



Virg Bernero, Mayor

FINANCE DEPARTMENT

PURCHASING OFFICE

124 W. Michigan Avenue, 8th floor
Lansing, Michigan 48933-1603
(517) 483-4124

<http://www.lansingmi.gov/finance/purchasing>

January 20, 2010

NOTICE TO RESPONDENT

REQUEST FOR PROPOSAL

RFP/10/062

RIVER TRAIL MAP DESIGN/CREATION SERVICES PARKS AND RECREATION DEPARTMENT

The City of Lansing officially distributes all Purchasing documents through the Michigan Inter-governmental Trade Network (MITN) and the City of Lansing Purchasing Office. Our office no longer mails bid documents, notices or addendums to our vendors.

*To register for the MITN system or access bid information, including addendums, go to
<http://www.mitn.info>*

This request is solicited from qualified consultants in map design and creation to submit proposals for the Design and Creation of a City of Lansing River Trail map for public distribution.

Please submit **four (4)** typewritten copies (one unbound) of your completed proposal **up to but no later than, 3:00 PM local time in effect February 18, 2010**, to the Finance Department, Purchasing Office, 8th floor City Hall, 124 W. Michigan Avenue, Lansing, Michigan 48933. All submittals must be sealed and identified on the outside of the envelope as follows: **"RFP/10/062, RIVER TRAIL MAP DESIGN/ CREATION SERVICES."**

Please submit two (2) copies of the cost of services as a separate and distinct part of your overall proposal clearly marked "RFP/10/062, RIVER TRAIL MAP DESIGN/ CREATION SERVICES" on the outside of a separate envelope enclosed in your response.

The City of Lansing gives preference to Lansing-based job providers in the procurement of all goods and services.

Please direct all questions concerning the content or purpose of this proposal to Dick Schaefer, Landscape Architect, at (517) 483-4283. For purchasing/contractual questions, please contact me at (517) 483-4129.

John J. Green

Interim Purchasing Manager

Solicitation Number: RFP/10/062

Solicitation Name: RIVER TRAIL MAP DESIGN/ CREATION SERVICES

The City of Lansing Purchasing Office is collecting information regarding the use of the MITN e-procurement system. We are also collecting demographic information regarding woman-owned, minority-owned and Lansing based business. This form will not be used during the evaluation of bids or proposals. You may return this sheet, which is voluntary, with your submittal or shortly thereafter. Please, do not staple this to your bid document.

I. Where did your firm receive of this solicitation? Please check all that apply.

☐ City of Lansing Purchasing Web Page <http://www.mitn.info>

☐ City of Lansing Purchasing Office

☐ Other, please

list: _____

II. Demographic Information:

Is your firm located or have a business office within the corporate city limits of Lansing
yes _____ no _____

Is your firm owned (at least 51% ownership), operated and controlled by a member of the following minority groups? If so, please check all that apply:

☐ African-American

☐ Hispanic-American

☐ Native-American (American Indian, Eskimo, Aleut, Native Hawaiian)

☐ Asian-Pacific

☐ Asian-Indian (India, Pakistan and Bangladesh)

☐ Disabled-Owned

Is your firm owned (at least **51%** ownership), operated and controlled by a female: Yes _____ No _____

III. Company Information

Federal Tax ID Number _____

Firm Name

Address (Street, City, State, ZIP)

Phone Number

Fax Number

Web Site Address

Contact Person

Thank you for your participation.

All proposers shall complete the Proposal and Award page(s) and submit all information requested herein in the proposal document in its entirety, **IN ORDER FOR THE PROPOSAL TO BE RESPONSIVE. FAILURE TO DO SO MAY RESULT IN THE PROPOSAL BEING DECLARED NON-RESPONSIVE AND REJECTED.**

REQUEST FOR PROPOSAL (RFP)

PROPOSAL REFERENCE No.: RFP/10/062
ISSUE DATE: January 21, 2010
PROPOSAL OPENING DATE: FEBRUARY 18, 2010
PROJECT: **RIVER TRAIL MAP DESIGN/CREATION SERVICES**
ISSUING OFFICE: PARKS AND RECREATION DEPARTMENT
CONTACT PERSON: DICK SCHAEFER
PHONE: (517) 483-4283

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Should any of the required documents be missing from your packet, immediately notify the Finance Department, Purchasing Section and request that they be supplied.

