

CITY OF NEW BUFFALO
Request For Proposals – City Riverfront Project:
Sculpture Garden, Shoreline Stabilization, and Access and Other Improvements

RFP Release Date: Monday, November 1, 2010

Proposal Due Date: Wednesday, December 15, 2010, at 10:30 AM Eastern Time

1.0. PROJECT OVERVIEW

1.1. Purpose of this Request

The City of New Buffalo is seeking a qualified consultant to assist in (1) finalized scoping, (2) design engineering, and (3) grant writing assistance for the City Riverfront Project.

1.2. City Riverfront Boundaries

The City Riverfront is part of City owned parkland know as Lakefront Park, which also includes the City Beach, City Boat Launch, and Lions Pavilion Park.

The City Riverfront includes approximately 1.7 acres along the right bank of the Galien River, from the Whittaker Street Bridge, north to the southerly edge of the USACOE right-of-way for the Northerly Breakwater, having an easterly boundary along the westerly edge of North Whittaker Street vehicular travel lanes, the westerly edge of the paved walk along the edge of the City Beach parking lot, and an undefined line leading northerly from the parking lot approximately 30 to 60 feet inland from the river shoreline, until the southerly edge of the USACOE right-of-way for the Northerly Breakwater.

The North Whittaker right-of-way westerly of the vehicular travel lanes is also included, starting from the north side of the Whittaker Street Bridge, leading north until the City Beach parking lot, including the "tree island" near the current City Beach parking lot exit gate.



1.3. Description of Project Area

The project area includes the City Riverfront, which includes three parts:

1) *North Whittaker City Riverfront* – mostly grass, heavily used by waterfowl, especially geese. Includes two fishing decks.

2) *Beach Lot City Riverfront* – mostly sand with severe erosion control issues. Includes six benches, also with erosion control issues.

3) *Harbor Mouth City Riverfront* – mostly sand with few or no erosion control issues. Includes historic wooden harbor entrance.

1.4. Project Goals

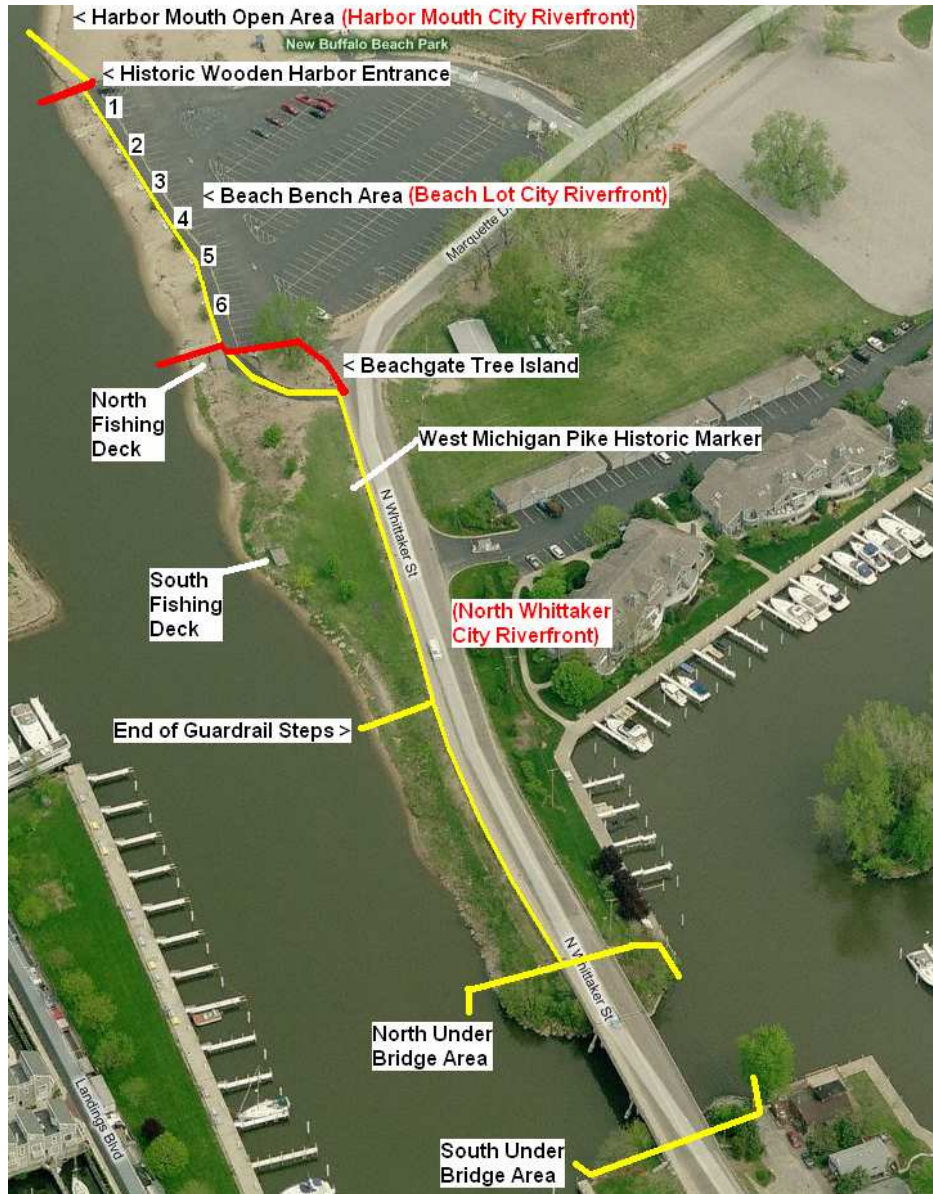
Goals for this project are identified in the City's Parks and Recreation Plan 2005-2010, which is available online: www.cityofnewbuffalo.org/documents.asp. In particular:

