

**CITY OF THREE RIVERS**  
**THREE RIVERS AREA YOUTH SPORTS COMPLEX**  
**REQUEST FOR PROPOSALS**



333 West Michigan Ave.  
Three Rivers, Michigan, 49093  
269-273-1075  
[www.threeriversmi.org](http://www.threeriversmi.org)

**Traffic Impact Study for the Youth Sports Complex**

**Key Dates**

Request for Proposals Issued ..... July 11, 2016  
Due Date for Proposals ..... July 26, 2016 @ 2:00 pm  
Bid Opening ..... July 26, 2016 @ 2:00 pm

REQUEST FOR PROPOSALS - TABLE OF CONTENTS

<b>PART I - INSTRUCTIONS TO CONTRACTORS .....</b>	<b>1</b>
1. PURPOSE OF CONTRACT .....	1
2. HOW TO PARTICIPATE IN THE CONTRACTING PROCESS .....	1
2.1. <i>Proposal and Contract Examination</i> .....	1
2.2. <i>Bid Submission</i> .....	1
2.3. <i>Bid Opening</i> .....	1
2.4. <i>Bid Award</i> .....	1
3. PROPOSAL EVALUATION AND CONTRACT AWARD .....	2
3.1. <i>Proposal Evaluation</i> .....	2
3.2. <i>Contract Award</i> .....	2
4. PRICE QUOTATIONS .....	2
4.1. <i>Taxes</i> .....	2
5. DELIVERY AND/OR COMPLETION .....	3
6. CANCELLATION .....	3
7. ADDITIONAL TERMS AND CONDITIONS .....	3
8. FREEDOM OF INFORMATION ACT .....	3
9. FURTHER INFORMATION AND CLARIFICATION .....	3
<b>PART II - SCOPE OF WORK .....</b>	<b>4</b>
1. INTRODUCTION .....	4
2. OVERVIEW .....	4
3. WORK DESCRIPTION .....	4
3.1. <i>Scope of Work</i> .....	4
3.2. <i>Project Elements</i> .....	5
3.3. <i>Project Schedule</i> .....	5
<b>PART III - PROPOSAL AND CONTRACTOR REQUIREMENTS .....</b>	<b>6</b>
1. PROPOSAL REQUIREMENTS .....	6
1.1. <i>General Considerations</i> .....	6
2. PROPOSAL CONTENT .....	6
2.1. <i>Proposed Work Plan or Services</i> .....	6
2.2. <i>Price Basis</i> .....	6
3. INVOICING AND PAYMENT TERMS .....	6
3.1. <i>Invoices</i> .....	6
3.2. <i>Payment Terms</i> .....	6
4. INSURANCE COVERAGE .....	7
4.1. <i>Professional Liability/Workers' Compensation Insurance</i> .....	7
4.2. <i>Additional Insured</i> .....	7
4.3. <i>Proof of Insurance Coverage</i> .....	7
5. BID FORM .....	8
<b>APPENDIX – TIS REFERENCE MAP .....</b>	<b>9</b>

# **PART I - INSTRUCTIONS TO CONTRACTORS**

## **1. PURPOSE OF CONTRACT**

The City of Three Rivers intends to secure the service(s) outlined in this Request for Proposal (RFP) at the lowest price and earliest delivery of service(s). Any failure on the part of the supplier to comply with the ensuing conditions and specifications shall be reason for termination of contract.

## **2. HOW TO PARTICIPATE IN THE CONTRACTING PROCESS**

Contractors interested in responding to this RFP must follow the bidding process outlined below.

### **2.1. Proposal and Contract Examination**

Any interested Contractor must email ([aebenstein@threeriversmi.org](mailto:aebenstein@threeriversmi.org)), call (269-273-1845), Alex Ebenstein their contact information so they can be added to the bidders list, which will ensure receipt of any addendum.

Before submitting a proposal, contractors should carefully examine the entire RFP. By the submission of a proposal, the contractor will be understood to have read and be fully informed as to the contents of this RFP.

Should a Contractor find any discrepancies, omissions, ambiguities, or conflicts within the RFP, or be in doubt about their meaning, they should bring such questions to the attention of Alex Ebenstein at City of Three Rivers Department of Public Services.

### **2.2. Bid Submission – due by 2:00 p.m. on July 26, 2016.**

Bids shall be submitted in a *sealed envelope*, mailed or delivered to:  
City of Three Rivers, Clerk  
333 West Michigan Ave.  
Three Rivers, MI 49093

The outside of the envelope will show the contractor's company name as a return address (for identification purposes during bid opening) and clearly marked "Traffic Impact Study for the Youth Sports Complex". It is the sole responsibility of the contractor to ensure that the proposal reaches or is delivered to the City as specified above by the hour and date due.

