's ability to meet the requirements of the RFQ/P. Emphasis should be on completeness and clarity of the contents.

## **J. PROPOSER REQUIREMENTS**

The Proposer certifies that as of the date of this bid the Company or he/she is not in arrears to the City of Manistee.

Proposer understands and agrees, if selected, to accept a Purchase Order / Service Order / Contract and to provide proof of the required insurance. Specifically, Professional Liability Insurance

The Proposer shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Proposer certifies that none of the following circumstances have occurred with respect to the Proposer, an officer of the Proposer, or an owner of a 25% or more share in the Proposer's business, within 3 years prior to the bid:

- a) Conviction of a criminal offense incident to the application for or performance of a contract;
- b) Conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Proposer's business integrity;
- c) Conviction under state or federal antitrust statutes;
- d) Attempting to influence a public employee to breach ethical conduct standards; or
- e) Conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the City indicates that the proposer is unable to perform responsibility or which reflects a lack of integrity that could negatively impact or reflect upon the City, including but not limited to, any of the following offenses or violations of:
  - i. The Natural Resources and Environmental Protection Act.
  - ii. A persistent and knowing violation of the Michigan Consumer Protection Act.
  - iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.

- iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.
- v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.
- f) The loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

#### **K. AWARD**

Proposals will be evaluated by a committee comprised of City representatives, DDA board members, Park Commission, WSCC and CVB representatives which will provide a recommendation to the Manistee City Council for contract award. The contract will be awarded to the responsible, responsive firm whose proposal, conforming to this solicitation, will be most advantageous to the City, price and other factors considered.

**The City reserves the right to accept or reject any or all proposals, in part or whole.**

#### **L. WITHDRAWAL**

Proposals may only be withdrawn by written notice prior to the date and time set for the submission of proposals. No proposal may be withdrawn for a period of sixty (60) days from the actual date of opening the bid.

#### **M. DEFAULT**

No bid or proposal shall be accepted from any party (contractor) who is in default on the payment of taxes, licenses or other monies due the City of Manistee.

#### **N. NON-COLLUSION CLAUSE**

By signing and submitting this proposal, proposer states that his proposal is genuine and not collusive or sham; such proposer has not colluded, conspired, connived, or agreed, directly or indirectly, with any proposer or person, to put in a sham bid, or that such other person will refrain from proposing and has not in any manner, directly or indirectly, colluded, conspired, connived, or agreed, with any person, to fix the price of affiant or any other proposer, or to fix any overhead, profit or cost element of said proposal price.

#### **O. NON-DISCRIMINATION CLAUSE**

By signing and submitting this proposal for consideration of an award by the CITY, the proposer covenants not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment, because of race, color, religion, national origin,

age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the contract.

## **II. PROJECT DETAILS**

### **A. DESCRIPTION**

The City of Manistee (City) was awarded a grant from the U.S. Economic Development Administration (EDA) to implement improvements to the Manistee Riverwalk located within the Manistee Downtown Development Authority (DDA) district – from Spruce Street to just east of US-31.

This project includes a combination of eligible construction activities including stormwater improvements, art improvements, as well as cultural enhancements. In addition, this project will upgrade the safety of the Riverwalk, increase accessibility, and improve the overall aesthetics, as well as walkability. The Riverwalk is a nature-based infrastructure project - it is along the Manistee River and although the extent of this project pertains to just the portion located between Spruce Street and just east of US-31, the Riverwalk ends to the west near one of Michigan's premier Lake Michigan beaches, 1st Street Beach.

The Manistee Riverwalk is a destination that is free of charge and accessible to residents, and all who visit the area. This project will improve access, safety, stormwater management and the cultural experience of the Riverwalk ensuring that the Manistee Riverwalk is a destination for years to come.