GOAL 3: Optimize and facilitate the use of all recreational facilities and publicly owned lands.

a. Make all facilities barrier-free to maximize access and use by those with physical limitations.

b. Continue to make improvements to existing park facilities such as Oselka and Lakefront Parks and the Skate Park.

c. Develop parks to their fullest potential and evaluate redevelopment options for continued use and enjoyment of facilities.



GOAL 5: Enhance and preserve the natural resource assets associated with the Galien River, dune areas, rare and sensitive habitats, as well as the area's valued archaeological resources.

e. Provide a seawall on the northeasterly side of the Galien River north of the Whittaker Street bridge, to prevent erosion and provide public access for walking and fishing.

[The City is opting to not have a seawall, but instead to use other shore protection means.]

GOAL 6: Provide recreational opportunities that are environmentally sensitive and that will support and contribute to the tourist industry of New Buffalo, Berrien County, and the State of Michigan.

c. Improve and enhance City recreation facilities so that city and township-owned land becomes attractive as a recreational destination and becomes a highly desirable area to visit for New Buffalo area residents and visitors.

d. Develop picnic areas and locations for wildlife observation.

f. Investigate methods and funding sources to eradicate or relocate the goose population in and near Lakefront Park.

[It is hoped that improvements made through this Project will alleviate the goose problem.]

PRIORITY PROJECTS

Lakefront Park Improvements

- *Construction of seawall with riverwalk and fishing deck*

[The City is opting to not have a seawall, but instead to use other shore protection means.]

- *Goose eradication/relocation program*

[It is hoped that improvements made through this Project will alleviate the goose problem.]

1.5. Additional Goals

The City Riverfront Project includes investments in several community assets identified by the Michigan Municipal League's Center for 21st Century Communities as vital for the future of our communities.

- 1) *Cultural Economic Development* – A sculpture garden is planned for the North Whittaker City Riverfront area through a donation planned by the Harbor Country Public Arts Initiative.
- 2) *Physical Design and Walkability* – The Project will include ADA compliant access improvements which will allow people of all user groups access to the riverfront. Access for kayaks and canoes will also be included.
- 3) *Green Initiatives* – The addition of native dune grasses and/ or other native vegetation, recycling receptacles, as well as other green initiatives will be made. The successful consultant will help the City identify ways the Project can include more green initiatives.

1.6. Project Features

The following project features are subject to change through the finalized scoping process. Other features may be added.

