

TUSCOLA COUNTY CONTROLLER/ADMINISTRATOR'S OFFICE

Michael R. Hoagland
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207 E. Grant Street
Caro, Michigan 48723-1660

Telephone
989-672-3700

Request for Qualifications for Consulting Services

Release Date – August 4, 2010

Tuscola County, in partnership with Huron and Sanilac Counties, were awarded an Energy Efficiency and Conservation Block Grant (EECBG) through the Michigan Department of Energy Labor and Economic Growth's Bureau of Energy Systems. The EECBG program is funded through the American Recovery and Reinvestment Act.

The grant will be used for a variety of purposes including energy audits, energy strategy development, energy oversight/strategy design services, Regional non-Motorized Transportation Strategy for Huron, Sanilac and Tuscola Counties and Harbor Beach Bike and Pedestrian Path Design.

Tuscola County seeks to contract for consulting services to complete the above projects. Two separate detailed Requests for Qualifications to perform the above services are available on the county web site at <http://www.tuscolacounty.org/> or by contacting the Tuscola County Controller/Administrator's office: telephone – 989-672-3700 address – 207 E. Grant Caro, MI 48723. Consultants will be selected based on qualifications, where price is not used as the sole selection factor.

Request release date August 4th, 2010. One (1) original and three (3) hard copy proposals must be submitted no later than **August 20th at 10:00 am** to Michael Hoagland, Tuscola County Controller/Administrator at 207 E. Grant St., Caro, MI 48723. All questions must be submitted by **August 12th, 2010 by 10:00 am** to Michael Hoagland at MHoagland@TuscolaCounty.org. It is anticipated the final award for consultant selection will be made by the Tuscola County Board of Commissioners on September 14th, 2010.

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Addendum #1 **August 13, 2010**

Correction to RFQ identified in #1 Above:

The following addendum provides answers to questions for both RFQs and makes a correction to the RFQ identified in #1 above.

Page #3, 4th Paragraph, 2nd line is replaced with: "This audit also includes a site walkthrough, identification of energy conservation measures (ECMs) and the development of preliminary cost and savings estimates for each ECM."

Request for Statement of Qualifications (RFQ):

- 1) Energy audits, energy strategy development and oversight/design services; and
- 2) Regional Non-Motorized Transportation Strategy and the Harbor Beach Bike & Pedestrian Path Design

Questions and Answers

Question 1 – Should we submit a combined proposal for both the 3-county Non-Motorized Strategy and the Harbor Beach design work, or should we submit separate proposals for parts 1.0 and 2.0 of the RFP?

Answer – This will be up to each individual firm. The project is designed to integrate together with the Harbor Beach portion to be used as a prototype for other small shoreline communities interested in non-motorized trails within their community. The regional plan will focus on the shoreline area, but will include the entire region.

Question 2 – Related to question 1, will 1 firm be selected for both projects, or will the county/city potentially choose 2 different firms?

Answer – Ideally 1 firm will be selected for both projects in order to provide continuity, but depending on submissions separate firms will be considered.

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Question 3 – Given that there 3 counties and 1 city involved in this RFP, who will be making the consultant selections?

Answer – The consultant selections will be made by working group of a representative from each county. They will then make a recommendation to the Tuscola County Board of Commissioners who have final approval.

Question 4 – Who will be overseeing the project? Will there be a steering committee with membership from all of the participant counties/Harbor Beach?

Answer – Oversight will be provided by the working group, which is made up of representatives from all 3 counties. The Harbor Beach portion of the project will have direct input from the City of Harbor Beach with assistance from the regional working group.

Question 5 – Can you tell us which firms have been involved in the design of phases I and II?

Answer – Wade/Trim has provided design services for the previous Harbor Beach projects.

Question 6 – Do you have a completed topographic survey for the area covering phases III and IV?

Answer – There has not been a topographic survey for phases III and IV.

Question 7 – If not, should it be considered part of the project budget (\$16,000) or additional?

Answer – Yes, the community would like a topographic survey as part of the project. Currently, the city has an electrical plan completed for phases III and IV provided by DTE Energy. They are seeking a final, visual concept design to assist in local marketing efforts.

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Question 8 – Is the intent to award the projects to a single consultant/team or is there potential of splitting them up?

Answer – The intent is to produce the best possible plans for the region. Each proposal will be evaluated on its merits. It is not the intent of the reviewers to split up proposals, rather to look at each as it is submitted. If a proposal is submitted for only one item, it will be considered.

