Department of Public Services
1015 South Lincoln Avenue • Three Rivers, Michigan 49093
269.273.1845 • www.threeriversmi.org
Fax: 269.273.1042

REQUEST FOR ENGINEERING PROPOSALS
MEMORY ISLE PEDESTRIAN BRIDGE DESIGN
CITY OF THREE RIVERS
ST JOSEPH COUNTY, MICHIGAN

The City of Three Rivers is requesting proposals for professional engineering services for a pedestrian bridge at Memory Isle Park.

Scope of Project

Memory Isle Bridge Replacement

Location: Memory Isle Park

Scope: This project will include the complete design, specification, and preliminary construction costs for a new pedestrian bridge between Memory Isle Park and the Memory Isle Park Island. The existing bridge, including headwalls are in need of replacement. Close coordination with the State of Michigan will be required as improvements within the waterway will be required. The plans and specification, along with the preliminary construction cost will be used to seek grants for the construction of the bridge. Design elements that will provide for higher scores on grant applications, without drastic cost increases will be expected. Final documentation shall also include recommendations regarding the grants our project will be most eligible for.

Engineering services for this project will include topographic survey of the project area shown on the attached drawing.

The project estimate shall include engineering fees for grant applications, bidding services, and construction engineering.

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Scope of engineering design services

The general scope of anticipated professional engineering services is above for the project. Additional services or modifications to the services outlined above, as deemed appropriate by the respondent, should be identified in the response to this RFP.

Topographic Services

1. **TOPOGRAPHIC SURVEY:** Complete a topographic survey of the project area in order to provide a complete pedestrian bridge design.

Design Services

2. **PRE DESIGN CONFERENCE:** Attend pre-design conference with City Department of Public Services (DPS) staff to review anticipated scope of work and deliverables.
3. **PRELIMINARY BID DOCUMENTS:** Develop preliminary bid documents consisting of plans with a title sheet, utility information/note sheet(s), standard detail sheet(s) overall plan sheet, and base plan and profile sheets. Base plan and profile sheets shall be developed at a scale of 1 inch=20 feet (plan) and 1 inch=4 feet (profile). Plans shall be developed in AutoCAD 2012, and located in the City's coordinate system. Include other sheets as necessary to detail the replacement bridge and possibly modified headwall locations. Front end of the bid documents shall utilize Engineers Joint Contracts Document Committee standard documents.

   One paper set and a pdf copy of the preliminary plans shall be submitted to the City DPS for review and comment. Two (2) review meetings with the City DPS staff shall be included in the proposal.

4. **SOIL BORINGS:** The engineer shall provide soil borings to ensure proper design of the infrastructure.
5. **FINAL DOCUMENTS:** Develop final documents consisting of plans and specifications, and preliminary construction costs. One paper set and a pdf copy of the final plans shall be submitted to the City DPS for review and comment. One (1) review meeting with the City staff should be included in the proposal.
6. **PERMITS:** Secure required permits on behalf of the City. Provide the required sets of sealed plans and specifications for applying for all of the required permits.

Anticipated project schedule

Award eng services	March 1, 2016
Complete Prelim Design	May 15, 2016
City review of Prelim	June 1, 2016
Complete Final Design	July 15, 2016
City review of Final	August 1, 2016
Submit for permits	August 2016

City-provided information and data

In conjunction with the proposed project, the City of Three Rivers will provide the following information and data:

- 2013 color aerial photography in .tiff or .sid format, and current parcel base mapping in .dwg file format.
- GIS information, and access to record drawing information on existing utilities. There is limited data regarding the electrical system on the island. The electrical system shall remain intact, and may be improved as part of this project.

The City of Three Rives has adopted a Local Preference Policy regarding any contractual or professional contracts. A copy of the policy is available upon request.

If you received this document from our website, please fax your contact information to 269-273-1042, or e-mail aroth@threeriversmi.org so we can place you on the bidders list for addenda.

Submittal of Proposals

Proposals should be submitted to the City of Three Rivers, City Clerk; 333 W Michigan Avenue; Three Rivers, MI 49093 by **2:00 pm on Thursday February 18, 2016**. It is anticipated that the contract for engineering services will be awarded by the City Commission on **Tuesday, March 1, 2016**.

Price basis

The proposal for design services should be submitted on a lump sum fee basis. The lump sum fees shall include all labor, material and expenses required to complete the proposed design and bidding services described herein.

