

To: To Whom It May Concern

From: Elizabeth Calcutt, Networks Northwest

Date: December 18, 2018

Re: Request for Statements of Qualification

Your firm is invited to submit your Statements of Qualification to become eligible for a possible interview for professional services related to planning, design, and construction for portions of the proposed Traverse City to Charlevoix Trail project and possibly for longer term involvement for the entire trail project. The Qualifications-Based Selection (QBS) process is intended to be used to select a professional services provider. For more information on QBS go to www.qbs-mi.org/.

This project is a multi-jurisdictional, multi-phase, multi-year project led by an advisory team made up of representatives of Networks Northwest, Traverse Area Recreation & Transportation (TART) Trails, Top of Michigan Trails Council, Michigan Department of Natural Resources, and Michigan Department of Transportation. It is expected to be an important community asset for recreation, transportation and health and wellness. The regional trail will be a focal point of recreational and economic activity in northwest Michigan, enhancing the area's attractiveness as a business location and tourism attraction.

Helpful background information may be found at www.traversecitytocharlevoixtrail.org. Additional relevant information may be found in the Fisherman's Island State Park Master Plan and each community's master plan.

Attached to this memo are:

1. A general definition of the project outline and preliminary scope of the work.
2. A list of materials and information that should be included with your Statements of Qualification.
3. A list of project participants and roles.
4. A schedule of dates and requirements for the selection process.
5. A map of the project area.

Please send four (4) hard copies and one copy on a thumb drive of your letters and Statements of Qualification to the following address no later than 3 p.m. on January 18, 2019.

Networks Northwest
Attention: Elizabeth Calcutt
PO Box 506
Traverse City, MI 49685-0506

Attachment 1

PROJECT OUTLINE AND PRELIMINARY SCOPE OF WORK

The following describes, very generally, the scope of work and objectives for the project as the advisory team currently envision them. It is intended to inform respondents about the team's view of the project. Respondents past experience and/or understanding of local issues may cause them to suggest other professional service needs or approaches. These suggestions are welcome and the ultimate goal of the selection process is to jointly develop a scope of work and timeline before entering into a contract.

The Traverse City to Charlevoix Trail project is expected to be an approximately 46 mile long trail constructed in phases as funding permits. A concept plan for the trail was developed in 2015, by TART Trails, Top of Michigan Trails Council and the National Park Service Rivers, Trails, and Conservation Assistance Program, with support from the Grand Traverse Regional Land Conservancy, Networks Northwest and a group of stakeholders representing various interests, organizations, and agencies along the corridor between Traverse City and Charlevoix.

An August 16, 2018 article in the Traverse City Record Eagle described the project as follows:

"TART Trails organization and Top of Michigan Trails Council spearhead the multiyear project spanning Grand Traverse, Antrim and Charlevoix counties and seven townships. The proposed 46-mile Traverse City to Charlevoix route closes an existing gap to create a 325-mile nonmotorized pathway. It will connect Traverse City's TART Trail to Charlevoix's Little Traverse Wheelway and link to the rest of the Northern Lower Peninsula's trail network.

"It's all about collaboration and community support and ensuring the final project reflects the values of host communities," said Brian Beauchamp, TART Trails Outreach-Program Director.

The public may examine preliminary design plans for the 11-mile Elk Rapids to Acme trail section and offer formal comments at an Aug. 22 meeting at the Elk Rapids Harbor Pavilion.

Elk Rapids Village contracted the engineering firm Prein & Newhof, to lead preliminary design for the non-motorized multi-use. The proposed Acme segment connects to the TART Trail at Bunker Hill Road and links to the Elk Rapids Township segment beginning at the Antrim County line, then continues north. Representatives of Prein & Newhof will be present to discuss potential routes.

"We encourage anyone interested to attend," Beauchamp said.

Public comments may also be submitted online at traversecitytocharlevoixtrail.org.

The proposed all-season trail follows the scenic US-31 corridor. Regional communities envisioned the trail for more than 15 years said Julie Clark, TART Trails Executive Director. TVC-CHX Trail concepts combine shared-use paths, shared roadways, bike lanes and boardwalks in creating the new recreation options for cyclists, runners, hikers and skiers.