DATE _____

REQUEST FOR PROPOSALS
RFQP/10/062

Please complete Section I or II and Section III.

Section I

PROPOSAL AND AWARD

Initial: _____

The undersigned, having become thoroughly familiar with and understanding the entire proposal documents attached hereto, agrees to provide the services as specified herein, for the total fees as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by the City of Lansing. I hereby state that I have not communicated with, nor accepted anything of value from an official or employee of the City of Lansing that would tend to destroy or hinder free competition.

I hereby state that I have read, understand and agree to be bound by all the terms of this proposal document. Please initial next to Proposal and Award, sign Section III and submit with your response to this solicitation.

Section II

STATEMENT OF NO PROPOSAL

Initial: _____

If you do intend to submit a response to this solicitation, please complete this section, initial next to Statement of No Proposal and sign Section III. Please return this page via mail or fax (517.483.4524) by the proposal due date.

We, the undersigned have declined to submit a proposal for the following reason:

- _____ Insufficient time to respond to the Request for Proposal.
_____ Our schedule would not permit us to perform.
_____ Other (specify below).

Remarks: _____

Section III

SIGNATURE

Federal Tax ID # _____

SIGNED: _____ NAME: _____

TITLE: _____ DATE: _____

FIRM NAME: _____

ADDRESS: _____
(Street) (City) (State) (Zip)

PHONE: (____) _____ FAX: (____) _____

INSTRUCTIONS TO RESPONDENTS

TERMS AND CONDITIONS

Use Of RFP Forms

This packet represents the RFP document. If you choose not to submit a response, please complete and return Page 2 "Statement of No Proposal". If you choose to submit a proposal, then page 3 " Proposal and Award" must be submitted with your proposal.

Interpretations for Addenda

Questions from Respondents regarding this RFP must be submitted to the Buyer, in writing, and must arrive in the Office of Purchasing no later than seven (7) City business days prior to the due date set of the RFP. Answers to questions that change or substantially clarify the RFP will be issued as an addendum and will be provided to all prospective respondents. Addenda will be on file in the Office of Purchasing at least five (5) City business days before the proposals are opened. All addenda will be mailed to each person holding Documents, but it shall be the Respondent's responsibility to make inquiries as to the Addenda issued. All such Addenda shall become part of the Contract Documents and all Respondents shall be bound by such Addenda, whether or not received by the Respondent. The Office of Purchasing will respond to telephone inquiries or visitations by respondents or their representatives. The City of Lansing's Office of Purchasing does not commit to answering questions received during the last five (5) business days prior to the proposal due date.

RFP's

- a) All proposals must be submitted following the format supplied by the City in this document using figures attached (when provided) and shall be subject to all requirements of this Document including the INSTRUCTION TO RESPONDENTS and GENERAL INFORMATION sections . All proposals must be regular in every respect and no interlineations, excisions, or special conditions shall be made or included in the RFP format by the Respondent.
- b) The City of Lansing may consider as irregular any proposal on which there is an alteration of or departure from this RFP Format, as provided in the RFP Documents, and at its option may reject the same.
- c) If a Contract is awarded it will be awarded by the City of Lansing to the most responsive proposal on the basis of Section 206 of the City of Lansing Code of Ordinances. The Contract will require the completion of the work pursuant to these documents.
- d) Each Respondent shall include in its proposal, in the format requested thereof, the cost of performing the work. The prices set forth in the proposal by the Respondent shall remain effective 90 days from the time of the proposal opening.

ECONOMY OF PREPARATION

- a) Each proposal should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of the RFP. Fancy bindings, colored displays, promotional material, etc., will receive no evaluation credit. Emphasis should be on completeness and clarity of content.

COLLUSIVE AGREEMENTS

- a) Each Respondent submitting a proposal to the City of Lansing for any portion of the work contemplated by the documents on which a Response is based shall execute, and attach an affidavit to the effect that it has not colluded with any other person, firm, or corporation in regard to any proposal submitted.
- b) Before executing any subcontract, the successful Respondent shall submit the name of any proposed subcontractor for prior approval.

