



PENINSULA TOWNSHIP

13235 Center Road, Traverse City MI 49686

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www.peninsulatownship.com

October 23, 2024

Bidder:

Peninsula Township will receive sealed bids in the township office at 13235 Center Road, Traverse City MI 49686, until **Monday, November 25, 2024 at 4:00 PM** for the following:

Peninsula Township Non-Motorized Transportation Plan

The specifications can be obtained from Peninsula Township website at: <https://www.peninsulatownship.com>. It is the sole responsibility of the Bidder to check the website for updates and addenda prior to the bid being submitted. Peninsula Township reserves the right to accept or reject any or all bids, waive irregularities and to accept the bids either on an entire or individual basis that is in the best interest of the township. Peninsula Township accepts no responsibility for any expense incurred by the Bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Bidder. Only the successful Bidder will be notified.

You must submit one (1) sealed hard copy and one digital copy of the bid to the township planning office prior to the above indicated time and date or the bid will not be accepted. The outside of the sealed bid envelope is to be labeled **“Peninsula Township Non-Motorized Transportation Plan”**

All bids will be opened at **4:30 PM** on **November 25, 2024** at the Peninsula Township offices conference room.

If you have any questions, please contact Jenn Cram, Director of Planning and Zoning at 231-223-7314 before the bid is submitted.

PLEASE SUBMIT BID TO: Jenn Cram, Director of Planning and Zoning
Peninsula Township
13235 Center Road, Traverse City MI 49686

OVERVIEW

Introduction: The Peninsula Township citizen survey in the fall of 2019 revealed that nearly 80% of residents support developing a non-motorized transportation plan that connects park facilities with bike paths or trails and installing pedestrian safety features such as pavement markings and signage. Consequently, a non-motorized transportation working group composed of citizens, representatives from relevant local organizations, members of the Peninsula Township Planning Commission and Peninsula Township staff has developed the following vision and mission statements:

Vision: Peninsula Township is a safe and accessible place to walk, bike, drive and farm.

Mission: To implement roadway improvements to increase safety, accessibility, and enjoyment for farmers, cyclists, pedestrians, and drivers and to develop road and trailway connections that enhance non-motorized transportation and recreational opportunities in Peninsula Township.

Peninsula Township is requesting proposals from qualified bidders “Consultant” to assist in completing a Non-Motorized Transportation Plan for Old Mission Peninsula. Although the working group has been working informally with partners such as MDOT to make immediate roadway safety improvements and has begun gathering material to be included in a non-motorized transportation plan, development of a formal written plan, and citizen engagement in plan development and response to proposed plan elements, has been identified as a logical next step forward in expanding safe and accessible non-motorized transportation and recreational opportunities in Peninsula Township.

ABOUT PENINSULA TOWNSHIP

Peninsula Township is located in Grand Traverse County in northwest Lower Michigan and is perhaps Michigan's most unique and scenic township. Unlike the typical six-mile by six-mile-square township, Peninsula Township is composed of the finger-like landmass known as the Old Mission Peninsula, projecting approximately 17 miles into Grand Traverse Bay, and also includes Power Island. The Old Mission Peninsula varies from one to three and a half miles in width and encompasses approximately 42 miles of Great Lakes shoreline. Like Leelanau Peninsula to the west, Old Mission Peninsula has unusually steep and rising terrain compared to much of the rest of the region.

According to the United States Census Bureau, the township has a total area of 31.8 square miles (17,755 acres), of which 27.9 square miles is land and 4.0 square miles (13%) is water. The 2020 U.S. Census lists a population of 6,068. At the base of the peninsula, Peninsula Township shares a jurisdictional boundary with the City of Traverse City. The most heavily utilized vehicular access to the township is M-37, which leads from M-31 to the northern tip of the peninsula.

The landscape of Peninsula Township offers unparalleled aesthetic beauty with striking views of East and West Grand Traverse bays, rolling topography, and extensive fields of fruit trees and

vineyards. Clear water, sandy beaches, and protected bays also contribute to an incredible natural environment.