"The trail health benefits are a no-brainer," Clark said.

Planners expect the trail to generate a positive fiscal footprint. Clark said the direct dollar impact of trails significantly supports community physical and economic health. She noted that biking alone adds \$5.5 million to Traverse City's economy each year. She added that the Vasa Economic Impact Study (2015) showed Vasa Pathway contributes \$2.6 million in direct spending to the regional economy annually. Indirect benefits include property value increases for locations near trails.

“People moving to the region, the creative class and millennials, want this type of infrastructure.” Clark said.

The proposed multijurisdictional route winds through Acme, Elk Rapids, Milton, Torch Lake, Banks, Norwood and Charlevoix townships, as well as property owned by the Grand Traverse Band of Ottawa and Chippewa Indians and the Village of Elk Rapids.

“The community builds the trail, then the trail builds the community,” said Executive Director of Top of Michigan Trails Council Jeff Winegard. TOMTC manages the trail piece between Charlevoix and Eastport.

Along the completed route users will encounter communities to explore, 24 parks, preserves and beaches. Winegard projects the finished trail will spawn additional amenities and infrastructure, such as hotels.

The speed at which the long-planned trail is completed depends on how quickly individual municipalities proceed, but a trail segment is already taking shape in Charlevoix. Winegard reported \$100,000 was raised to launch design work on the 10-mile trail section through Fisherman's Island State Park in Charlevoix. Contributions included \$50,000 from the Michigan Department of Natural Resources, USDA, the city, township and individual contributors.

“We’re ready to sit down with the DNR and other parties to come up with a design process,” he said.

Construction is underway on a segment stretching from North Bayside Park to Deepwater Point Natural Area in Acme Township. It includes TCX-CHX trail’s first trailhead. The \$60,000 design funding came from the Michigan Natural Resources Trust Fund, Acme Township, the Grand Traverse Regional Land Conservancy and private donors. The section is expected to be completed this season.

The state continues to provide financial support for the trail. MDNR and the Michigan Department of Transportation presented project managers a \$2.4 million check on August 1. New state funds generate project momentum, although how it will be spent is yet undetermined.”

As stated in the article, there are a multitude of political jurisdictions along the project’s conceptual alignment, additionally several state agencies are expected to have a role in the project. The trail will connect or traverse seven townships, three counties, two cities, and one village. The ability and experience working with a project responding to multiple stakeholders, landowners, and governmental jurisdictions is an important qualification.

Because of funding availability, local support and strong local leadership, and currently active projects, the north and south segments of the trail will be the initial work to be completed by the successful respondent. Trail is constructed in Bayside Park in Acme Township – making that the first Traverse City to Charlevoix regional trailhead. Preliminary design is underway between Acme and Elk Rapids and funding is secured for preliminary design in Fisherman’s Island State Park. Design of trail within Fisherman’s Island will require close coordination with MDNR. Final trail engineering, construction drawings, bidding and construction phase services are yet to be completed, and are expected to be a component of the immediate work contemplated for both the trail within Fisherman’s Island and the trail between Acme and Elk Rapids.

While Fisherman’s Island and Acme to Elk Rapids are priority projects, it will be necessary to establish criteria for trail alignment, amenities and public involvement to tightly tie these first projects to the overall trail corridor. The long-term success of the overall project hinges to a large extent on positive public perception of these first phases and the development of a process for raising the project’s visibility, engaging the local communities, and sustaining public enthusiasm for completion of the entire trail.

Funding for the current phases is largely in place, but overall project funding is not in place; so experience with securing funding for similar projects will be an important qualification.

