

GANGES TOWNSHIP
REQUEST FOR PROPOSALS

***PIER COVE PARK IMPROVEMENTS
LANDSCAPE ARCHITECTURAL SERVICES***



Proposals Due Friday June 30th, 2022 by 3:00pm

Ganges Township
1904 64th Street
Fennville, MI 49408
269-543-8316

INTRODUCTION

Ganges Township is seeking proposals to provide architectural design and planning services for improvements to Pier Cove Park. Ganges Township obtained two Michigan DNR Trust Fund Grants for the park (TF21-0194 for Development and TF21-0205 for Acquisition). The grant applications and attachments are available on the Township website's main landing page <https://www.gangestownship.org/>.

The Development Grant was obtained prior to consideration of the Acquisition Grant. Both grants have been obtained and are currently in the grant agreement process with DNR. Consultants are encouraged to review these documents in preparing their proposals. Specific consultant scope items are described below in this Request for Proposals.

PROJECT BACKGROUND AND DESCRIPTION

Pier Cove is a public Lake Michigan beach owned and operated by Ganges Township. Pier Cove is located 0.75 miles north of Allegan County's West Side County Park. Space at Pier Cove is generally limited to the beach and small area that supports amenities. Parking is along Lakeshore Drive in designated spaces. The Township has obtained a grant to acquire an additional 120 feet of additional beach directly north of the current limits. This would expand the public beach to roughly 180 feet.

The Township also obtained a Development Grant to improve the overall accessibility and scenic value of Pier Cove. This includes renovating the current parking, fencing, signage, and steps. It includes a new walkway and small gathering space to add barrier-free accessibility to parking, restrooms, and a new overlook area to Lake Michigan. The renovations will help restore a more natural and rustic environment and repair damage from shoreline erosion using native plantings and wildflowers. The development grant did not consider the potential acquisition of the additional property north of the park at the time it was submitted to the DNR.

Ganges Township would like the consultant hired to develop the details of the renovation design, prepare construction documents, and oversee bidding and (partial) construction phase services of the proposed improvements. The Township intends to form a small committee to oversee the design process and meet with the consultant at certain milestones. After becoming familiar with the project, the Township wants the Consultant to lead a public input meeting that will serve as an envisioning session to consider both grants obtained and the consultant's input prior to proceeding into detailed design.

The main elements of the renovation project are shown on the Conceptual Site Plan on the Township website <https://www.gangestownship.org/public-documents/Conceptual%20Site%20Plan.pdf>. The acquisition area is shown on the Conceptual Plan <https://www.gangestownship.org/public-documents/Conceptual%20Plan.pdf>. These show the main project elements:

- Acquire 120 feet of additional public beach directly north of the park.
- Hold a Public Envisioning Session that considers additional frontage/grants obtained.
- Reorganize the parking area for aesthetics, safety, and ADA parking.
- Extend a walkway to separate pedestrians and traffic (roughly 900 feet).
- Create space for accessible portable restroom enclosure, history signs, & park signage.
- Rebuild the wood steps to the beach.
- Create an accessible gathering/sitting area at the top of the steps.
- Renovate the existing sitting deck area above the existing seawall.
- Repair erosion and restore the slope where a recent seawall was constructed.
- Replace chain link and metal fence elements with more attractive natural materials.
- Replace metal guardrail with more rustic timber rail.

SCHEDULE

The following is the anticipated schedule for this project.

June 30	3:00pm deadline for proposals due back to Township
July 12	Township Board Review Proposals and Anticipated Award of Design Contract
August/Sept	Consultant review project information
August/Sept	Consultant lead one Public Input Meeting/Envisioning Session
Aug – November	Design and Meeting Schedule
Aug/Sept	Survey (Obtained by Township)
Sept/Oct	Committee Mtg. 1 – Focus: Input Received & Initial Design (with Consultant)
Sept/Oct	Committee Mtg. 2 – Focus: Maintenance and Operations
Oct/Nov	Committee Mtg. 3 – Focus: 30% Design Review (with Consultant)
Oct/Nov	Road Commission Review
Nov/Dec	Committee Mtg. 4 – Focus: 90% Design Confirmation (with Consultant)
Jan – Feb 2023	Consultant Finalize Construction Documents & Submit for DNR Review
Feb – March 2023	Project Bidding
	Township Board to review Maintenance Practices for Budgeting
April/May	Township Board Award Construction Contract
April – Oct	Construction (<i>possible no work period mid-summer</i>)
October 2023	Public Ribbon Cutting

ARCHITECTURAL DESIGN AND PLANNING SERVICES SCOPE OF WORK

All reproduction, travel, and sub-consultant costs associated with the respective tasks identified herein shall be included in the not-to-exceed proposal price. Any work that arises beyond the scope described in the proposal shall be negotiated on a time and material basis.