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

Bid Form

The undersigned having familiarized (himself/themselves) with the local conditions affecting the cost of the work and the Contract Documents hereby proposes to perform everything required to be performed and to provide and furnish all labor, materials, necessary tools, equipment, utility and transportation services necessary to perform and complete in a workmanlike manner all work required in accordance with the specifications as prepared by the Department of Public Services, City of Three Rivers, Michigan, for, including Addenda No. _____ issued thereto, the following unit prices:

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

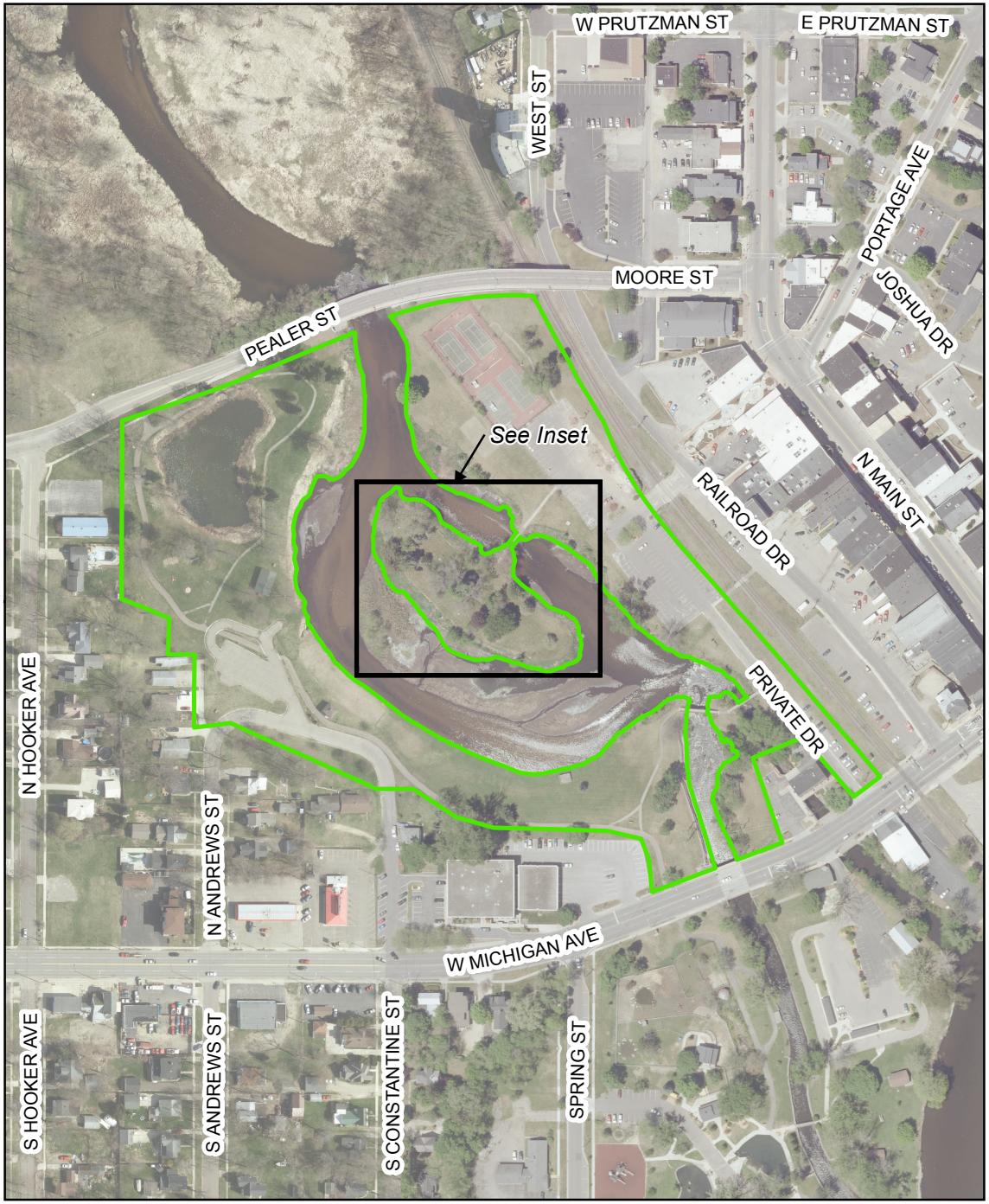
SIGNATURE _____ TITLE _____

TELEPHONE _____ DATE _____

Professional Engineering Services

Item No.	Item Description	Quantity	Unit	Price
Memory Isle Bridge Design				
1	Design Engineering Services	1	LS	

Project Map



0 150 300 600 ft

1 inch = 300 feet

THREE RIVERS MICHIGAN

Memory Isle Bridge Project

Memory Isle Park

Project Area

N W E S

Produced by: City of Three Rivers, MI
Department of Public Services - AE
Date Printed: 1/29/2016
Aerial Date: 2013

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0 50 100 200 ft

1 inch = 100 feet