ORGANIZATION AND FINANCIAL STATEMENT

Each Respondent shall, upon request of the City of Lansing, submit an **ORGANIZATION AND FINANCIAL STATEMENT**. The City of Lansing shall have the right to take such steps as it deems necessary to determine the ability of the Respondent to perform its obligations under the Contract, and the Respondent shall furnish the City of Lansing all such information and data for this purpose as it may request. The right is reserved to reject any proposal where an investigation of available evidence or information does not satisfy the City of Lansing that the Respondent is qualified to carry out properly the terms of the Contract, or where the Respondent refuses or fails to furnish the City of Lansing with any evidence or information requested by the City.

CORRECTIONS

Erasures or other changes in the RFP form must be explained or noted over the signature of the Respondent.

TIME FOR RECEIVING PROPOSALS

Proposals received prior to advertised hour of opening will be securely kept unopened. The officer whose duty it is to open them will decide when the specified time has arrived, and proposals received thereafter will not be considered. Late RFP's will be returned to the Respondent un-opened. **The City of Lansing is not responsible for delivery delays and the date-stamp clock at the City of Lansing Purchasing office location shall determine the official time of receipt.**

WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn on written request dispatched by the Respondent in time for delivery in the normal course of business prior to the time fixed for opening. The proposal guarantee of any Respondent withdrawing its RFP in accordance with the foregoing conditions will be returned promptly.

A proposal, including all pricing, may not be withdrawn, modified or canceled by the vendor for a period of 90 days following the proposal deadline and vendor so agrees upon submittal of the proposal. Once selected, the vendor agrees to extend submitted prices, if needed, during the contract negotiation period.

AWARD OF CONTRACTS / REJECTION OF PROPOSALS

- a) The Contract will be awarded to the most responsive respondent as determined pursuant to the provisions of Chapter 206 of the City of Lansing's Code of Ordinances, provided such proposal is in the best interests of the City of Lansing to accept it.
- b) The City of Lansing reserves the right to reject any and all proposals and to waive any irregularity in proposals received whenever such rejection or waiver is in its best interests. The Respondent to whom the Award is made will be notified at the earliest possible date.
- c) The City of Lansing reserves the right to consider as unqualified to perform the Contract any Respondent who does not habitually perform with its own forces twenty-five (25%) of the work involved.
- d) The Contract shall not be considered executed unless signed by the Mayor after approval as to form by the City Attorney and certification as to the availability of funds by the City Controller. Signatures on behalf of the City other than those cited above shall not constitute contract execution by the City and the contract shall be null and void.

EQUAL EMPLOYMENT OPPORTUNITY

Attention of Respondents is particularly called to the requirements for ensuring that employees and applicants for employment are not discriminated on any illegal basis including race, color, religion, sex, or national origin as required by the City of Lansing's Ordinance Section 206.21 (see Equal Opportunity Provisions).

DEFAULT TO CITY

It is understood that any Respondent who is in default to the City at the time of opening the proposal shall have the proposal declared null and void.

All vendors shall be current in payment of any taxes, licenses, fees, permits or any other monies due the City of Lansing at time of quote due date as per City of Lansing Ordinance Section 206.02(a)1(G).

SIGNATURES

The Proposal and Award page and any proposal notifications, claims or statements must be signed in ink by an official of the proposing organization authorized to bind the proposer to the provisions of the RFP.

TAX LIABILITY

When the terms of this contract involve the lease of property, real or personal, to the City, it is understood that the Lessor shall be solely responsible for the payment of all taxes of any nature whatsoever that accrue on the property during the term of the lease. Sales Tax and Use Tax are applicable in this contract and are the sole responsibility of the Provider of services.

CITY ORDINANCE AND CHARTER REFERENCES

All City of Lansing Ordinances and Charter Sections applicable to this RFP are available at the Lansing City Clerk's office for the Respondent's inspection and review, and the Respondent understands that it is its sole responsibility to understand and fully comply with all applicable City of Lansing Ordinance and Charter sections.

NOT TO EXCEED OR NON-APPROPRIATION

The Respondent hereby recognizes that the City is a political body corporate, and that in the event the City fails to appropriate monies sufficient enough to pay its obligations herein, that the City may terminate this agreement without incurring any liability thereof.

