



## REQUEST FOR QUALIFICATIONS & PROPOSALS

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**Issue Date:** August 14, 2024  
**Due Date:** 5 p.m. EST, September 12, 2024  
**Project:** Professional Services for Silver Lead Creek Greenway & Trail Project  
**Project Director:** Thyra Karlstrom, Marquette County, Planning Division  
(906)225-8192  
tkarlstrom@mqtco.org

### Purpose

Marquette County is requesting submission of proposals from a licensed architect, landscape architect, or engineer for professional services for the Silver Lead Creek Greenway and Trail Project. The Professional will provide design services including construction plans, specifications, and bidding documents for the construction of three miles of trail, connecting pathways, trailhead, and associated amenities.

### Background

The Silver Lead Creek Greenway and Trail Project is located in KI Sawyer, Michigan. The project creates permanent access to nature, outdoor recreation, and safe non-motorized transportation for a community established when the KI Sawyer Air Force Base was decommissioned in the 1990s. KI Sawyer is largely built-up with dense housing, buildings, and infrastructure and lacks safe non-motorized infrastructure. Centrally located, the Silver Lead Creek Greenway and Trail is the backbone to safely connect neighborhoods, recreation amenities, institutions, and businesses that the community needs.

As currently proposed, the public greenway is approximately 500 acres with three miles of main trail, a combination of aggregate trail in a wooded creek setting and pathways within road right of ways and built up areas. The trail crosses the Silver Lead Creek, requiring a bridge, and also faces areas of elevation change due to the valley landscape of the creek. Preliminary design work of the main trail and bridge is available.

A trailhead of the SLCG Trail, Little Trout Lake (LTL) Park will soon go through an extensive renovation, currently under design with construction slated in 2025, with support from the MDNR Spark Grant Program. LTL Park sits on an 111-acre parcel, with a 10-acre lake. LTL Park includes about 8 acres of "developed" day use space with the Silver Lead Creek flowing through the park. The leg of the SLCG Trail that runs through LTL Park will be constructed as part of the above-described LTL Park project in 2025. The section of trail to be built within LTL Park will be ADA accessible with crushed aggregate surface. Project plans are available. The Conceptual Plan, and additional details of the project are available on the RFQP website.

Please note funding has not yet been secured for the construction phase of this project.

The RFQP packet can be found at [www.mqtco.org](http://www.mqtco.org)



## INSTRUCTIONS TO RESPONDENTS, TERMS, & CONDITIONS

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### PROPOSALS

All proposals must be submitted following the format stated in this document. Proposals received after the deadline may not be considered or accepted. It is up to the respondent to assure that their response is received. Respondents may be disqualified from consideration for non-compliance with the requirements of this RFQP.

### PROPOSAL TIMELINE

Questions or requests for interpretation of the terms and conditions of this RFQP and scope of work must be made by e-mail to Thyra Karlstrom, Project Director, at [tkarlstrom@mqtc.org](mailto:tkarlstrom@mqtc.org) by **5:00 p.m. EST August 27, 2024**. A list of questions received with responses will be posted on the County of Marquette's webpage, [www.mqtco.org](http://www.mqtco.org) by **5:00 p.m. EST, August 29, 2024**.

A non-mandatory site visit is scheduled for **Monday, August 26, 2024 at 1:00 p.m. EST** beginning at the Little Trout Lake Park Parking Lot.

Proposals must be received by email to Thyra Karlstrom, Project Director, at [tkarlstrom@mqtc.org](mailto:tkarlstrom@mqtc.org) no later than **5:00 p.m. EST, September 12, 2024**. All proposals received after this time will not be reviewed or considered by the County of Marquette.

### PROJECT DESCRIPTION

#### Project Period.

- Start: Upon award of contract, tentatively September 18, 2024.
- Completion: April 18, 2025

**Scope of Work.** The Professional's responsibilities include, but are not limited to, the following:

- Development of construction plans, specifications, and bidding documents. The documents will be used to bid and construct the project once funding is secured. Note, although bidding and construction administration are not part of this RFQP, please include separate fees for this service.
- Coordinate with and secure necessary permits from agencies including but not limited to EGLE, MDOT, Marquette County Road Commission, Marquette County Building Codes and Soil Erosion and Sedimentation Control. Prepare applications for permits that cannot be secured until the construction phase for future use by Marquette County.