Anticipated areas of expertise needed to make this a successful project are believed to entail at least the following:

- Significant public, community, and governmental input and involvement – planning and communications
- Alternative route development and evaluation based on local and regional desirability and feasibility
- Environmental assessment capacity
- Familiarity with state and federal permitting requirements (e.g., MDEQ, MDOT)
- Experience with federal and state grant funding sources and management
- Field surveying
- Trail funding, including coordination with a fiduciary,
- Trail design according to federal and state design standards (e.g., AASTHO, NACTO, ADA)
- Ability to provide constructability and construction cost estimates
- Trail amenity and economic enhancement planning and design
- Right of way acquisition
- Bidding and construction phase engineering and project administration services
- Multi-jurisdictional project coordination, facilitation and execution experience
- Ability to coordinate and execute projects utilizing multiple funding sources (public - local, state, federal and private)
- Multi-phase, multi-year (5, 10 year) trail planning and development project experience.
- Respondents must demonstrate the ability to deliver contracted services within time and budget constraints
- MDOT prequalification preferred

Respondents may choose to team to provide as many of these services, or other services not enumerated but believed to be beneficial to a successful project, as they wish. If teaming is proposed please provide info on team members. If services needed for the project are not provided by respondent's team, please provide an overview of how you would assist in obtaining these services and coordinate with them.

Attachment 2

REQUIREMENTS FOR LETTERS OF QUALIFICATION

Networks Northwest

Traverse City to Charlevoix Trail

Your Letters of Qualification should include the following information: If teaming, please provide similar information for each team member.

1. Name, address, and brief history of firm and services provided related to this project. If teaming, a description of the role of each team member and their relationship to each of the other team members.
2. Resumes of key personnel to be assigned to this project.
3. Related experience during the last five years.
 - i. Include projects where professional services related to complex, multi-party, multi-jurisdictional, multi-year projects were performed.
 - ii. Include examples of other projects that are similar in scope to this one. Include a project synopsis and your role in the project
 - iii. Include examples of project budgeting, cost estimating and results. Include the name of the project, a contact person, and dollar amount for each example.
4. Budget, cost controls experience, and results.
5. Familiarity with local area—geography and facilities.
6. A statement regarding any conflicts of interest. If any exist, how will they be resolved.
7. You are invited to include a maximum of five pages of additional information if you feel it may be useful and applicable to this project.

This information, along with interview results, will be used to rank respondents.

Attachment 3

OWNER INFORMATION

Trail design and development will be led by the project team as described below. However, the infrastructure will be owned and maintained by local government agencies. The project team will work closely with the appropriate agencies according to the trail's location. Networks Northwest will hold the design contract.

Project Team:

1. Networks Northwest - Role: Hold contract(s), facilitate public engagement, lead contact for local government agencies
2. TART Trails - Role: Fiduciary for campaign, including \$2.4 million MDOT appropriation, campaign communication lead, lead point of contact for trail design development between Acme and Eastport
3. Top of Michigan Trails Council - Role: Fundraising support with concentration on Eastport to Charlevoix, lead point of contact for trail design & development between Eastport and Charlevoix
4. MDNR - Role: Advisory, agency coordination, land manager for specific areas along the corridor, funders
5. MDOT - Role: Advisory, agency coordination, land manager for specific areas along the corridor, funders

Attachment 4

PROPOSED TIMELINE FOR QBS

Completed

- Project Team members identified, contacted and date set for December review of materials
 - Current Team Members Proposed
 - Elizabeth Calcutt, Networks Northwest
 - Chris Kushman, TART Trails
 - Julie Clark, TART Trails
 - Luther Kurtz, Top of Michigan Trails Council
 - Jeff Winegard, Top of Michigan Trails Council
 - Greg Kinser, MDNR
 - Amy Matisoff, MDOT
 - Steve Williams, QBS facilitator

Following predicated on Request for Qualifications being sent by December 18th

Completed by Friday, January 18th

- SOQs due to Networks Northwest by 3 PM
- Networks Northwest distributes SOQs to Project Team

Completed by February 8th

- Project Team Evaluation - individually reviews and scores applicants
- Week of February 4th – Project Team meets to review scores and generate list of finalists to interview

Completed by February 15th

- Interviews with finalists scheduled and tours set, selection criteria shared with finalists

Completed by February 28th

- Tours with finalists

Completed by February 28th

- Interviews completed with shortlisted firms, final consultant selected

Completed by March 29th

- Scope and contract finalized with top-ranked consultant

Completed by April 1st

- Consultant under contract
- All firms notified of results of process

Attachment 5

PROJECT AREA MAP

PROPOSED TRAVERSE CITY TO CHARLEVOIX TRAIL