TYPE OF CONTRACT

It is proposed that a contract entered into as a result of this RFP will have a fee structure with a specified maximum, not to be exceeded, cost. Negotiations may be undertaken with those Respondents whose proposals as to price and other factors show them to be qualified, responsible and capable of performing the work; and in accord with the City of Lansing Code of Ordinances. The contract that may be entered into will be that one which is most advantageous to the City, price and other factors considered. The City reserves the right to consider proposals of modifications thereof received at any time before the award is made, if such action is deemed to be in the best interest of the City.

CONTRACT EXTENSIONS

Contract extensions are subject to mutual agreement between the contractor and the City 30 days prior to contract expiration.

INCURRING COST

The City shall not be liable for any costs, including any travel, by the proposer prior to award of contract. The City does not intend to pay for any information obtained, though such may be utilized in determining the award. Total liability of the City is limited to the terms and conditions of this request and any resulting contract.

NO THIRD-PARTY RIGHTS

It is agreed and understood that the contract is made solely for the benefit of the City and the Provider of Services; that it is not made for the benefit of any third party; and that no action or defense may be founded upon this contract except by the parties signatory hereto.

DISCLOSURE OF PROPOSAL CONTENTS

After contract award, a summary of total price information for all submissions may be furnished upon demand to those Respondents participating in this request. If a proposal contains any information that the Respondent does not want disclosed to the public or used by the City for any purpose other than proposal evaluation, each sheet of such information must be marked with the following legend:

"This information shall not be disclosed outside the City or be duplicated, used or disclosed in whole or in part for any purpose other than to evaluate the proposal; provided, that if a contract is awarded to the respondent, or as a result of, or in connection with the submission of such information, the City shall have the right to duplicate, use or disclose this information to the extent provided in the contract. This restriction does not limit the City's right to use information contained herein if obtained from another source."

ORAL PRESENTATION

Respondents who submit a proposal may be required to make an oral presentation of their proposal to the Issuing Office. These presentations will provide an opportunity for the respondent to clarify its proposal to ensure mutual understanding of its contents. The Issuing Office will schedule any such presentations.

ACCEPTANCE OF PROPOSAL CONTENT

The contents of the proposal of the successful offerer will become contractual obligations, if a contract is issued. Failure of the successful respondent to accept these obligations will result in cancellation of the award.

PROJECT CONTROL

- A. The consultant will perform the work under the direction and control of a Project Director designated by the Issuing Office.
- B. The Project Director will meet, on an agreed upon basis, with the consultant's Project Manager for the purpose of reviewing progress and providing necessary guidance to the consultant in solving problems which may arise.
- C. The consultant will submit written summaries of progress, on an agreed upon basis, which outlines the work accomplished during the reporting period, work to be accomplished during the subsequent reporting period, problems which have arisen or may arise which should be brought to the attention of the City of Lansing's Project Director, and to request approval for significant deviation from previously agreed upon work plans. In addition, a summary of project costs for completed work, and expected costs for the remainder of the work will be included.

CONTRACT PAYMENT SCHEDULE

Payment for a contract entered into as a result of this request will be made monthly upon receipt of the consultant's billing statement and progress reports. The consultant's billing statement should include detailed information regarding person-hours expended by classification and by task, as well as information regarding such items as mileage, materials, and other non-overhead costs.

CANCELLATION

CANCELLATION OF CONTRACT by the City may be for; a) default by the contractor or; b) lack of further need for the service or commodity at the location names in the contract. Default is defined as the failure of the contractor to fulfill the obligations of his/her quotation, contract, or purchase order. In case of default by the contractor, the City may cancel the contract or purchase order immediately and procure the articles or services from other sources and hold the contractor responsible for any excess costs occasioned thereby. In the event the City no longer needs the service or commodity specified in the contract or purchase order due to program changes, changes in laws, rules or regulations, relocation of offices, or lack of funding, the city may cancel the contract or purchase order by giving the contractor written notice of such cancellation 30 days prior to the date of cancellation.

NEWS RELEASES

News releases pertaining to this request, or the work to which it relates, will not be made without prior written approval of the issuing office.