- 1) *Sculpture Garden* – Create a display area for approximately six sculpture pieces. Such pieces are to be donated for viewing by the Harbor Country Public Arts Initiative.
- 2) *Shoreline Stabilization* – Erosion control measures using appropriately located and amounts of riprap along the City Riverfront, allowing ample access for the launch and retrieval kayaks and canoes, please see #3 below.
- 3) *Kayak/ Canoe Access* – Providing launch and retrieval access locations for (a) individually owned kayaks/ canoes which will be carried from the City Beach parking lot (i.e. to/ from the Harbor Mouth City Riverfront), and (b) commercially owned kayaks/ canoes rented by the public, which are to be carried from either the City Beach parking lot or another location as yet undetermined along the City Riverfront.
- 4) *Harbor Walk* – Non-motorized trail/ pedestrian access improvements are to be installed along the river's edge. All access improvements will be ADA compliant. Allowance will be made for an eventual non-motorized or pedestrian bridge to be built parallel to the existing Whittaker Street Bridge. The Harbor Walk will include three parts:
 - A) North Whittaker City Riverfront – A non-motorized trail or similar pedestrian access improvements are to be constructed, using a material as yet undetermined, connecting the existing bridge to the City Beach parking lot boardwalk (see 'B' below). This walk shall meander along this riverfront area, around the approximately six sculptures.
 - B) Beach Lot City Riverfront – A boardwalk made from either wood or composite, which will be flush with the edge of the pavement of the parking lot, and it will extend to the edge of the river. This boardwalk will cover erosion control riprap. Existing box planters and benches in this area will be removed.
 - C) Harbor Mouth City Riverfront – A permanent walkway, using a material as yet undetermined, is to be constructed slightly landward of the sunset viewing log, connecting the beach lot boardwalk with the Northerly Breakwater right-of-way. Care is to be taken for this walk to survive freeze-thaw cycles.
- 5) *Storm Water Management* – The successful consultant will study and recommend appropriate solutions for implementation to handle excess storm water which pools during severe rain events on Whittaker St, about halfway between the bridge and the City Beach parking lot.
- 6) *Native Vegetation and Landscaping* – The suitability of replacing the existing grass lawn with native dune grasses and other native plants will be assessed and implemented if appropriate. The ground along the street sidewalk will be landscaped to be flush with the sidewalk.

- 7) *City Riverfront Amenities* – Additional features will include:
- A) Park benches or equivalent seating along the North Whittaker City Riverfront and Beach Lot City Riverfront. A minimum of ten (10) benches will be used. Picnicking areas are also to be included.
 - B) Zoning code compliant LEED lighting will be provided. An appropriate number of light poles, of similar design as the parking lot poles, are to be added where needed along the riverfront, using buried electrical service lines. Such lines are to lead to each sculpture as needed, and zoning code compliant illumination provided. Banners and/ or flower baskets are to be attached to the light poles. The feasibility of irrigating the baskets will be assessed.
 - C) Bicycle racks are to be located as appropriate. The City Beach is designated as a trail head in the Harbor Country Hike and Bike Plan, which has been approved by Council.
 - D) A drinking fountain will be added at an as yet undefined location.
 - E) Existing life rings will be removed as needed during the Project and placed in similar locations, as agreed to by the Chief of Police and Fire Chief of the City.
 - F) Approximately ten to fourteen trash receptacles stations will be located approximately every 100 linear feet of shoreline. Each station will have a regular waste receptacle and a recycling receptacle. Regular waste receptacles will be covered to prevent rain and snow from using up trash bags.
 - G) Potential Harbor Walk informational plaques:
 1. Native American history in the New Buffalo area
 2. Captain Whittaker historical information
 3. Lake Pottawatomie – USACOE: 1857 Survey Laid Over 2005 Aerial
 4. Historic Wooden Harbor Entrance – development of Harbor history
 5. Why waterfowl should not be fed – ecological stewardship information
 6. Chicago Skyline – direction to look, picture identifying significant buildings
 - H) Additional potential Harbor Walk plaques thanking donors:
 1. Dedication plaque thanking citizens, including year and officials involved
 2. Harbor Country Public Arts Initiative thank you
 3. If funding is received from the Pokagon Fund, a plaque thanking them
 4. If funding is received from the Great Lakes Fishery Trust, a plaque thanking them
 5. If funding is received from the State of Michigan, a plaque thanking them
 6. If funding is received from the USACOE/ Congress, a plaque thanking them
- 8) *Signage* – An inventory of existing signage in the area (including signs facing the river) will be taken, and the successful consultant will work with City staff to determine which signs will be reused, which will be replaced, and what new signs will be ordered. Such signage will include a new comprehensive beach conditions sign board with: (1) rip current information, (2) lifeguard warning flag system key, (3) modifiable indicator of whether lifeguards are on duty, (4) *e. coli* testing information, and (5) modifiable board for (a)

weather forecast, (b) advisories, (c) water temperature, (d) modifiable weekly *E. coli* test results, and (e) similar pertinent information.

- 9) *Preservation* – If possible, the historic wooden harbor entrance, which is located near the northwest corner of the City Beach parking lot, should be preserved. The "sunset viewing log" is to be left "as is" at the Harbor Mouth City Riverfront. The West Michigan Pike should be either left "as is" or it may be moved slightly, if needed. The trees located in the box planters are to be saved. Finalized scoping will select a proper location for them.

