

CASCADE CHARTER TOWNSHIP
THORNAPPLE RIVER SAD AD-HOC COMMITTEE MEETING
March 6, 2023 at 5:30pm
Cascade Township Hall
5920 Tahoe Dr. SE
Grand Rapids, MI 49546

ZOOM LINK: <https://us02web.zoom.us/j/85760842243>

- ARTICLE 1.** Call the Meeting to Order
- ARTICLE 2.** Approval of the Agenda
- ARTICLE 3.** Acknowledge Visitors & Public Comment
- ARTICLE 4.** Approval of the Minutes of the 02.06.23 Meeting
- ARTICLE 5.** Safety & Navigational Marking Plan RFP
- ARTICLE 6.** Roundtable Q&A
- ARTICLE 7.** Public Comment
- ARTICLE 8.** Adjournment

MINUTES
Cascade Charter Township
THORNAPPLE RIVER SAD AD-HOC COMMITTEE MEETING
February 6, 2022 at 5:30pm
Cascade Charter Township Hall
5920 Tahoe Dr. SE
Grand Rapids, MI 49546

ARTICLE 1. The meeting was called to order at 5:30pm.

Members Present: Members Trustee Shipley, Leann Rowland, Scott Rissi, Thomas Keith, Chuck Whitley (Zoom) and Jeff Carpenter (Zoom)

Members Absent: Michael Wiegand

Others Present: Township Manager (TM) Ben Swayze,

ARTICLE 2. **Approve the current Agenda**

Motion was made by Member Shipley to approve the agenda as written. Supported by Member Rissi. Motion carried.

ARTICLE 3. **Acknowledge Visitors & Public Comment**

There were not any visitors who wished to comment at this time.

ARTICLE 4. **Approve the Minutes of the December 5, 2022 Meeting**

Motion was made by Member Rissi to approve the minutes. Supported by Member Shipley. Motion carried.

ARTICLE 5. **2022 Water Quality Testing Results**

TM Swayze reviewed the provided 2022 water quality testing results. The results are now housed on the Township website, which will serve as a repository for the data going forward. The site also includes previous Township tests. Questions was raised if the Township should host previous testing results from the River Association, or if River Association should host Township data as well. Recommendation was that River Association should link or otherwise direct members to Township website if they are interested in the data. Question was raised about utilizing the eblast list to get the information out to the SAD members. TM Swayze indicated that staff would do that, possibly with an update on the 2023 weed program as well.

ARTICLE 6. **State Uniform Waterway Marking System**

TM Swayze indicated he had been in contact with 3 companies interested in providing service on this project to the Township. Discussion ensued regarding the process for procurement. Recommendation that the committee/Township utilize an RFP process similar to that which was used for the weed management program. Manager Swayze indicated that he would prepare one for the next meeting for consideration.

Member Rissi indicated he would be able to provide boat rides to prospective bidders as part of the bidding process. Manager Swayze indicated the goal would be to get a contractor selected prior to drawdown so that they could observe during that time.

ARTICLE 7. Roundtable Q & A

None

ARTICLE 8. Public Comment

None

ARTICLE 9. Adjournment

Motion was made by Member Rissi to adjourn. Supported by Member Rowland. Motion carried 5-1 with Trustee Shipley dissenting. The meeting was adjourned at 6:18 p.m.

Approved by the Thornapple River SAD Ad-Hoc Committee - TBD

DRAFT

**CASCADE CHARTER TOWNSHIP
REQUESTS FOR PROPOSALS
Thornapple River Safety & Navigation Marking Plan**

Cascade Charter Township hereby requests proposals from qualified firms interested in providing a ***Thornapple River Safety & Navigation Marking Plan*** for Cascade Charter Township.

Proposals shall be due March 30, 2023 at 4 p.m. Please mark the sealed envelope as “Cascade Township Thornapple River Safety & Navigation Marking Plan.” A complete Request for Proposal document may be obtained at:

Cascade Charter Township
ATTN: Ben Swayze
Township Manager
5920 Tahoe Dr. SE
Grand Rapids, MI 49546
Phone: 616-949-1500

Or on the Web at:
<http://www.cascadetwp.com/>



Cascade Township Request for Proposals 2023 Thornapple River Safety & Navigation Marking Plan

Cascade Charter Township hereby requests proposals from qualified firms interested in providing assistance to the Cascade Township Thornapple River Special Assessment District Committee and Board of Trustees in developing and implementing a Safety & Navigation Marking Plan for the Thornapple River between the Cascade Dam and 60th Street (project area map included as Appendix A)

These specifications describe the conditions, requirements and responsibilities accepted by contractors when bidding on providing these services to Cascade Charter Township (Cascade *or* the Township).