### **2.3. Bid Opening – at 2:00 p.m. on July 26, 2016.**

All bids received will be publicly opened at the City of Three Rivers, City Hall, at 333 W. Michigan Ave. Contractors may be present, but attendance is optional. Proposals will be announced and taken into record.

### **2.4. Bid Award**

It is anticipated that the contract for engineering services will be awarded by the City Commission on Monday, August 1, 2016.

### **3. PROPOSAL EVALUATION AND CONTRACT AWARD**

In evaluating and awarding contracts, the City follows the process outlined below.

#### **3.1. Proposal Evaluation**

Proposals will be evaluated by City Staff and they will make a recommendation to the Three Rivers City Commission. The Commission will vote and award the contract at a regular City Commission meeting.

Proposals will be evaluated on the basis of the following criteria:

- **Experience and Qualifications of the Proposer**  
Consideration will be given to firms (including the individuals assigned to the project) demonstrating strong capabilities, experience, and reputation in undertaking similar projects to those described in this RFP.
- **Proposal Completion**  
Proposal responses will be evaluated on completeness, clarity/accuracy of the information requested, technical approach, and proposal presentation.
- **Financial Terms**  
Consideration will be given to proposals that present the most cost efficient terms to the Three Rivers Sports Complex.

#### **3.2. Contract Award**

The award will be made by the City Commission and shall be based on the respondent's qualifications including, but not limited to the following: references, knowledge and interpretation of the needs, and experience with similar projects. Upon award, the Contractor will be contacted to plan and schedule work.

#### **3.3. Rejection of Bids**

The City reserves the right to reject any and all bids or to accept the bid or any part thereof which it determines to best serve the needs of the City and to waive any informalities or irregularities in the bids. While cost is a factor in any contract award, it is not the only factor and may not be the determining factor.

### **4. PRICE QUOTATIONS**

The following items should be taken into consideration when making price quotations.

#### **4.1. Taxes**

The City of Three Rivers is exempt from Federal Excise Tax and Michigan Sales Tax and same shall not be charged to the City or included in the cost proposal.

## **5. DELIVERY AND/OR COMPLETION**

Contractors shall confirm that they can meet the schedule indicated in Section 3.3.

## **6. CANCELLATION**

Any violation of the terms, conditions, requirements and/or non-performance of the agreement resulting from this RFP shall result in immediate cancellation. The agreement may be canceled by the City for any other reason(s) and or without explanation(s) upon 15 days written notice by registered mail to the bidders last known address.

## **7. ADDITIONAL TERMS AND CONDITIONS**

Proposals and prices must remain valid for three (3) months after receipt by the City.

## **8. FREEDOM OF INFORMATION ACT**

Contractors should be aware that information submitted with a proposal is subject to the Michigan Freedom of Information Act and may not be held in confidence after the proposals are opened. All proposals shall be available for review after City staff has evaluated them.

## **9. FURTHER INFORMATION AND CLARIFICATION**

Should prospective contractors require further information or clarification, contact Alex Ebenstein at City of Three Rivers Department of Public Services (p. 269-273-1845).

## **PART II - SCOPE OF WORK**

### **1. INTRODUCTION**

The City of Three Rivers is soliciting proposals from qualified firms to provide a traffic impact study for the development of a youth sports complex in Three Rivers, Michigan.

[www.threeriverssportscomplex.com/](http://www.threeriverssportscomplex.com/)

### **2. OVERVIEW**

The Three Rivers Community and Area have growing needs in the youth sports organizations and facilities, specifically Three Rivers Little League, Three Rivers Rocket Football, and Three Rivers American Youth Soccer Organization 1197. Currently these youth sports organizations require the use of multiple sites to meet their needs. Due to this, the organizations established the Committee and began discussing cooperative efforts to increase the quality of the programs and develop future growth opportunities. After the study and review of several sites the Committee selected a site with parcels totaling approximately 80 acres in size. This site is located between N Main St (Business US-131) and Buckhorn Rd in Three Rivers, Michigan (see Appendix).

At this time, the City of Three Rivers would like to move forward with a traffic impact study for the Three Rivers Youth Sports Complex, which is the scope of this request, and is outlined below in the SCOPE OF WORK.

### **3. WORK DESCRIPTION**

#### **3.1. Scope of Work**

The general scope of work is to provide a traffic impact study (TIS) for the Three Rivers Area Youth Sports Complex in order to determine what impact this proposed development may have on roadways and intersections, specifically with the addition of driveway access on N Main St and Buckhorn Rd (see Appendix). The City is requesting an evaluation of the impacts at a minimum on the following intersections (see Appendix):

1. N Main St (Business US-131) at US-131
2. N Main St (Business US-131) at Hoffman St
3. Portage Ave at Hoffman St
4. Buckhorn Rd at Lovers Lane

The resultant TIS will be used by the City of Three Rivers to navigate the site access permitting process in accordance with Michigan Department of Transportation (MDOT) and St. Joseph County Road Commission (SJCRC) requirements. Therefore, the TIS being requested must comply with all MDOT and SJCRC guidelines and requirements. Additional services or modifications to the services outlined above, as deemed appropriate by the respondent, should be identified in the response to this RFP.