Question 9 – Can current design plans for Phases 1-4 of the Harbor Beach path be provided for prior use to the deadline of the 20th?

The regional group currently does not have the Phase 104 plans. These plans reside with the City of Harbor Beach. Should they become available a notice will be sent to the bidders list and be posted on the Tuscola County website.

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Request for Qualifications

Overview

Tuscola County, in partnership with Huron and Sanilac Counties, were awarded an Energy Efficiency and Conservation Block Grant (EECBG) through the Michigan Department of Energy Labor and Economic Growth's Bureau of Energy Systems. The EECBG program is funded through the American Recovery and Reinvestment Act (ARRA), therefore the grant is subject to the Davis Bacon Act, ARRA and the National Environmental Policy Act (NEPA) requirements.

The goals of the grant include: 1) decreasing energy use, cost and greenhouse gas emissions; 2) developing a long-term, comprehensive energy program; 3) creating jobs; and 4) stimulating economic recovery and growth throughout the Thumb Region. The EECBG grant will be used for a variety of activities including the development of a Regional Non-Motorized Transportation Strategy for Huron, Sanilac and Tuscola Counties and the Harbor Beach Bike & Pedestrian Path Design. All EECBG Grant activities must be completed by January 7, 2011.

Tuscola County seeks to contract for consulting services to complete the Regional Non-Motorized Transportation Strategy and the Harbor Beach Bike & Pedestrian Path Design. This Request for Qualifications outlines the submission requirements and process for selecting a consultant to complete the scope of services described below. Tuscola County will be selecting consultants based on qualifications, where price is not used as the sole selection factor.

Timeline for Responses

Request release date August 4th, 2010. One (1) original and three (3) hard copy proposals must be submitted no later than **August 20th at 10:00 am** to Mike Hoagland, Tuscola County Controller/Administrator at 207 E. Grant St., Caro, MI 48723. All questions must be submitted by **August 12th, 2010 by 10:00 am** to Mike Hoagland at MHoagland@TuscolaCounty.org

It is anticipated the final award for consultant selection will be made by the Tuscola County Board of Commissioners on September 14th, 2010.

Scope of Services

The counties of Tuscola, Sanilac and Huron, located in Michigan's "Thumb" area are developing a focus of energy production and utilization that is designed to encourage and promote economic development in the region. The three counties, who share many of the same traits (largely rural with cities and villages scattered throughout and approximately 150 miles of Lake Huron shoreline), have given rise to renewable energy development over the past several years. The region is home to the first commercial scale wind energy developments and it is expected to be one of the focus location for more wind energy development in Michigan. As an outgrowth of these efforts the region's economic development offices are seeking to develop a regional energy efficiency strategy that builds on the existing efforts but will also set the region apart as a leader in this field.

1.0 Regional Non-Motorized Plan

One of the components of this effort is to highlight and showcase the region's spectacular 150 mile coastline. One of the linchpin efforts in this area is the Michigan Department of Transportation's, Cass City Service Center's work to install an eight foot shoulder ribbon suited for bicycling the entire 150 shoreline of M 25. Scattered along the 150 mile route are a large number of small shoreline communities with marina facilities. It is this combination of factors; the shoulder ribbon, waterfront state highway, marinas and tourism markets that we are dedicated to developing into a model of non-motorized transportation for the state and region.

The Regional Non-Motorized Transportation Strategy will include a specific focus on the development of non-motorized transportation at tourist and marina communities utilizing their connections to the M 25 corridor. The first regional non-motorized transportation for the upper "Thumb" region of Michigan, will include; Huron, Tuscola and Sanilac Counties. It will serve as the basis for the identifying needs and prioritizing future development of non-motorized infrastructure within the region with an initial focus on the waterfront communities and the M 25 corridor. It is anticipated that in the future, this pedestrian and other non-motorized focused infrastructure will reduce vehicle miles traveled.

The County will be creating a new, regional non-motorized plan. The plan will follow traditional master planning practices of evaluating conditions, soliciting public input, drafting a plan, reviewing and creating a final document. The plan will identify opportunities to invest in current roadways to make them safer and more desirable for bicycle traffic and identify desirable places to add non-motorized paths. The plan will also identify opportunities to connect with existing public transportation.