I. INTRODUCTION

1.1 Background

Cascade Charter Township recently approved a 15-year Special Assessment District (SAD) that includes all properties on the Thornapple River between Cascade Dam and 60th Street. There are 301 properties included in the SAD, and each property contributes \$300 per year. The SAD collects a total of \$90,300 each year. The funds are available for the following purposes:

To make certain improvements to the Thornapple River including weed control and removal, debris removal and safety enhancements, and silt control and removal

This **Request for Proposal** is intended to solicit and secure proposals from contractors with experience in developing and implementing safety and navigational marking plans on bodies of water similar to the Thornapple River between the Cascade Dam and 60th Street (see “Project Area Map” in Appendix A). The successful bidder will be required to develop and implement the plan in accordance with all federal, state and local regulations, including all permits necessary to implement the proposed program. Funding for the plan will come from the Thornapple River SAD, *though not all funding in the SAD is designated for safety and navigation marking activities*. Assistance from qualified contractors is sought for specific tasks included in the plan preparation and execution process, as identified in the scope of services section of this document.

1.2 Minimum Qualifications

Proposals will be accepted from firms who meet the following minimum qualifications. Individuals or consultants that do not meet these minimum qualifications shall be deemed non-responsive and will not receive further consideration.

A. Standard Insurance Requirements:

1. Commercial General Liability Coverage: Commercial General Liability Coverage including products/completed operations, contractual liability, and personal injury. This insurance shall be on a commercial insurance, occurrence form. The certificate must contain, as an endorsement, the following language: “Cascade Charter Township, Michigan, its elected officials, officers, employees, boards, commissions, authorities, voluntary associations, and any other units operating under the jurisdiction of the Township and within appointment of its operating budget, including Cascade Charter Township, are named as additional insured and said coverage shall be considered to be the primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by Cascade Charter Township”. The limit amount for this insurance shall be not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
2. Workers Compensation Coverage: At a minimum, Workers Compensation Insurance as required by State of Michigan law, Michigan statutory coverage, or evidence of an exemption for sole proprietors or a State issued exemption for corporations, partnerships or LLCs who have three or less employees. Employer Liability limits of \$500,000 each accident, \$500,000 disease policy limit and \$500,000 disease each employee.
3. Automobile Liability Coverage: The Automobile Liability Coverage shall cover all owned, non-owned, and hired automobiles with a limit of not less than \$1,000,000 combined single limit each accident.
4. Professional Liability Insurance: A policy in an amount not less than \$1,000,000 per claim.
5. Cancellation: Cancellation clause of insurance not less than thirty (30) days.
6. Proof of Insurance: The Township reserves the right to require complete, certified copies of all required insurance policies at any time.

B. The successful bidder will be required to enter into a professional service

contract with the Township. This RFP and the successful bidders RFP response will be included as part of the professional services agreement.

1.3 Funding

Any contract awarded as a result of this Request for Proposal is contingent upon the availability of funding, as determined by the Township Board.

1.4 Period of Performance

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin on or about April 17th, 2023 and conclude on or before a date to be determined.

II. GENERAL INFORMATION FOR CONSULTANTS

2.1 Project Administrator

The Project Administrator is the sole point of contact for this procurement. All communication between prospective bidders and the Township upon receipt of this RFP shall be with the Project Administrator, as follows:

Ben Swayze
Township Manager
5920 Tahoe Dr. SE
Grand Rapids, MI 49546

Telephone: (616) 949-1500
E-mail: bswayze@cascadetwp.com

Prospective bidders are to rely on written statements issued by the Project Administrator. Any other communication will be considered unofficial and non-binding on the Township. Communication directed to parties other than the Project Administrator may result in disqualification of the prospective bidder.