INDEPENDENT PRICE DETERMINATION

- A. By submission of a proposal, the offeror certifies and, in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this proposal:
1. The prices in the proposal have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror, or with any competitor; and
 2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the offeror, and will not knowingly be disclosed by the offeror prior to award directly or indirectly to any other offeror, or to any competitor; and
 3. No attempt has been made or will be made by the offeror to entice any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
- B. Each person signing the proposal certifies either:
1. They are the person(s) in the offeror's organization responsible within the organization for the decision as to the prices being offered in the proposal, and that they have not participated and will not participate in any action contrary to "A-1, 2, and 3" above; or
 2. They are not the person(s) in the offeror's organization responsible within that organization for the decision as to the prices being offered in the proposal, but that they have been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to "A, 1, 2, and 3" above, and as their agent does hereby so certify, and that they have not participated and will not participate in any action contrary to "A 1, 2 and 3" above.
- C. A proposal will not be considered for award if the sense of the statement required in the Cost and Price Analysis portion of the proposal has been altered, so as to delete or modify "A 1 and 2" or "B", above. If "A 2" has been modified or deleted, the proposal will not be considered for award unless the offeror furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

INDEMNITY

Respondent shall be solely responsible for and shall indemnify, defend and hold harmless the City, its agents, officers and employees from and against any and all claims, suits, damages and losses, specifically including, but not limited to those for loss of use of property, for damage to any property, real or personal, for injury to or the death of any person including but not limited to employees and officers of the City and for all other liabilities whatsoever including related expenses and actual attorneys fees in any way sustained or alleged to have been sustained or indirectly, by reason of or in connection with:

1. The performance of the works by or any other activities of the Respondent, its employees or agents or officers including but not limited to the use of any equipment or material furnished by the Respondent; or

2. The presence of Respondent, its employees, agents or officers on the premises of the City; whether such claims, suits, damages, losses and liabilities are based upon or result in whole or in part from the active or passive negligence of the City, its employees, agents or officers or City's strict liability in tort, breach of warranty, breach of contract, duty to indemnify or any other basis or cause whatsoever whereby the City might be held liable; provided, however, that the foregoing shall not be construed to be an agreement to indemnify the City against liability for damages caused by or resulting from the sole negligence of the City, its agents, employees or officials, under circumstances whereby said agreement would be in violation of Michigan Public Act 1966 No. 165, Section 1 (MCLA Section 691.991) if applicable. This provision shall extend beyond the terms of this Agreement

INSURANCE

The selected firm will be responsible for providing certificates of insurance to the City which prove the firm has not less than \$5,000,000 coverage for Personal Liability and Property Damage and proof of Worker's Compensation Insurance. The Personal Liability and Property Damage certificate shall name the City of Lansing as additionally insured and shall carry a twenty (20) day Notice of Cancellation. Proof of insurance, as stipulated above, shall be provided to the City within ten (10) working days of issuance by the City of an Award of Contract. When the City receives proof of insurance, if everything is in order, it will issue a "Notice to Proceed" to the consultant.

Automobile Liability insurance shall be provided and include:

1. Coverage that complies with the requirements of the Michigan No-Fault Law.
2. Coverage for Owned, Hired, and non-owned vehicles.
3. Residual liability coverage with a combined single limit of at least \$500,000 for both Bodily Injury and Property Damage.

The consultant shall also provide proof of professional liability insurance which shall insure against acts which are in the nature of professional services performed by architects and design engineers. If a contract is entered into, the consultant shall maintain such professional liability insurance during the life of the contract. Professional Liability Coverage shall be provided in an amount not less than \$5,000,000 per occurrence. This coverage may be written on a claims-made basis.

COST PROPOSAL

COST AND PRICE ANALYSIS

The information requested in this section is required to support the reasonableness of your proposal. The data will be held in confidence and will not be revealed to or discussed with the competitors. This portion of the proposal must be submitted in a sealed and separate envelope inside your submittal and clearly marked "RFP/10/062 COST PROPOSAL" and submitted with your RFP. The Cost Proposal portion must include a task-by-task summary of costs and staff-hour distribution in a readable format as indicated in Figures 1 & 2 of this document (Figure 1 Summary of Staff-hour Distribution should also be submitted as a part of the "Technical" RFP document) submittal and a task-by-task breakdown of costs in a format as described below. Provide a total cost to provide all of the services listed in you proposal. The project is to be billed on an hourly/expense, not-to-exceed basis.