Old Mission Peninsula is a magnet for recreational activities due to a combination of extensive parkland, scenic vistas, shoreline roads, and Grand Traverse Bay.

DESIRED PLAN CONTENT AND FORMAT

The Consultant hired will produce a non-motorized transportation plan for Old Mission Peninsula that will describe concepts already developed by the non-motorized working group and identify and describe additional options for roadway safety improvements, community connections for trailways both alongside and separated from current roads and regional linkages to improve non-motorized transportation opportunities with our adjacent community transportation networks.

The plan will incorporate Complete Streets and other bike and pedestrian transportation and recreation best practices. The plan should be directly linked to concepts and goals identified in Peninsula Township's Master Plan and should describe the benefits of safety improvements and infrastructure investment as proposed in the plan to the citizens of the township.

The public engagement process should include strategies to maximize input from citizens on plan elements and prioritization of projects. Feedback received from public engagement will be incorporated in the final draft of the plan.

The planning process will identify short-term, medium-term and long-range actions or projects, potential funding opportunities, and necessary and/or suggested partnerships. In addition, the plan will provide cost estimates associated with different plan concepts, and a suggested prioritized implementation plan that addresses citizen preferences, funding limitations, and community impact.

The plan should be concise, written in a non-technical format and include maps and visual elements.

Appendices are encouraged for supplemental materials (e.g., maps, data, survey responses, etc.) as needed so that the plan document as a whole may serve as a repository of community information. The final plan and all associated data and documents will be the property of Peninsula Township upon completion of the project. The document will be produced both in paper and digital format. The digital copy of the plan shall be fully linked (as needed).

The intent of the Peninsula Township Non-Motorized Transportation Plan is to provide a general framework for prioritized, citizen-vetted multimodal transportation and recreation projects and safety improvements and a broad implementation guide for staff and decision makers. It is expected that as projects are pursued in the future, additional development of detailed construction plans will be needed prior to implementation.

The final draft of the Peninsula Township Non-Motorized Transportation Plan is expected to be completed in approximately twelve (12) months from the contract award date. Respondents are encouraged to submit their most cost-effective bid.

EXPECTATIONS FOR COMMUNITY ENGAGEMENT

Citizen engagement is a critical component of the Peninsula Township Non-Motorized Plan. The Consultant is expected to offer a range of platforms for interaction and to suggest creative strategies to bring engagement opportunities to citizens where they are active in the community. The Consultant will coordinate public participation throughout the planning process until the final draft is presented to Peninsula Township. The Consultant may suggest roles and activities Peninsula Township and working group members may perform alongside the Consultant in order to support or assist with community engagement activities.

EXPECTATIONS FOR PROCESS COORDINATION AND COMMUNICATION

The Consultant will coordinate work with the Peninsula Township Director of Planning and Zoning and designees. The Director of Planning and Zoning will oversee the direction and quality of work of the selected Consultant.

The Action Plan process will be guided by the Consultant and informed and supported by the non-motorized working group and township staff as necessary.

The Consultant will guide and facilitate a project launch meeting with the Director of Planning and Zoning and the non-motorized working group. The purpose of the meeting is to establish a shared understanding of project objectives, the details of the planning process, strategies for public engagement, roles and responsibilities, and deliverables.

Peninsula Township and the non-motorized working group will provide all relevant existing community planning reports, plans, and studies. If the data provided by the township is insufficient, the Consultant may make recommendations for additional data.

PROPOSAL SUBMISSION AND CONSULTANT SELECTION PROCESS

Proposal Consultant Questions and RFP Addendums

All questions regarding this Request for Proposal (RFP) shall be submitted via e-mail addressed to Jenn Cram, Director of Planning and Zoning at planner@peninsulatownship.com. Questions will be accepted and answered in accordance with the terms and conditions of this RFP. **All questions shall be submitted on or before November 11, 2024.**

All interpretations, corrections, or additions to this RFP will be made only as an official addendum that will be posted to: <https://www.peninsulatownship.com>. It shall be the prospective Consultant's responsibility to ensure they have received all addenda before submitting a

proposal. Any addendum issued by Peninsula Township shall become part of the RFP, and must be incorporated in the proposal where applicable.