2.2 Estimated Schedule of Procurement Activities

- | | |
|--|------------------|
| · Issue request for proposals | March 9, 2023 |
| · Pre-application River Tour | Week of March 20 |
| · Proposals due | March 30, 2023 |
| · TR Ad-Hoc Committee evaluates proposals | Week of April 3 |
| · TR Ad-Hoc Committee Makes Recommendation | Week of April 3 |
| · Township Board approves contract | April 12, 2023 |
| · Project Begins | April 17, 2023 |
| · Project Concludes (...on or before) | TBD |

2.3 Pre-Application Meeting

On TBD at TBD, the Township will provide a boat tour of the project area, identifying the known obstacles in the river that need to be marked, as well as the area of the river that requires the navigable channel to be marked. These areas are also identified on the map in “Appendix A” for review. Though not required, it is highly recommended that bidders attend the meeting. If interested in attending the meeting, please email the project administrator on or before March 16th to reserve your spot. Limit of two individual per bidder.

2.4 Submission of Proposals

Responding firms are required to submit one (1) physical copy of their proposal, which must have original signatures, and one (1) electronic copy. The proposal, whether mailed or hand delivered, must arrive at the Cascade Township Hall no later than 4:00 p.m., local time, on Friday March 30, 2023. Electronic copies may be emailed.

Proposals must include all information as outlined in Section 4 of this document.

The proposal is to be sent to the Project Administrator at the address noted in Section 2.1, above. The envelope should be clearly marked “Thornapple River Safety and Navigation Marking Plan” and addressed to the attention of the Project Administrator.

Bidders who mail proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the Project Administrator. Respondents assume the risk for the method of delivery chosen. The Township assumes no responsibility for delays caused by any delivery service. Electronic proposals may be transmitted using electronic media such as email transmission, but one physical copy is still required to be delivered to the Township.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the Township and will not be returned.

2.5 Proprietary Information and Public Disclosure

Materials submitted in response to this competitive procurement shall become the property of the Township. All proposals received shall remain confidential until the deadline for submission of bids or proposals has expired, as defined by Michigan statute (MCL 15.243 (1)(i), the Freedom of Information Act).

2.6 Revisions to the RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be reduced to writing and submitted to all prospective bidders known to the Township. For this

purpose, the published questions and answers and any other pertinent information will be considered an addendum to the RFP and will be provided to prospective bidders.

The Township reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

2.7 Acceptance Period

Proposals must provide 60 days for acceptance by Township from the due date for receipt of proposals.

2.8 Responsiveness

All proposals will be reviewed by the Project Administrator to determine compliance with administrative requirements and instructions specified in this RFP. Failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. The Township also reserves the right, at its sole discretion, to waive minor administrative irregularities.

2.9 Most Favorable Terms

The Township reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the respondent could propose. There will be no best and final offer procedure. The Township does reserve the right to contact a respondent for clarification of its proposal.

The Respondent should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate some of or the Respondent's entire proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation of the Township.

2.10 Costs of Proposal

The Township will not be liable for any costs incurred by the Respondent in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

2.11 No Obligation Contract

This RFP does not obligate the Cascade Township Board to award a contract for services specified herein.

2.12 Rejection of Proposals

The Township reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

2.13 Failure to Comply

The Respondent is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

2.14 Commitment of Funds

The Cascade Township Board or their delegates are the only individuals who may legally commit the Township to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

2.15 Signatures

The proposal must be signed and dated by a person authorized to legally bind the Respondent to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship.

III. SCOPE OF WORK

3.1 General Scope of Work

The scope of work the Township is seeking includes the development and implementation of a Safety and Navigation Marking Plan for the Thornapple River between the Cascade dam and 60th Street (see Appendix “A” for a project area map, including the obstacles and navigation channels that need to be marked) in accordance with all federal, state and local regulations. The Township is open to considering unique and creative proposals for this project, but any project should include the following items at a minimum.

1. A full survey of the project area in order to develop a safety and navigation marking plan for the identified section of the Thornapple River. The Township can ensure access to the Thornapple River to complete the survey and, if necessary, provide aquatic transportation as well.
2. A narrative of the process that will be used to develop the safety and navigation marking plan. The Township understand that without a full survey of the project area a final plan cannot be developed, but the respondent should be able to provide a detailed explanation of how that plan will be developed as well as a timeline of proposed activities.