1.7. Project Management

City Project Coordinator Ryan Fellows will provide project management with input, review, and ultimate control by the City Council. The City Council will be assisted in this task by the City's advisory Park and Recreation Board.

2.0. TASKS

2.1. Task 1 – Finalized Scoping

- 1) *Task 1.1:* The successful consultant will meet with City staff and other pertinent individuals to review the goals and objectives of the City Riverfront Project. The overall project process will also be reviewed to answer any questions. Such meeting will include a site tour.
- 2) *Task 1.2:* In a joint public meeting the consultant will meet with the Park and Recreation Board and the City Council. At this meeting the final scope of the Project will be discussed. The consultant shall advise the City of the following:
 - A) The suitability of the project area to address the goals specified and the suitability of implementing identified project features.
 - B) Any prudent opportunities this project offers beyond those already identified goals and project features.
 - C) Relative cost of project features versus other solutions.
 - D) Appropriateness of grant opportunities, grant restrictions, grant timelines, etc.
 - E) And related expertise knowledge.
- 3) *Task 1.3:* The consultant will research and provide answers for any unanswered questions from Tasks 1.1 and 1.2. A follow up public meeting will be held so the City can receive those answers in a public forum, and further deliberation can occur. The City reserves the right to have more than one follow up meeting.
- 4) *Task 1.4:* The consultant will identify potential grants which could be applied for to help fund the project.

5) *Deliverables:*

- A) The consultant will provide a color concept plan as a presentation poster and in a high quality electronic format (i.e., .PDF).
- B) The consultant will also provide supporting documentation specifying the final scope of the Project, including a detailed engineer's opinion of cost.
- C) The consultant will also provide supporting documentation specifying appropriate grant opportunities, restrictions, grant timelines, and related information.
- D) The consultant will also provide supporting documentation specifying any maintenance requirements, issues of concern, probable costs, and related information.

2.2. Task 2 – Design Engineering

- 1) *Task 2.1:* The successful consultant will provide design engineering for the project features decided upon through the finalized scoping process.
- 2) *Tasks 2.2, 2.3, and 2.4:* Three public input and review meetings will be held at 30%, 60%, and 90% design completeness. Catalogue cut-outs or similar means will be used to show how all aspects of a finished City Riverfront Project will look like.
- 3) *Task 2.5:* Once the Project's design engineering work is 100% complete, the consultant shall create a site plan in conformance with the City's Zoning Ordinance, and shall assist the City in submitting and presenting the Project for site plan review before the Planning Commission. Site plan review fees shall be paid by the City.
- 4) *Task 2.6:* The consultant shall perform all work necessary to apply for all needed permits from the USACOE, the MDNRE, and any other needed agency.

5) *Deliverables:*

- A) The consultant shall provide a site plan compliant with the City Zoning Ordinance.
- B) The consultant shall also provide all work needed to obtain permits from the USACOE, the MDNRE, and any other necessary permitting agency.
- C) The consultant shall also provide all design engineering work needed to put the Project out for bid and for the successful contractor(s) to build/ supply all project features.

2.3. Task 3 – Grant Writing Assistance

- 1) *Task 3.1:* The consultant will assist the City with writing grant applications as needed.
- 2) *Deliverables:* The consultant shall provide appropriate grant application submittals as directed.

2.4. All Deliverables

All deliverables become the property of the City.

3.0. PROPOSALS

3.1. Introduction

This section of the RFP details the procedures that the City has established for managing and directing the RFP process. The purpose of these procedures is to ensure that the City receives proposals that are the result of an open, competitive process, and to ensure that proposers receive fair and equitable treatment in the solicitation, receipt, and review of their proposals.

The City may reject the proposal of any proposer who fails to comply with any of the requirements of this Section.

3.2. Proposal Content

Proposals will be evaluated using the following criteria below. Not all criteria will be equally weighted. Each proposal shall include twenty-two (22) copies, containing the following information:

- 1) *Contact Information:* Provide your firm's name, address, telephone, facsimile, and email. Identify the Project Manager and primary team members.
- 2) *Understanding of the Project:* State in succinct terms your understanding of the issues and opportunities presented by this Request For Proposals.
- 3) *Cost of Task 1 – Finalized Scoping:* Proposals shall clearly state a lump sum figure for finalized scoping. However, the rate for attending meetings which the City calls beyond those contemplated in this RFP should also be clearly stated in each proposal.
- 4) *Cost of Task 2 – Design Engineering:* Proposals shall clearly state the cost or percent of construction cost which will be charged for design engineering work. Again, the rate for attending meetings which the City calls beyond those contemplated in this RFP should also be clearly stated in each proposal.
- 5) *Cost of Task 3 – Grant Writing Assistance:* Proposals shall clearly state the cost or rate which will be charged for grant writing assistance.
- 6) *Design Engineering Capability –* State in succinct terms your firm's in-house design engineering capability and experience for similar work.
- 7) *References:* Provide references for similar work or list experience the City has your firm on similar work.
- 8) *Permitting:* Provide examples of successfully obtaining permits from the USACOE and MDNRE for similar work.
- 9) *Grant Writing:* Provide examples of successful grant writing assistance for similar work.
- 10) *Timeline:* Provide the City a timeline of your firm's perception of the workload for all tasks.

11) *Agreement*: Provide the City with a ready-to-sign professional services agreement, which upon signing and returning to your firm, your firm will be ready to proceed with the project.

3.3. Communications with the City

All communications concerning this Project should be directed to the City Project Coordinator:

Ryan Fellows
New Buffalo City Hall
224 W Buffalo St
New Buffalo, MI 49117

Telephone: 269-469-1500
Facsimile: 269-469-7917
ryan@cityofnewbuffalo.org

Please note that information obtained from sources other than the City Project Coordinator with respect to this project may not be accurate.

3.4. Delivery of Proposals

To be considered, twenty-two (22) copies of your proposal must be received in a sealed envelope or package, with "City Riverfront Proposal" clearly marked on it, at the address below, no later than 10:30 AM Eastern Time on Wednesday, December 15, 2010.

City Riverfront Proposal
City Clerk Sandra White
224 W Buffalo St
New Buffalo, MI 49117

Proposers are solely responsible for ensuring that proposals are delivered on time. Late submittals will be rejected. Facsimile or electronic responses will not be accepted.

3.5. Cost of Submittal

The proposer is responsible for all costs associated with its response to this RFP.

3.6. Rejection of Proposals

At its absolute and sole discretion, the City of New Buffalo reserves the right to reject any and all proposals, the right to waive any irregularity or non-conformity with regard to any proposal, and to proceed to negotiate a contract for services with the selected consultant.

3.7. Length of Proposal's Offer

Proposals must be offered for at least four months from the proposal due date.

4.0. EVALUATION AND AWARD OF THE PROJECT

4.1. Evaluation Process

Step 1: After City staff opens the proposals on their due date, City staff will disseminate five (5) copies to City Council members, eight (8) copies to seven Park and Recreation Board members and one alternate member, one (1) copy to the City Manager, one (1) copy to City Clerk Sandra White, one (1) copy to City Project Coordinator Ryan Fellows, one (1) copy to Parks Superintendent Bryan Van Artsen, one (1) copy to Building Inspector Ed Carpenter, and four (4) copies will be held for other City staff and/ or requests via the Freedom Of Information Act.

Step 2: City Staff will check references for firms which have not already preformed work on projects for the City within the past two (2) years.

Step 3: Each Park and Recreation Board member will evaluate each proposal using the criteria outlined in 3.2. During a public meeting, the Board will deliberate on each proposal, and the Board will make a non-binding, advisory recommendation to the City Council.

Step 4: Each City Council member will evaluate each proposal using the criteria outlined in 3.2. During a public meeting, the City Council will deliberate on the proposals. Proposers are welcome to attend this meeting. A leading proposal will be selected by vote of the City Council. The City Council has the option to table this agenda item as it sees fit, to continue deliberations at subsequent meeting(s).

4.2. Process for Awarding the Project

Step 1: The leading proposal selected by the City Council will be submitted in a grant application to the Pokagon Fund for funding.

Step 2: If the Pokagon Fund awards the City a grant to fund the City Riverfront Project the City Council will award a contract to the leading proposer for Task 1 – Finalized Scoping. Note, the Pokagon Fund guarantees an answer within 90 days.

Step 3: Upon completion of Task 1 the City will act to secure funding for Task 2.

Step 4: If the City secures funding for Task 2 – Design Engineering, the City Council may award a contract for Task 2 to the leading proposer. Award of Task 2 is not guaranteed, even if funding is secured.

Step 5: Upon completion of Task 2 the City will act to secure funding for Task 3.

Step 6: If the City secures funding for Task 3 – Grant Writing Assistance, the City Council may award a contract for Task 3 to the leading proposer. Award of Task 3 is not guaranteed, even if funding is secured.

4.3. Thank you

Thank you for taking the time to consider this Request For Proposals.