The project will include the following tasks at a minimum:

- Provide a background and overview of best management practices on non-motorized transportation, with an emphasis on marina related activities;
- Develop an inventory of existing and planned community paths that link to the M 25 corridor;

- Develop goals and objectives for the implementation of development of a non-motorized transportation system:
 - Identifying potential additions and revisions to the areas zoning ordinances, code of ordinances and design and construction standards to better implement the recommendations of the plan;
 - Propose long-and-near-term improvement recommendations for a network of non-motorized facilities and supporting facilities to provide connectivity to destinations within the County and and regional networks;
- Demonstrate potential energy savings using estimating daily trips to be removed from the roadway by implementing proposed improvements;
- Identify maintenance guidelines for non-motorized facilities;
- Prepare estimated annual maintenance and operation costs and recommendations for a maintenance plan, including an itemization of these estimates by description and amount along with appropriate subtotals and totals.
- Outline the funding needed for various components of the non-motorizing transportation network;
- Identify potential funding sources;
- Develop guidelines to institute an educational program to inform residents about the existing and planned non-motorized system and the benefits to community health, fitness, energy reduction and freedom of movement through the use of the system;
- Develop a menu of marketing efforts that local communities could undertake to expand the bicycling market effort. In particular how best to integrate the waterfront/marina markets into the biking efforts.
- Develop performance evaluation tools and instruments for use by County to determine levels of success after two, five, and ten year periods;
- Conduct public outreach and document responses
- Identify sensitive areas and concerns that may have an impact on this plan and its implementation.
- Compile and analyze all data collected for a final plan document in a pdf format including:
 - Inventory
 - Phasing plan;
 - Overall routes plan;
 - Design standards;
 - Educational guidelines;
 - Supporting facilities plan; and
 - Connections to regional non-motorized facilities.

The estimated budget for completion of the Regional Non-Motorized Transportation Strategy is \$42,750.

2.0 Harbor Beach Bike and Pedestrian Plan Design

The City of Harbor Beach Bike & Pedestrian Plan has been implemented over the past several years. Harbor Beach is a popular tourist destination with public beaches, marinas, fishing and other tourism attractions. Harbor Beach has completed Phase I & II of a four phase effort seeking to develop biking and pedestrian trails in the community. Phase I of the Bike/Pedestrian path was completed in 1997. This path runs approximately 5000' from Memorial Park in downtown Harbor Beach to North Park campground on the north end of the city. This path provides safe walking and bicycling access to downtown Harbor Beach at North Park and to boaters at the Municipal Marina. Phase II was constructed in 2003 and added a 1700' extension to the City's current Bike and Pedestrian Path. It connects the south end of the existing path at Memorial park and proceeds, south behind the Community House.

The proposed planning project would be to design Phase III & IV sections of the pathway described below:

Phase III Bike and Pedestrian Path

Phase III of the Bike and Pedestrian Path System would connect to the existing path built in 2003. It will allow people to bike or walk from a point directly east of the Murphy Museum Complex south of the county outfall. The path would follow the outfall east to the shoreline. From a point at the shoreline, it will follow the waterfront to connect with Trescott Street Pier. At Trescott Street Pier, it will then loop back to the retention basin at the base of the hill behind the Murphy Museum Complex. This section of the path will be approximately 2500' in length and will be located on property that was purchased by the City of Harbor Beach.

Phase IV Bike and Pedestrian Path

Phase IV of the Bike and Pedestrian Plan would connect to the existing path just north of the trestle, and would follow the north side of the creek to the waterfront. At that point it would follow the waterfront over to the marina and the north break wall. This extension would be approximately 1400'. As part of this Bike and Pedestrian Path project, this shoreline property would be landscaped with trees to enhance the natural beauty of the park and lake setting.

The design of the Bike and Pedestrian Path for Phase III and IV will meet all ADA standards. In addition to the path, the planning and design effort will incorporate a strategy for bike lockers and a bike rental/sharing program specific to Harbor Beach. The future bike lockers and rentals in Harbor Beach will foster additional non-motorized transportation and use of the bike and pedestrian paths. The bike locker etc... program is expected to be specifically targeted towards marina users and tourists in Harbor Beach.

The estimated budget for completion of the Harbor Beach Bike and Pedestrian Path Design is \$16,000.

Submittal Requirements

All submittals must follow the section numbering format below and include the required information.

0) Cover Letter

The cover letter shall be signed by a person or persons authorized to bind the firm. It should also state that the Consultant will fulfill all the federal requirements of the grant.

1) Company Introduction / Overview

Provide the Consultant's name, office address, and phone numbers. Provide a brief background of the company and its overall ability to complete the project.