### QUALIFICATION REQUIREMENTS

- Be a licensed architect, licensed engineer, or licensed landscape architect with an active license in the state of Michigan.
- Have experience, knowledge and expertise in design and construction of non-motorized trail systems in urban and rural settings and associated amenities.

Proposals will be evaluated based on the following factors:

- Overall proposal quality;
- Cost; and
- Applicable experience

Following staff evaluation of all responsive proposals, a recommendation will be provided to the Marquette County Board of Commissioners for final selection and award.



## **PROPOSAL CONTENTS**

Each proposal should include the following:

### **Section 1. Background**

Provide information on the firm's background including:

- Years in business;
- Organization size;
- A description of the range of services provided by the firm, specifying any areas of expertise
- Years providing professional services directly related to trail design and construction;
- Federal ID number, Michigan tax ID number, if applicable, the firm's legal formation (e.g. corporation, sole proprietor, etc.) and state of incorporation, if applicable;
- Office location where work associated with this project would be performed including identification of the staff in that office that will be responsible for providing services to the County of Marquette;
- Name of the person who will be responsible for regular communications with the County of Marquette, including meeting attendance.

### **Section 2. Experience**

Provide information on the professional qualifications, knowledge of the staff, and project experience of the proposed team members including:

- Engineering and design of trail systems and associated recreation amenities;
- List all related projects, with url links if available, worked on within the last five years, or specifically related to design and construction
- List the types of services staff members are qualified to perform, demonstrate the familiarity of staff with recreation and recreation-based planning, and give recent experience of personnel and their roles in similar projects;
- Names of any subcontractors who will perform work under this contract. Each proposal should include a statement as to the actual percentage of work that is proposed to be completed by subcontractors;
- A statement or disclosure of all material litigation, administrative proceedings and bankruptcy proceedings currently pending or having occurred within the past ten years directly or indirectly involving the company, regardless of cause or merit including the nature and status of each instance; and
- Certification that the organization has no listed exclusions with the General Services Administration System for Award Management (SAM).

### **Section 3. Approach**

Provide a detailed work plan and schedule including key milestones. Include items that may be omitted from this RFQP.

### **Section 4. Fee Schedule and Pricing**

Provide a fee schedule and a list of the services the firm will perform. Include a break out of time, travel expenses, materials and supplies, and any other expected expenses.

Describe the total fees for performance of the services identified in this RFQP and provide a separate fee for bidding and construction administration.

### **Section 5. References**

Provide three to five references. Include contact information and a phone number for each reference. List the project(s), with url links if available, you worked/working on and include the completion date.



## **Section 6. Insurance**

Proof of insurance that meets the County's insurance standards as set forth in the attached description of required coverage.

## **Appendices**

*Appendix 1.* Resumes of key personnel. Identify the individual and their role in this project, education, title, related qualifications, and the date on which they joined the firm.

*Appendix 2.* Any other information which is relevant to this project (optional).

## **SIGNATURES**

The Proposal must be signed by an official of the proposing organization authorized to bind the respondent to the provision of this RFQP.

## **AWARD OF CONTRACTS/REJECTION OF PROPOSALS**

Contract will be awarded to the responsible offer or whose proposal is most advantageous to the County of Marquette, with price and other factors considered.

## **MISCELLANEOUS**

All material submitted with or as part of the qualifications shall become the property of the County and will not be returned.

No Agreement will be implied from the submission of any Proposal and no obligation arising out of the proposals submitted hereunder shall be binding on the County, its officers, employees, consultants, or agents unless and until duly executed by all parties and in accordance with the laws of the State of Michigan.

The County of Marquette will not release information submitted in response to this RFQP prior to the deadline for submission of proposals. After this deadline has passed, submissions will be available in accordance with the Michigan Freedom of Information Act (FOIA), MCL 15.231 et seq.

## **CERTIFICATION**

By submitting a Proposal, the respondent certifies that it is not currently disqualified from submitting Proposals for contracts issued by any political subdivision or agency of the State of Michigan or the federal government or any subdivision/agency thereof, and that it is not an agent of a person or entity that is currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Michigan or the federal government or any subdivision/agency thereof. Any contract between the County and a selected respondent will require an updated debarment certification.

Respondent further certifies that it has not communicated with, nor accepted anything of value from, any official or employee of the County of Marquette that would tend to destroy or hinder free competition.