The main scope of work items for architectural design and planning services for the Consultant are:

1. Project Review & Planning Services
 - a. Review project grant documents and visit the site.
 - b. Kick-off meeting with Township Supervisor to review design schedule, project objectives, design features and expected outcomes. May be in-person or virtual.
 - c. Lead a public input meeting at Ganges Township Hall that considers both grants obtained and DNR requirements, affirms grant scope items, presents ideas for additional improvement or possible revisions to grant scope items, and collects public input. The consultant shall use their professional experience and judgement to determine the format of this meeting.
 - d. Summarize input received and review initial design at Committee Meeting #1. The consultant is expected to attend this non-public meeting in person (or virtually).

2. Design Phase
 - a. Prepare designs for the proposed renovation improvements acting in the Prime Professional Role (as defined by Michigan DNR to prepare sealed plans, specifications and bid documents). This shall include all site features (pavement, curb, walls, sidewalk, vegetation, fencing, amenities, etc). Provide a plan view of proposed improvements with construction level detail.
 - i. Note, Ganges Township will provide a topographical and boundary survey that includes: the existing park parcel, the acquisition parcel, and Lakeshore Drive right of way (from 123rd intersection to roughly 300 feet north of the park entrance). A survey base drawing will be provided in AutoCAD format for Consultant's use.
 - ii. Note Township will assist with final selection of new vegetation and preservation of existing vegetation to remain. The consultant will be asked to provide a list of plant species with preference for native species that would fit within the overall design.
 - iii. Note Township will coordinate all utility relocations.
 - b. Attend and present at a 30% Design Review Committee Meeting #3. The consultant is expected to attend this non-public meeting in person.
 - c. Prepare bidding and construction documents including plans, details, and specifications (including bid proposal, general and supplemental conditions). Provide technical specifications and details for all project elements including: soil media, aggregates,

fencing, guardrail, stairs, signs, handrails, structures, decks, benches and other materials of the project.

- i. Note Township will develop all content of park identification signs, rules signs, and informational signs. The consultant will be asked to recommend locations and examples of signs that would fit within the overall design of the project.
 - ii. Note Township will obtain approval from Allegan County for Soil Erosion, Allegan County Road Commission for layout (contractor to obtain final right-of-way construction permit), and any other permits determined necessary.
 - iii. Note Township will coordinate a donor brick program. The consultant will be asked to incorporate a small area within the overall hardscape design to accommodate a limited number of donor bricks.
- d. Provide an opinion of probable cost at 90% design including input on material/special product lead times.
- i. Note Township has several volunteer engagement efforts proposed as unskilled labor items associated with preparing and restoring the site before and after contracted construction labor items. The Township will work closely with the consultant to understand how this affects the construction contract, schedule, and cost estimates. The plans will have to clearly identify who is responsible for purchasing/installing specific scope items.
- e. Attend and present at a 90% Design Confirmation Committee Meeting #4. The consultant is expected to attend this non-public meeting in person.
- i. Note Township will coordinate review by the Allegan County Road Commission and provide comments to the consultant.
- f. Submit 100% documents for Michigan DNR & Township Review prior to bidding.

3. Bidding Phase

- a. Prepare, advertise, and issue a single bid package of construction documents following DNR approval.
- b. Receive and respond to bidder inquiries during the bid period. Assume this is limited to 8 hours of time.
- c. Prepare and distribute bid addenda as necessary. Assume this is limited to 4 hours.
- d. Review construction bids received, provide a bid tabulation, and recommendation of bid completeness/responsiveness, and bidder capabilities.
- e. If the Township desires to direct purchase any materials outside of the contractor's bid package, the consultant may be asked to assist with obtaining quotes and submitting documentation to the DNR for approval as an additional service.