### **B. BACKGROUND:**

Over the last two years more attention has been given the Manistee's Riverwalk. Local volunteers through Manistee Proud have put in many hours implementing aesthetic improvements to the Riverwalk. In addition, the DDA, Manistee County Visitor Bureau (CVB) and West Shore Community College (WSCC) are committed partners in this project. The DDA committed \$240,000 in matching funds to go towards the project and the creation of a new Art plaza as part of the Riverwalk located behind the WSCC Downtown Manistee Education Center. One of the goals of this project is to stimulate business investment on the Riverwalk side of the buildings located on River street. River Street is the main commercial corridor of Manistee and is the location of many historic buildings. The CVB recently implemented a "Founders Walk" to the west of this project area and will assist with the cultural enhancement component of this project.

The DDA is embarking on a new streetscape design for River Street to spruce up the historic downtown area by enhancing the existing streetscape to make the area more attractive. Many historic Victorian elements will remain, but additional pedestrian friendly enhancements are desired. Manistee is a tourism destination due to its historic downtown, beautiful beaches, and Riverwalk. A new 100 room beach-front hotel is being built at First

Street Beach. Visitors to the hotel will be able to walk the Riverwalk to the downtown. In addition, a new multi-phase "Gateway" project, a Little River Holdings LLC. project is planned on River Street, west of US-31 . It is anticipated that the Gateway will include an entrance to the Riverwalk within the boundaries of this project.

In 2021, Manistee City Council established a Social District allowing licensed establishments to serve alcohol "to-go". Patrons can walk around Social District Commons Area with drinks purchased from the licensed establishments. The Commons Area includes the Riverwalk and River Street within the DDA district.

### **C. SCOPE OF WORK**

The EDA grant project includes the following enhancements on the Riverwalk from east of US-31 to Spruce Street:

- 1.) Replace treated lumber boardwalk with new PVC decking
  - 2.) Clean and paint galvanized rails
  - 3.) Repair damaged boardwalk concrete
  - 4.) Replace light poles and fixtures
  - 5.) Add new ADA compliant sidewalk access at Marina
  - 6.) Install new raingardens to improve stormwater management
  - 7.) Install new cultural interpretive signage complimenting existing Origins Walk area found at the west end of the Riverwalk at First Street Beach/Douglas Park
  - 8 ) Install new art plaza/multi-use space at/near the West Shore Community College site.
  - 9) Install decorative wraps on transformer boxes
- Engage with West Shore Community College and the Manistee County Visitors Bureau on the design and implementation of the interpretive cultural signage. Please note that a multi-phase approach may be utilized to complete the project beyond the scope of this RFQ/P.
  - Improvements to the Riverwalk using federal funds can only be made on City property or property where a permanent easements exists. In challenging areas, propose ways to implement project elements within the existing easements or advise where this is not possible, and an additional easement is needed.
  - Address areas of concern identified in the grant application preliminary engineering report.
  - Recommend low maintenance sustainable improvements with future enhancements in mind.
  - Identify opportunities for Riverwalk access to business.



- Schedule design updates with City Staff allowing sufficient time to complete 100% final design so that construction can commence by 9/5/23.

#### **D. DELIVERABLES**

The selected Architecture/engineering firm will provide final design along with final construction bid to implement the approved EDA scope of work within the allocated budget and within a sufficient timeframe so that construction can commence 9/5/2023 and be completed by 12/05/2024.

Preventative maintenance/asset management schedule for recommended improvements with annual cost estimates for budgeting purposes.

#### **E. ATTACHMENTS**

- EDA Architect/Engineer Contract Checklist
- Conceptual Plan
- Grant Application
- Existing Permanent Easements
- Origins Walk

#### **F. SELECTION CRITERIA:**

The requested information is intended to provide information that will assist the City in selecting the most qualified, responsive firm who will best serve the needs of the City of Manistee. During the evaluation process, the City reserves the right to request additional information or clarifications from proposers, to reject any or all proposals or unauthorized modifications, to allow corrections of errors or omissions, or to waive irregularities.

A selection committee will evaluate the proposals based upon the submittal requirements. After a review of the written proposals, selected firms may also be asked to make an in-person presentation or field follow-up questions. The City will choose the proposal(s) that best fits its needs.