3. An explanation of the access that will be needed for the equipment necessary for the implementation of the plan
4. Applying for and securing all of the necessary permits from all regulatory agencies in order to carry out the plan
5. Being available to meet with the Township staff, Thornapple River SAD Ad-Hoc committee and or Cascade Township Board, given a reasonable notice period, to provide periodic updates on the safety and navigation marking plan.
6. Execution and installation of the developed and approved safety and navigation plan. It should be noted that the execution of the plan is subject to the availability of adequate financial resources and may be delayed until those resources are available, or completed in phases.

IV. PROPOSAL CONTENT

Bidders are encouraged to be creative in their project submissions, however each proposal must contain, at a minimum, the following information:

4.1 Business Organization

State the full name and address of your organization and, if applicable, the branch office, consultants, or other subordinate elements that will provide or assist in providing the service. Include phone number(s), email address(es) and respondent's website address.

4.2 Executive Summary

Summarize the respondent's strong points and how experience, particularly with similar responsibilities, will benefit the stakeholders. Include a brief description of the scope, staffing and dates.

4.3 Project Proposal

Describe in narrative form, the methods proposed for creating the plan. Identify deliverables with emphasis on the stated scope and intent of the project, including tasks and timelines. Emphasis on clarity and detail of the proposal is an important consideration in evaluation of the responses. Proposal must identify a timeline for this project, including proposed beginning date, length of time to conduct each phase and completion date.

4.4 Project Staffing

Provide a chart with the staff you are committing to the solicitation. Show lines of authority and communication and provide a brief role description with responsibilities for each person as they relate to the solicitation.

4.5 Pricing Methodology

Provide a price methodology with attention to detail and understandability that includes a properly designed and implemented all-inclusive response. The Respondent shall include all associated costs to successfully complete the project. At a minimum, proposal should include the following costs:

- Completion of the project area survey
- Development of the safety and navigation plan
- Anticipated costs of implementing the plan. It is understood exact costs may not be known until the plan is developed. Please find ways to demonstrate what cost levels may be (labor hourly rate, standard material costs, etc...)
- Any other costs that respondent believes might be relevant in developing and implementing a safety and navigation marking plan.

4.6 Authorized Negotiations

Include the names and telephone numbers of those persons in your organization authorized to negotiate the proposed contract with the Township.

4.7 References

Provide a minimum of three (3) relevant references preferably of similar scope and complexity. Include the names of the projects, location, completion date, project cost and specific challenges; identify project team members and references for each project including telephone numbers and email addresses.

Provide permission for the Township to contact any organization or individuals, whether offered as references or otherwise, to obtain information that will assist the Township in evaluating the Proposal. The Township retains the right to use such information to make selection decisions. Submittal of a proposal is an agreement that the Township may contact and utilize such information.

4.8 Additional Information

The respondent may also include any additional information and/or comments believed to be pertinent but not specifically requested elsewhere in the document.

IV. EVALUATION CRITERIA

5.1 Evaluation Subcommittee

The Thornapple River SAD Ad-Hoc Committee of Cascade Township will be responsible for evaluating the submitted proposals and submitting a recommendation of project award to

the full Township Board for consideration. Though there are no formal evaluation criteria, the Committee will focus on the following items when evaluating the proposals:

1. Verification of the basic information provided by the firm including, but not limited to, entity name, principals, incorporation, licensing and references.
2. Completeness of the proposal
3. Responsiveness to all elements outlined in the request for proposal.
4. Project proposal and the likelihood it will satisfactorily address the needs of the Township in regards to the scope of services.
5. Experience and qualifications of the Respondent and all team members identified.
6. Experience and results in performing the services desired by the Township.
7. Cost proposal that is advantageous to the Township.

5.2 Subcommittee Recommendation

The Thornapple River SAD Ad-Hoc Committee will be responsible for making recommendations on the choice of a proposal to the full Cascade Township Board. The Cascade Township Board remains the sole body responsible for awarding a contract. The Thornapple River SAD Ad-Hoc Committee and Cascade Township Board reserves the right to request additional information from the firms including, but not limited to, formal interviews and/or firm presentations. Should firms be requested to present to the Committee or the Cascade Township Board, they will receive a minimum of five (5) days' notice.

Submission of a proposal indicates acceptance by the firm of the conditions contained in the Request for Proposal.