1. Manpower Costs: Itemize so as to show the following for each category of personnel with a different rate per hour:
 - a) Category, i.e., project manager, senior analyst, etc.
 - b) Hours
 - c) Rate per hour
 - d) Total cost for each category and for all staff needs
2. General and Administrative Burden or Overhead: Indicate percentage and total.
3. Costs of Supplies and Materials: Itemize.
4. Other Direct Costs: Itemize.
5. Transportation Costs: Show travel costs and per diem separately.
6. Total Price Bid for Project.
7. Independent Price Determination: Include a statement substantially as follows: "This cost and price analysis is submitted in full compliance with the provisions of the paragraph titled "Independent Price Determination" in the **Instructions, Terms & Conditions** section of the RFP to which this proposal is a response."

REQUEST FOR PROPOSALS

MAP DESIGN CONSULTANT SERVICES

GENERAL INFORMATION

The City of Lansing Parks & Recreation Department would like to invite qualified consulting firms to submit proposals for the purpose of providing professional consultant services to develop a map for the Lansing River Trail. The River Trail map that we currently have needs to be updated making it reflect existing conditions. This project is being funded from the Lansing Park Millage.

The firms responding to this RFP must have experience in map design and preferably be located within the Lansing city limits. Firms not located in the corporate limits are encouraged to team up companies that are Lansing based. The proposed services would require site visits to the project, use of personal/company vehicle and attendance at meetings with city staff.

BACKGROUND

The existing map of the River Trail is a six color, 12" x 17" which needs to reflect the new extensions which have been put in during the last 10 years. Additionally other trails have been established in various parks throughout our system which need to be incorporated into the River Trail map.

PROPOSALS

To be considered, consultants must submit a complete response to this RFP, using the format indicated in the "SCOPE OF SERVICES" section of this RFP. Submit 4 copies of the proposal to the City of Lansing, Purchasing office, 124 W. Michigan Ave, 8th floor City Hall, Lansing, MI, 48933, no later than 3:00 p.m., local time in effect, February 18, 2010, in a sealed envelope marked with the RFP identification number shown on the attached cover letter. No other distribution of proposals will be made by the consultant. Proposals must be signed by an official authorized to bind the consultant to its provisions. Proposals must include a statement as to the period during which the proposal remains valid. For this RFP, the proposal must remain valid for at least ninety (90) days from the time of proposal opening.

SCOPE OF SERVICES

Contract proposals must be submitted in the format outlined below:

BUSINESS ORGANIZATION

State the full name, address of your organization and, if applicable, any branch office or other subordinate element that will perform or assist in performing the work. Indicate whether you operate as an individual, partnership or corporation; if a corporation, indicate the state in which you are incorporated. State whether you are licensed to operate in the State of Michigan. Indicate the size of your firm (sales, personnel), history and years of practice.

PROPOSAL AND AWARD

This form, which can be found in this RFP, should be completed and signed by the authorized person in the firm.

AUTHORIZED NEGOTIATORS

Provide a list of individuals, names, phone numbers and email addresses for those authorized to negotiate this contract with the City of Lansing.

WORK PLAN

Describe in narrative form, your technical plan for accomplishing the work including, but not limited to, the tasks outlined below. Indicate the individuals and number of hours that are allocated for each task, provide a time line indicating in a bar chart, showing each event and your work plan. Also, describe the means for tracking costs and invoicing the City of Lansing.

The work scope to be performed by the consultant for this RFP should be divided into the following tasks as outlined below. As a minimum, these tasks should be addressed:

Task 1. Orientation and Data Collection

This task will consist of a kick-off meeting with the city officials to review the program statement and work scope, collecting data, pictures and review of base maps and other pertinent information that pertains to the project.

Task 2. On-site Reconnaissance and Map Development

The consultant will conduct on-site research and reconnaissance as needed to compile the necessary information. They are to develop a draft of the map which includes the specifications delineated below. The consultant will meet with the city to present a concept map layout and design prior to completing a final draft.

Task 3. Map Review

The consultant will meet with the City to present two (2) printed copies and a PDF file of a 90% complete product for review by the City.

Task 4. Final Document

Following the gathering of all the needed data to be included in the map, the consultant will provide two printed copies and a PDF file to the city for final review and approval.