2) Contact Information and Staff Background

Identify the Project Manager, key staff and individuals who are authorized to answer questions pertinent to the qualification statement submitted. Discuss their qualifications.

3) Qualifications of Firm to Compete the Scope of Services

Provide a brief narrative discussing the ability and competence of your firm, as it relates to providing services necessary to undertake and successfully complete this project. Please include the completed References document, which requires 3 references of similar projects. Please include client name, contact information, brief description of scope of services performed, cost of services and date of services.

4) Understanding of Project Requirements

Discuss your understanding and interpretation of the project requirements and any special circumstances that may influence the completion of the Scope of Services.

5) Methods for Completing Scope of Work

Discuss the process your firm will utilize to insure that project needs will be identified and met.

6) Estimate of Professional Fees

Provide an estimate of profession fees to complete the Scope of Services. This fee estimate may be in the form of an hourly rate with a cost not to exceed or a flat lump sum fee. This will be used as an estimate and part of our evaluation process, however, a finalist Consultant will negotiate the project's professional services fee with Tuscola County. Tuscola County's selection will be not solely be based on the lowest fee rate, instead Tuscola County will review all submittals and determine the firms whose qualifications and fee meet the criteria established for this project.

7) Proposed Project Timeline

Provide a timeline for the completion of the project.

8) Other

Please highlight any past work efforts that might relate to this Request for Qualification and if your efforts have been implemented successfully. Also describe any expertise your firm has in planning in rural environments and/or small scale waterfront efforts.

Special Conditions

Payment Schedule

This project is funded by a grant from DELEG. Payment for all invoices for work related to the project, will be issued when Tuscola County receives approval for reimbursement requests from DELEG. It is anticipated that payment for submitted invoices will be issued within 45 days from the receipt of the invoice. This is an estimate and all payment of invoices will be issued approximately 2 weeks after the reimbursement request is approved by DELEG and received by Tuscola County.

Insurance Requirements

The Contractor will be required to meet Tuscola County's standard insurance requirements. Unless otherwise specified the Consultant shall, before commencing work hereunder, procure

and thereafter maintain policies of insurance satisfactory to Tuscola County with Tuscola County **an additionally named insured** in the following minimum amounts

- 1) **Worker's Compensation** insurance with the Michigan statutory limits and Employer's Liability insurance with minimum limits of **\$100,000** (One Hundred Thousand Dollars) each accident.
- 2) **Commercial General Liability Insurance** – The Consultant shall procure and maintain during the life of this contract, Commercial General Liability Insurance, Personal Injury, Bodily Injury and Property Damage on an “Occurrence Basis” with limits of liability not less than **\$1,000,000** (One Million Dollars) per occurrence combined single limit.
- 3) **Automobile Liability** insurance covering all owned, hired and non-owned vehicles with Personal Protection insurance to comply with the provisions of the Michigan No Fault Insurance Law including Residual Liability insurance with minimum bodily injury limits of **\$1,000,000** (One Million Dollars) each person and **\$1,000,000** (One Million Dollars) each occurrence and minimum property damage limits of **\$1,000,000** (One Million Dollars) each occurrence
- 4) The Consultant shall provide proof of **Professional Liability** coverage in the amount of not less than **\$1,000,000** (One Million Dollars) per occurrence and/or aggregate.

Davis Bacon Act/Prevailing Wage

Consultant agrees to comply with the requirements of the Davis-Bacon Act as it applies to Consultants and subConsultants performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works. All laborers and mechanics on projects funded directly by or assisted in whole or in part by and through funding appropriated by the Act are paid wages at rates not

less than those prevailing on projects of a character similar in the locality as determined by subchapter IV of Chapter 31 of title 40, United States Code (Davis-Bacon Act).

For information on Davis Bacon Wage Determination please reference the Department of Energy's (DOE) EECBG Notice 10-004A and/or currently effective DOE Notices. For more information and currently effective EECBG notices please visit:

http://www1.eere.energy.gov/wip/davis-bacon_act.html#eecbg

American Recovery and Reinvestment Act (ARRA)

The Consultant shall comply with the provisions of the ARRA for EECBG projects.