The CITY is not obligated to award the contract based on cost alone.

The firm awarded the project will be required to enter into a written agreement with the City that will detail the specifics of the relationship and include scope of work, compensation, insurance requirements and other matters.

The anticipated performance period for this agreement is anticipated to be for 21 months. If an agreement cannot be reached, the City reserves the right to render the proposal invalid and may award the contract to another qualified proposer in its sole discretion.

## **SUBMITTAL REQUIREMENTS:**

The following describes the elements that should be included in each of the proposal sections and the weighted point system that will be used for evaluation of the proposals. The evaluation will be completed by an evaluation committee made up of City representatives, DDA board members, CVB, WSCC and Parks Commission representatives which will provide a recommendation to Manistee City Council for contract award.

***Provide 9 (nine) physical copies of the proposal, a thumb drive with electronic copy of the proposal and 1 (one) separately sealed fee proposal that includes an all-inclusive lump sum price with the submittal.***

Resumes furnished per A. below, together with evidence of past involvement with similar projects per B. below should demonstrate that the proposed Consulting Team includes individuals competent in:

- Creating Bid Specifications for Federally Funded Projects
- Designing and Implementing Construction Projects Utilizing Low Maintenance Sustainable Design, Walkability Enhancements
- Planning for the Human Scale, Designing Multi-Purpose Public Space and Access Improvements
- Maximizing Placemaking on a Waterway Boardwalk
- Green Infrastructure Implementation
- Successful Engagement with Project Partners and Community

The Proposal should address the following topics:

### **1. Professional Qualifications – 20 points:**

- a) State the full names and address of your firm and, if applicable, the branch office or other subordinate elements that will perform, or assist in performing, the work hereunder. Indicate whether your firm operates as an individual, partnership, or corporation. If a corporation, include whether it is licensed in the State of Michigan.
  
- b) Include the name of executive and professional personnel by skill and qualifications that will be employed to complete the work. Indicate where 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 and how many hours each person will need to complete the project. Identify only individuals who will work on this project by name and title. Resumes and qualifications are required for all proposed project personnel, including all subconsultants.

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

**2. Past Involvement with Similar Projects – 25 points:**

- a) The written proposal must include a list of specific experience in the project type and indicate proven ability in developing detailed designs and implementing similar projects for the firm and the individuals to be involved in the project. 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 required with this section. A complete list of client references must be provided for similar projects recently completed. It shall include the firm/agency name, address, telephone number, project title and contact person.

**3. Proposed Work Plan – 35 Points:**

- a) The **EDA set a target for construction to start 9/05/23**. A detailed work plan is to be presented which lists all tasks determined necessary to accomplish the work of this project. The work plan shall define resources needed for each task (title and individual person-hours) and the firm's staff person completing the project task. In addition, the work plan shall include a proposed timeline schedule depicting the sequence and duration of tasks showing how the work will be organized and executed.
- b) The work plan shall be sufficiently detailed and clear to identify the progress milestones, including a proposed milestone schedule (i.e., when the project elements, measures and deliverables are to be completed) and the extent and timing of the City personnel involvement. Additional project elements suggested by the Proposer are to be included in the work plan and identified as Proposer suggested elements.
- c) The work plan must identify information the proposer will need from City staff in order to complete the project. Include estimated time and resource commitment from City staff.
- d) The work plan shall include any other information that the Proposer believes to be pertinent but not specifically asked for elsewhere. Proposers wishing to adjust the project completion date must do so convincingly and must provide sufficient evidence to support their argument.
- e) Include in the work plan all proposed steps, if any, to expedite completion of the project. This will be given due consideration during evaluation of proposals.

- f) Current workload of proposed project team.