Task 5: Production

The consultant will review the proof prepared by the printer

PRODUCT

The map is to meet the following specifications:

- . Sized appropriately for production on locally available digital presses, approximately 14" x 20"
- . Have full color content on both sides
- . Be formatted such that when folded it has a distinct front cover and back cover
- . Incorporate an overall map of the Lansing River Trail within the City of Lansing on one side
- . Shows the location of the main trail and connecting trails (GPS centerline route to be provided by the city in GIS format)
- . Indicates on the map the location of the quarter mile markers, trailhead parking lots, water sources, canoe/boat launches, location and name of other parks in the vicinity of the trail and other key trail amenities (data to be provided by the city in GIS format)
- . Show and label streets, waterways, unique districts (Old Town, Lansing Center, Reo Town, Downtown, etc...) and other features that will help users orient themselves
- . Incorporate detail maps of Hunter, Frances, Bancroft, Fenner and Davis Parks that illustrate the trail locations and other park amenities within those parks (city to provide GIS format for Frances and Davis Parks that will form the creation of the park maps).
- . Incorporate photographs (provided by the city)
- . Incorporate information on the benefits of the trail use (ie, exercise, transportation)
- . Incorporate information from the city including logos, contact information, etc. (provided by the city)
- . Integrate advertising information (provided by the city)

The digital products should have the following characteristics:

- . The Lansing River Trail map portion of the document will be produced using GIS or GPS that may be incorporated into the city's GIS in a ESRI shapefile format along with metadata. The City of Lansing GIS is in NAD 1983 Michigan State Plane Coordinate System, South, international feet.
- . The digital file used for the printing of the document should be in an editable format typically used by printers such as Adobe Illustrator or Adobe InDesign other formats must be approved by the city.

SCHEDULE

The following proposed schedule has been developed for the project:

- . The consultant should provide the 90% review document within 6 weeks of the commencement of the project
- . The consultant will then have one (1) week in which to incorporate any comments provided on the 90% complete product and provide a final draft for the city to review.
- . The City will complete review of the final draft within two weeks and the consultant will then have two weeks to incorporate any changes and prepare the documents for the printer
- . The goal is to have a printed map available to the public by the end of June, 2010.

PROJECT STAFF DESCRIPTION

Include the number of executive and professional personnel by skill and qualifications that will be employed in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify key individuals by name and title and include resumes for the proposed personnel. Describe current and past relevant experience as it applies to the services requested herein. Provide resumes of firm personnel that will be directly involved with the tasks as described in this RFP.

ADDITIONAL INFORMATION

You may also include any information and/or comments believed to be pertinent, but not specifically requested in this RFP.

CITY'S RESPONSIBILITIES

The City will have the following responsibilities in conjunction with a contract resulting from this RFP:

1. Provide information as to the City's requirements for the project and make available all pertinent information which may be useful in the project work, including data relative to the project as mentioned before, digital orthophotography (2005) and any other GIS data the city has available to assist in the project.
2. Designate a person to act as the City's Project Manager with respect to the work to be performed. Such person will have the authority to transmit instructions, receive information, interpret and define the City's policies and decisions with respect to materials, equipment and other such elements pertinent to the work.
3. Coordinate, as necessary, the efforts of the consultant to make provisions to enter on public or private property as required to perform the work.
4. Direct the consultant, in writing, to furnish any special services, sub-consultants and/or extra work that may be required on the project upon receipt of written evidence from the consultant detailing the cost, time (schedule) and reason for such special service or extra work.

CRITERIA FOR SELECTION

All proposals received shall be subject to an evaluation by the City of Lansing's issuing office assisted by other personnel. The following factors will be considered in making the selection, taking into account that the Respondent is found responsive pursuant to the provisions of Chapter 206 of the City of Lansing's Code of Ordinances:

COMPLETENESS OF THE PROPOSAL

All the following items must be included in the Respondent's proposal:

1. Business Organization
2. Proposal of Award
3. Non-Collusion Affidavit
4. Authorized Negotiators
5. Proof of Insurance
6. Work Plan
7. Statement of Services
8. Staff Description
9. Additional Information

COMPLETENESS OF THE STATEMENT and UNDERSTANDING OF SERVICES

The Statement of Services should include all activities of the proposed services. The Statement of Services should show that the consultant has a complete understanding of the work requested in this RFP.