No pre-proposal meeting will be held for this RFP. Please contact staff indicated above with general questions regarding the RFP.

Proposal Format and Submission

Interested Consultants must submit one (1) sealed hard copy proposal and one (1) electronic copy (USB flash drive) which should include at a minimum the following information:

- Consultant names and qualifications.
- The physical location of assigned personnel while they are engaged in the project.
- Examples of experience with similar projects.
- Narrative in which the firm describes their understanding and approach to meeting the needs and outcomes requested by Peninsula Township in this proposal.
- The methodology, approach or work plan, including activities, deliverables and timelines, which would be used to complete the project.
- Proposal Sheet with a “Not to Exceed” project cost that includes an attached costs by activity sheet.

The proposal should not be more than 10 pages (20 sides), not including required attachments and resumes. One (1) sealed hard copy proposal and one (1) electronic copy (USB flash drive) must be submitted to Peninsula Township, 13235 Center Road, Traverse City MI 49686, clearly marked **“Peninsula Township Non-Motorized Transportation Plan”** on the outside of the envelope, by no later than **4:00 pm EDT on Monday, November 25, 2024**. E-mailed or faxed proposals will not be accepted. All proposals will be opened at **4:30 pm EDT on Monday, November 25, 2024** at the Peninsula Township offices conference room.

Peninsula Township accepts no responsibility for any expense incurred by the Consultant in the preparation and presentation of a proposal. Such expenses shall be borne exclusively by the Consultant. Only the successful Consultant will be notified.

Proposal Evaluation and Selection

Peninsula Township intends to select a Consultant based on qualifications, ability, relevant experience, cost, and other pertinent factors. The Consultant will be required to accept a Services Agreement with Peninsula Township for this work.

Peninsula Township reserves the right to accept or reject any or all bids, waive irregularities and to accept the proposals either on an entire or individual basis that is in the best interest of Peninsula Township. The proposal total may be adjusted after negotiations with Peninsula Township and prior to signing a contract, if adjusted.

The following describes factors that will be used for evaluation of proposals.

Professional Qualifications

State the full names and address of your firm (including any sub-consultants) 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. Include the name of executive and professional personnel by skill and qualifications that will be employed to complete the work. State where these personnel will be physically located during the time they are engaged in the work. 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.

Proposed Work Plan

A summary of the proposed work plan and how the Consultant intends to provide the services requested in this RFP including a timeline of how and when data and materials will be delivered to Peninsula Township.

Past Involvement with Similar Projects

The Consultant's expertise and experience working together as a team as related to the required work. List of specific experience in the project area and indicate proven ability in implementing similar projects by the Consultant and the individuals to be involved in the project.

A list of client references must be provided for similar projects recently completed. The list shall include the firm/agency name, address, telephone number, project title and contact person.

Fee Proposal and Cost

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 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 township and prior to signing a formal contract, if adjusted. Consultants are encouraged to itemize additional activities, deliverables and costs for consideration.

Authorized Negotiator

Include the name, phone number and email address of the person(s) in your organization authorized to negotiate the Scope of Work with Peninsula Township.

Proposal Consideration

Peninsula Township will evaluate each proposal by the above described criteria. A short list of firms may be selected for further consideration. Peninsula Township may contact references to verify submission information.

Interview

Peninsula Township may schedule interviews with selected firms if necessary. A proposal with all the requested information does not guarantee the proposing firm will be a candidate for an interview.

Final Selection

If suitable proposals are received, final selection of a firm for the contract award by Peninsula Township will be considered following evaluation of the proposals, possible interviews and/or additional negotiations.

Timeline

Issuance of the RFP	October 23, 2024
RFP questions deadline	November 11, 2024
Deadline for proposal submission	November 25, 2024 at 4:00 PM EDT
Selection of Consultant	November 25, 2024 at 4:30 PM EDT (or further negotiations TBD)
Expected Peninsula Township authorizations	TBD
Project Start-Up meeting	TBD

The above schedule is for informational purposes only and is subject to change at Peninsula Township's discretion.