

INTRODUCTION

The Village of Franklin, Oakland County, Michigan is proposing to coordinate the planned paving of Franklin Road, which bisects Franklin's Village Center downtown, with goals enumerated in the Village's 2015 Master Plan Update for the downtown area and several other planning documents. The Village Council and Administration intend to plan, design and implement capital projects in the downtown Village Center public right-of-way.

A conceptual design framework for a new streetscape was developed in early 2019 by Land Design Studios of Birmingham and was subsequently accepted by the Village Council. The Village Council intends to take the next steps to translate the framework plan into engineered plans for construction and to construct those improvements in coordination with the repaving of Franklin Road from Scenic to 14 Mile, to begin with the start of construction season of 2020. The area of improvement is within the Village's Historic District. The specified projects include pedestrian walkway construction (one side of Franklin Road from Scenic Drive to 14 Mile Road), pedestrian lighting, beautification and landscaping. A pedestrian walkway on the east side of Franklin Road from Scenic Drive to 13 Mile Road is also within the design scope.

The supposition is that the successful firm will continue the established relationships with Land Design Studios and Hubbell, Roth and Clark, Inc. (the Village's contracted engineer) in the production of the plans and execution of the project.

In addition, there is a current open contract with Cadillac Asphalt for the paving of Franklin Road that is part of the larger Village road-paving project that could be utilized, at least in part, in place of a formal bidding process.

VISION FOR THE FUTURE

As early as 1969, the Village set goals to design and implement a comprehensive development plan for the downtown area, also referred to as the Franklin Village Center. Early goals focused on preserving and enhancing the "character" of the Village Center, including parking plans, lighting and traffic calming. Later master plans and resident input from multiple community meetings added new priorities such as public bathrooms, recreation and meeting spaces, pedestrian mobility, preserving existing open spaces and historic preservation to the list.

One aspect that has remained constant is the unwillingness to compromise the character of the Village, defined as an "oasis near the city" with single family residences, rural-like feel, family-oriented, safe, simple, friendly, historic and community-oriented. Hard to describe, but very real, is the strong sentiment to have a clear, visible identity that distinguishes Franklin from the surrounding communities.

The Village business community, while small, is healthy. Services, food/beverage and retail are predominant. Franklin is a Main Street Oakland County participating community since 2008 and both business owners and property owners have benefitted from that relationship. The downtown streetscape and related projects have the support of the business community.

In the last 10 years, several downtown buildings have been fully restored or updated. Public facilities including the Village Offices, Library and Fire Department and Kreger House Community Center have been preserved and functions updated. Most privately owned buildings have been upgraded and are well cared for.

During the warm months, Franklin hosts many community events drawing visitors to the downtown. The biggest draws several thousand and others significantly less. The Village Green

and Franklin Community Association grounds are well utilized for recreational activities by residents and non-residents and the Franklin Cider Mill draws thousands of visitors from Labor Day to Thanksgiving.

With these characteristics in mind, the Village wants to ensure safe, non-motorized ease of access to the Village Center for residents and visitors to a vibrant, walkable, well cared-for downtown area where parking is easy and access to businesses and open spaces is as well.

Physically, the Village has a hodgepodge of walking areas that do not perform their function well. Right-of-way encroachments are proving to be a challenge and the Village is working with those impacted property owners to address their concerns.

In 2018-2019 the Village Council sponsored a citizen/business owner design committee to work with Land Design Studios to design a streetscape for the downtown area. The plan was reviewed by Council, business owners and residents in meetings and open houses over several months. Council has also taken public comment during the framework design process. The plan was approved by Council in spring 2019 with authorization to move to the engineering phase.

PROJECT BACKGROUND

The Village is requesting professional design and engineering services for Franklin Road for the approximately ½ mile between 14 Mile Road and Scenic Drive relating to the following improvements:

- Replacement of existing sidewalks
- Installation of new 4' or 5' wide pedestrian walkway (spec to be determined) on both sides of Franklin Road from Scenic to 14 Mile Road
- Removal/relocation of retaining walls, landscape beds
- Tree/stump removal
- Soil erosion control measures
- Decorative cross walks, detectable warning plates
- Permeable paver parking spaces (note a strong bias toward permeable surfaces and other environmentally responsible materials wherever possible)
- Crosswalk striping
- Drainage system, grading, restoration and relocation
- Utility improvements
- Trees, shrubs and perennial installations
- Reinforced turf shoulder
- Signage improvements with decorative sign posts
- Pedestrian lighting improvements (Coordination with Illuminating Concepts out of Farmington Hills may be contracted to prepare the lighting plan)
- Irrigation feasibility analysis and design if determined feasible

The Village is also requesting plans to construct a pedestrian pathway on the east side of Franklin Road from Scenic Drive to 13 Mile Road, thus completing walkways for a one-mile segment of Franklin from 13 Mile to 14 Mile Roads.