COMPLETENESS OF THE WORK PLAN

A comprehensive Work Plan narrative should include the proposed services, all activities related to each service and the means for carrying out each activity. The Work Plan should also include the means for tracking costs and invoicing.

METHOD OF APPROACH

The Work Plan should include technically sound methodology through which the activities will be carried out, especially in anticipation of special or unique situations, sustainable/ environmental considerations, personnel safety and techniques for delivering the products. The methodology for carrying out each activity should also include decision making points and a description as to how decisions are made along with impacts to responsiveness.

FIRM EXPERIENCE AND QUALIFICATIONS

Technical experience, references, quality of any needed equipment and quality of your office and any support facilities will be evaluated in reference to work performance and ability to carry out the proposed work presented in this RFP. Experience and qualifications will be measured by the reputation of the respondent's character, integrity and competence in contracts of similar size and scope of work, and the ability of the respondent's staff and subcontracted staff to work closely with the City of Lansing's personnel for the duration of the contract. Priority will be given to Lansing based firm located within the city limits. Provide a minimum of 3 samples of past mapping projects.

STAFF EXPERIENCE

It will be important in the staff resumes submitted to describe which projects the design professional has worked on as it relates to the scope of work being proposed in this RFP. The description should specifically note what role the individual played in the project design and development. The experience listed can not only include projects with their current firm but previous work performed elsewhere.

RESPONSIVENESS

Evaluation is based on the respondent's ability to conduct the proposed services to meet the City of Lansing's needs. It will be based on, available staff, prior experience staying within budget and on the level of effort the respondent is willing to commit to help the City resolve issues associated with design and construction issues.

FEES

The proposals are evaluated using the criteria listed above prior to reviewing the fee proposal. The fee information will not be opened until after the proposals are reviewed and scored. The City of Lansing's issuing office reserves the right to negotiate final contract fees and scope in accordance with the City of Lansing's Code of Ordinances.

SUMMARY OF STAFF-HOUR DISTRIBUTION FIGURE 1

RFP NUMBER: RFP/10/062
TITLE: RIVER TRAIL MAP DESIGN/CREATION SERVICES

FIRM: _____ Name of Company _____ Authorized Signature _____ Date: _____

LEVEL OF EFFORT AND TASK BREAKDOWN							
Name of Principal Staff Members	Role in Project	Task I	Task II	Task III	Task IV	Task V	TOTAL
<u>SERVICES BY CONSULTANT:</u>							
<u>SERVICES BY OTHERS:</u>							
TOTAL							
NOTE: ALL TIMES SHALL BE GIVEN IN PERSON-HOURS							
BIOGRAPHIES OF EACH MEMBER SHALL BE INCLUDED IN THE STAFFING PROPOSAL							

COST PER TASK BREAKDOWN FIGURE 2A

RFP NUMBER: RFP/10/062
TITLE: RIVER TRAIL MAP DESIGN/CREATION SERVICES

FIRM: _____ Name of Company _____ Authorized Signature _____ Date: _____

Task # _____ TASK DESCRIPTION: _____

NAME OF PRINCIPAL STAFF MEMBERS	ROLE IN PROJECT	TOTAL HOURS	DIRECT LABOR	OVERHEAD	TOTAL
SUB-TOTAL =					
SUPPLIES & MATERIALS					
TRANSPORTATION:					
OTHER DIRECT COSTS:					
PROFIT					
TOTAL					

SUMMARY OF COSTS FIGURE 2B

RFP NUMBER: RFP/10/062

TITLE: RIVER TRAIL MAP DESIGN/CREATION SERVICES

FIRM: _____ Date: _____
Name of Company Authorized Signature

TASK NO.	TASK DESCRIPTION	LABOR	OVERHEAD	SUPPLIES & MATERIALS	OTHER DIRECT COSTS	TRANS-PORTATION	PROFIT	TOTAL
TOTAL	NOT TO EXCEED COST							
NOTE: CONSULTANT SHALL SUMMARIZE ALL APPLICABLE COSTS IN DIFFERENT TASKS INTO THE ABOVE FIGURE								