The Buy American provision in the American Recovery and Reinvestment Act of 2009 (section 1605 of Title XVI), provides that, subject to three listed exceptions (non-availability, unreasonable cost, and inconsistent with the public interest), none of the funds appropriated or otherwise made available by the Act may be used for a project for the construction, alteration, maintenance, or repair of a public building or public work unless all the iron, steel, and manufactured goods used are produced in the United States. The law also requires that this provision be applied in a manner consistent with U.S. obligations under international agreements.

The provisions of this guidance apply to all recipients, sub-recipients and Consultant working on projects using Recovery Act funding. The Buy American Recovery Act provisions only apply to projects funded under the Recovery Act for the construction, alteration, maintenance or repair of a public building or public work. The guidance below is designed to help applicants and recipients determine if their Recovery Act funded project is for the construction, alteration, maintenance or repair of a public building or public work.

More information can be found at the following links:

http://www1.eere.energy.gov/recovery/buy_american_provision.html

http://www1.eere.energy.gov/recovery/pdfs/eere_program_guidance_buy_american.pdf

Waste Stream Management

The Consultant shall satisfy Waste Stream Conditions by obtaining and supplying waste management plans to support NEPA reviews for EECBG projects.

Waste management plans are not required for projects that do not generate waste (e.g., hiring a consultant, conducting an energy audit). Waste management plans are also not required for projects that generate only insignificant quantities of non-hazardous waste. For example, a waste management plan would not be necessary for a retrofit project with a waste stream comprising only small quantities of caulking and associated materials. Where it is not obvious that a project will generate only insignificant quantities of waste, the Grantee should submit (or, in the case of

subgrant programs, keep on file) waste management plans or seek guidance from a DOE NEPA Compliance Officer (NCO) to determine whether a waste management plan is necessary

The NEPA EECBG website link at

http://apps1.eere.energy.gov/state_energy_program/doe_guidelines_nepa.cfm will be updated with the most current NEPA information.

More information can be found at the following links:

http://www1.eere.energy.gov/wip/pdfs/nepa_program_guidance_notice_10-003.pdf

http://www1.eere.energy.gov/wip/nepa_guidance.html

http://www1.eere.energy.gov/wip/pdfs/10-010_eecbg_waste_stream_guidance.pdf

Evaluation Model

The following criteria will be used to evaluate all respondents and proposals submitted:

Mandatory Criteria

- 1) Proposal received by the proposal deadline
- 2) Four (4) complete copies of proposal submitted

Technical Criteria

Those firms who have met each of the mandatory criteria above will be evaluated on the following criteria:

	Points
1) Understanding of the professional services to be provided.	
a. Comprehensiveness of work plan	10
b. Demonstration of ability to effectively provide quality, professional Consultant services	15
2) Consultant Experience:	
a. Prior services of the type and size under consideration	25
b. Effective approach to managing the project requirements	15
3) Qualifications of staff to be assigned to the task. Education, position in the firm and years and types of experience working on similar projects and for similar clients will be considered. This will be determined from the resume and profiles submitted.	
a. Qualifications of supervisory personnel	10
b. General direction and supervision to be exercised over the firm's staff by management personnel	5
4) Proposed Fee and timeline	15
4. Size, structure, and location of the firm	5

Total points (100 maximum)

Conditions

All costs directly or indirectly related to preparation of a response to the solicitation, any presentations required to supplement and/or clarify a submittal, and/or reasonable demonstrations which may be, at its discretion, required by the County, shall be the sole responsibility of, and shall be borne completely by the Consultant submitting a statement of qualifications.

Tuscola County reserves the right at its sole discretion to reject any and all proposals received without penalty and not to enter a contract as a result of this RFQ. The County also reserves the right to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price.

By submitting a bid, the bidder is acknowledging that there will be no contractual relationship between Tuscola County and the bidder until both parties have formally approved and signed a written contract to be developed by Tuscola County legal counsel. The County reserves the right to make an award without further discussion of any proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the offer can propose. There will be no best and final offer procedure. The County does reserve the right to contact an offer for clarification of its proposal.

References

BIDDER'S COMPANY NAME _____

Please list at least three (3) companies or public agencies for which you have completed similar scope of services.

NAME OF COMPANY

CONTACT PERSON

ADDRESS

TELEPHONE NO.

SCOPE of WORK

CONTRACT AMOUNT (\$)

DATE OF CONTRACT

NAME OF COMPANY

CONTACT PERSON

ADDRESS

TELEPHONE NO.

SCOPE of WORK

CONTRACT AMOUNT (\$)

DATE OF CONTRACT

NAME OF COMPANY

CONTACT PERSON

ADDRESS

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