### 3.2. Project Elements

The TIS project requested will contain, but are not limited to, the following project elements:

1. Verify that the overall study area limits will provide for an analysis that is complete, accurate, and a useful study.
2. Evaluate the current traffic volumes and future demands within the area. Evaluate the intersections noted above under present conditions and the under the condition of the addition of driveway access points for the proposed Sports Complex.
3. Conduct traffic movement studies at various intersections as needed to evaluate current traffic movements and future demands.
4. Based on accepted practices, forecast additional traffic at the various intersections identified under the condition of the proposed development.
5. Identify potential problems with proposed development in regards to traffic movements.
6. Identify mitigating measures to reduce the negative impacts of any potential problems.
7. Provide a safety assessment of whether or not safety would specifically increase or decrease by the proposed changes.
8. Provide an assessment of whether or not emergency vehicle access would be negatively impacted by the proposed changes.
9. Provide reliable cost estimates and funding mechanisms for all recommendations and options.
10. Meet and discuss options with City staff.
11. Provide a final report to City Staff.

### 3.3. Project Schedule

The TIS project must conform to the following estimated timeline, starting from the date of the purchase order issuance:

Data Collection	2 weeks
Analysis/Exhibits	3 weeks
Draft Report	3 weeks
Client Review	1 week
Final Report	1 week
<b>Project Completed</b>	<b>10 weeks</b>

# **PART III - PROPOSAL AND CONTRACTOR REQUIREMENTS**

## **1. PROPOSAL REQUIREMENTS**

### **1.1. General Considerations**

Before submitting a proposal, the contractor should carefully examine the entire RFP and have a full understanding of the contents needed for the proposal. Submission of a response constitutes the contractor's understanding of the contents of this RFP.

## **2. PROPOSAL CONTENT**

A signed letter stating the contractor understands the City's needs as outlined in Part II – Scope of Work and is committed to performing the requested services.

### **2.1. Proposed Work Plan or Services**

Describe the work plan or services to be provided to address the City's needs as outlined in PART II – Scope of Work, including a proposed project schedule and a fee proposal for the work outlined.

### **2.2. Price Basis**

The proposal for traffic engineering services should be submitted on a lump sum fee basis with the following tasks and prices listed to total the lump sum.

- Data Collection
- Engineering Analysis
- Technical Report

The lump sum fees shall include all labor, material and expenses required to complete the traffic engineering services described herein

The respondent is requested to submit a breakdown of hours by staff classification for the traffic engineering services. Respondent is also required to submit an hourly rate sheet showing the charges for any items not included in the original project scope.

## **3. INVOICING AND PAYMENT TERMS**

### **3.1. Invoices**

All invoices must reference property address, itemize services rendered, purchase order number, and be sent to:

City of Three Rivers  
Accounts Payable  
333 W Michigan Ave.  
Three Rivers, MI 49093

### **3.2. Payment Terms**

The City will accept payment terms of Net 30 days, or as negotiated.

#### **4. INSURANCE COVERAGE**

The selected contractor must have and maintain the following insurance during the term of the contract. If any listed insurance coverage expires during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to the City at least ten (10) days prior to the expiration date.

##### **4.1. Professional Liability/Workers' Compensation Insurance**

The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

##### **4.2. Additional Insured**

Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating that the following shall be Additional Insureds: "City of Three Rivers, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof."

##### **4.3. Proof of Insurance Coverage**

The Contractor shall provide the City at the time the contracts are returned for execution, the certificates and policies as listed below:

- a.) A copy of Certificate of Insurance for Workers' Compensation Insurance;
- b.) A copy of Certificate of Insurance for Commercial General Liability Insurance;
- c.) A copy of Certificate of Insurance for Vehicle Liability Insurance;

If so requested, Certified Copies of all policies mentioned above will be furnished.

**5. BID FORM**

The undersigned having familiarized themselves with the local conditions affecting the cost of the work and the Contract Documents hereby proposes to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete all work required for the project in accordance with the specifications as prepared by the City of Three Rivers, Michigan, for, including Addenda No. \_\_\_\_\_ issued thereto, the following unit prices:

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ DATE \_\_\_\_\_

**Traffic Engineering Services**

<b>Item No.</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Price</b>
1	Data Collection	1	EA	
2	Engineering Analysis	1	EA	
3	Technical Report	1	EA	
Total Lump Sum				

# APPENDIX – TIS REFERENCE MAP