**4. Fee Proposal – 20 points:**

- a) Fee quotations shall be submitted in a separate, sealed envelope as part of the proposal. Fee quotations are to include the names, title, hourly rates, overhead factors and any other details, including hours of effort for each team member by task and sub-task, by which the overall and project element costs have been derived. The fee quotation is to relate in detail to each item of the proposed work plan. Consultants must be capable of justifying the details of the fee proposal relative to personnel costs, overhead, how the overhead rate is derived, material and time. The cost proposal should be realistic in showing the hours necessary to provide a quality product. The fee proposal shall sum to an all-inclusive lump sum price.
- b) The fee proposed must include the total estimated cost for each task and the complete Plan when it is 100% complete. This total may be adjusted after negotiations with the City and prior to signing a formal contract, if adjusted. The fee covers all services necessary for the successful execution of the project, including consultations, surveys, soil investigations, supervision, "as- built" drawings, arrow diagram (CPM/PERT, for example) where applicable, and incidental costs.
- c) The fee proposal shall include:
  - i. The contract price for basic A/E services is \$\_\_\_\_\_
  - ii. The contract price for other/extra A/E services is \$\_\_\_\_\_
  - iii. The estimate for reimbursable expenses is (if applicable) \$\_\_\_\_\_
  - iv. The contract price for inspection services is \$\_\_\_\_\_

**5. Conflict of Interest:**

- a) Disclose any conflicts or perceived conflicts of interest.
- b) Identify what procedures your firm utilizes to identify and resolve conflicts of interest.

**6. Copies of the following items:**

- a) Comprehensive General Liability and Property Damage coverage.

- b) Professional Liability (Errors and Omissions) coverage.
- c) Worker's Compensation coverage.
- d) All relevant license/registration numbers.

Having carefully examined the attached specifications and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this proposal. Proposer submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Proposer certifies that as of the date of this bid the Company or he/she is not in arrears to the City of Manistee for an

Proposer understands and agrees, if selected, to accept a Purchase Order / Service Order / Contract and to provide proof of the required insurance.

Proposer shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Proposer certifies that none of the following circumstances have occurred with respect to the Proposer, an officer of the Proposer, or an owner of a 25% or more share in the Proposer's business, within 3 years prior to the bid:

- a) conviction of a criminal offense incident to the application for or performance of a contract;
- b) conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Proposer's business integrity;
- c) conviction under state or federal antitrust statutes;
- d) attempting to influence a public employee to breach ethical conduct standards; or
- e) conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the City indicates that the Proposer is unable to perform responsibility or which reflects a lack of integrity that could negatively impact or reflect upon the City, including but not limited to, any of the following offenses or violations of:

- i. The Natural Resources and Environmental Protection Act.
  - ii. A persistent and knowing violation of the Michigan Consumer Protection Act.
  - iii. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
  - iv. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.
  - v. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.
- f) the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

**INCLUDE THIS SIGNED DOCUMENT WITH PROPOSAL**

The Proposer understands that the City reserves the right to accept any or all bids in whole or part and to waive irregularities in any bid in the best interest of the City. The proposals will be evaluated and awarded on the basis of the best value to the City. The criteria used by the City may include, but will not be limited to ability, qualifications, timeframe, experience, price, type and amount of equipment, accessories, options, insurance, permits, licenses, other pertinent factors and overall capability to meet the needs of the City. The City is sales tax exempt – Government.

The Proposer agrees that the bid may not be withdrawn for a period of sixty (60) days from the actual date of the opening of the bid.

Submitted by: \_\_\_\_\_

Signature: \_\_\_\_\_

Name and Title (Print): \_\_\_\_\_

Company Name and Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Sole Proprietorship / Partnership / Corporation

If Corporation, State of Corporation: \_\_\_\_\_

REFERENCES: (similar projects and design team- include name of organization, contact person, and daytime phone number).

1. \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

2. \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

3. \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_



SUBCONTRACTORS: (include name of organization, contact person, daytime phone number, and services to be performed).

1. \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Services to be Performed: \_\_\_\_\_

2. \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Services to be Performed: \_\_\_\_\_

3. \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Services to be Performed: \_\_\_\_\_