4. Construction Phase

- a. Note the following items will be handled by the Township acting as Prime Professional during construction and are to be excluded from the consultant's scope of work:

- i. Obtaining contractor’s bonds and insurance and coordinating signatures in construction contract books. Issuing Notice of Award to contractor. Contractor approval by the DNR through MiGrants.
 - ii. Schedule and administer a pre-construction meeting.
 - iii. Provide construction contract administration (change orders, progress payments, etc.).
 - iv. Respond as needed to contractor generated requests for information.
 - v. Attend bi-weekly construction progress meetings.
 - vi. Coordinate with contractor on Township volunteer related construction items.
 - vii. The Township will provide part time construction observation to ensure that project construction meets design requirements.
 - viii. Grant reimbursement review submissions and closeout documentation.
 - ix. Attend a final on-site inspection.
- b. The following items are to be included in the Consultant’s scope of work:
- i. Attend a pre-construction meeting (in person or virtual)
 - ii. Review submittals such as shop drawings and material data sheets for conformance with the design drawings and specifications.
 - iii. Respond as needed to Township inquiries related to the construction documents. Assume 12 hours of time.
 - iv. While the Township is providing part time construction observation, there may be some aspects of the work the Township wishes the Consultant to be present on site for, or to review in the absence of the Township’s inspector. The Consultant shall budget 24 hours of time for field visits that shall be made by written request of the Township during construction.
 - v. Attend a final onsite inspection with the Township.
- c. Construction staking shall be the contractor’s responsibility and be part of the construction contract. The consultant shall provide information necessary for the contractor to accurately layout the proposed improvements.

All work performed shall be in accordance with the Michigan DNR Development Grant Procedures.

PROPOSAL REQUIREMENTS

Consultants shall visit the site and familiarize themselves with the site conditions so they may understand the facilities and restrictions pertaining to the execution of the work. Ganges Township is not responsible for any costs incurred by the consultant prior to the execution of a professional services contract. Consultants may not agree, conspire, or collude to produce a deceptive show of competition. Consultants must disclose any potential conflicts of interest. Ganges Township may utilize American

Rescue Plan Act (ARPA) funds for this project. Consultants shall provide information as needed for any compliance reporting done by the Township.

Proposals shall include the following information:

1. Cover Letter signed by a representative of the firm authorized to make contractual arrangements. The letter shall identify the lead member of the team responsible for project communications with the Township, including meeting attendance.
2. Scope of Work described for each task listed including the consultant's proposed approach to successfully completing the project. Scope of work for each task shall include a statement of all assumptions made.
3. Schedule that notes any proposed deviations from the Township's anticipated schedule and reasons why they are recommended.
4. Professional Service Fees shall be stated as a time and material not-to-exceed total amount defined in the consultant's proposal. The total fee shall be divided among the five main requested scope of work phases: Project Review & Planning Services, Topographic Survey, Design Phase, Bidding Phase, and Construction Phase. Ganges Township is requesting consultants provide sub-totals for each scope of work phase. Individual sub-totals will not be considered in determining award.

If the consultant wishes to offer additional services or state alternative approaches to the Township's anticipated scope of work items, they are welcome to do so. However, these must be stated separately from the five main requested scope of work phases. Consultants should use their knowledge and creativity to recommend solutions to meet or exceed the Township's requirements. The creativity may extend to suggesting an alternate approach to specific requirements if the alternative is supported by solid rationale. The Township encourages consultant to rely on their professional experience from similar projects to present the best overall value of their services to accomplish the intended goals of the project.

5. Samples of related/comparable past projects that would serve as examples of experience and expertise necessary for this project.
6. Insurance Requirements. The consultant will maintain, at its own expense during the term of this project, Comprehensive/Commercial General Liability Insurance, Auto Liability Insurance, and Professional Liability coverage with a minimum \$1,000,000 per occurrence.

PROPOSAL SUBMITTAL

Proposal must be received no later than **Friday, June 30th 2022 at 3:00 pm**. Consultants shall submit one electronic copy (PDF) for review. Proposals shall be sent to:

John Hebert, Ganges Township Supervisor
Email: gangessupervisor@gmail.com

Please direct all questions to John Hebert. Questions must be submitted in writing, preferably by email. The Township will try to respond in a timely manner to all questions received on or before June 24th.

PROPOSAL EVALUATION AND SELECTION

Selection of a consultant will be made at the complete discretion of Ganges Township, which reserves the right to accept or reject any and all proposals. Ganges Township may accept or further negotiate cost, terms, or conditions of any proposal determined by the Township to be in the best interest of the Township even though not the lowest bid.

Ganges Township shall evaluate each proposal to determine the firm offering the best value. Cost of services is significant but shall not be the sole criterion in selecting a consultant. The evaluation will include an assessment of the firm's ability to provide the services required, the qualification of the personnel, previous experience with similar projects, scope of services, project approach and fees.