GENERAL INFORMATION

- The estimated construction funds allocated for the total project are \$800,000 to \$900,000 excluding the sidewalk segment on the East side of Franklin Road from the Huda School and Montessori to 13 Mile Road. The design should reflect those parameters.
- The Village Administrator will be the project manager for this project.
- A selection committee shall determine which applicant is believed to be most qualified to provide design, engineering and construction administration.
- All costs related to the preparation, submittal and/or presentation of the proposals are the responsibility of the respondent.
- All inquiries regarding this RFP must be addressed to: Village Administrator, Village of Franklin, 32325 Franklin Road, Franklin, MI 48025. Administrator@franklin.mi.us.
- The Village reserves the right to reject any and all proposals submitted in response to this RFP.

SCOPE OF SERVICES

Scope of services will include the following:

- Existing Conditions Analysis. Limited survey has been provided by HRC. The framework plan performed by Land Design Studios has utilized this survey as reference to generate the framework plan. The successful firm will review the file provide supplemental field investigation and survey before proceeding on the engineering design, as well as document existing conditions, and identify/summarize any planned overlapping/coordinating capital improvements.
- Design Development Plans. Develop the final design development plan and produce an opinion of probable construction cost.
- Construction Documents. Will generally follow the design development
- and will include all specifications, contract documents, bonding and insurance requirements, contractor qualification requirements, and detailed sheets necessary to construct the project including but not limited to index, notes, summary of quantities, details; and plans relating to: existing conditions, demolition, signs, striping, underground and overhead utilities, layout and grading, ADA improvements, stormwater, erosion control, tree protection, landscaping and lighting improvements.

BIDDING AND AWARD SUPPORT

The chosen firm will undertake the following:

- Prepare Bid Form and Summary of Quantities.
- Arrange and conduct contractor pre-bid conference.
- Respond to questions (written and telephone) submitted by potential bidders.
- Develop amendments and addenda as needed.
- Review contractor qualifications and provide recommendations on same.

CONSTRUCTION ADMINISTRATION

After the award of a Contract for Construction, the Design/Engineering consultant's services shall include the following Construction Administration work items:

- Oversight/Inspection/testing necessary to review and document construction work quality and conformance with construction documents.
- Review and respond to contractors' submittals including shop drawings, product data, and similar.
- Review and respond to contractor requests for information as needed.
- Attend regularly-scheduled project meetings.
- Change order support.
- Pay application review.
- Participation in final punch list walks.
- Be available for technical assistance during the warranty period.

STAKEHOLDER & PUBLIC ENGAGEMENT

Because the project will be focused within the Village's public right-of-way, Stakeholder and Public Engagement activities are expected to continue throughout the Project's duration.

- Support the Village Council with at least two (2) stakeholder group meetings. Anticipated participants would be merchants in the downtown as well as impacted homeowners.
- Provide regular weekly updates to Village Administration, and designated project committee, and regular written monthly reports to the Village Council for their public meeting.

SCHEDULE

The following project timeline is an estimate based on existing funding expectations and is subject to change based on unforeseen circumstances.

RFP Advertised: September 9, 2019

Proposals Due: October 4, 2019 3:00 pm at Franklin Village Hall

Presentations (optional): Week of October 7th

Award Design Contract: October 14, 2019

Execute Contract: October 18, 2019

Begin Design: October 21, 2019

Existing Conditions Analysis Complete: November 8, 2019 (Council on Nov. 11)

Conceptual and Schematic Design Complete: December 6, 2019 (Council on Dec. 9)

Construction Documents Complete: February 1, 2020

Bid Letting Start: February 3, 2020

Bids Due: March 3, 2020

Award Bid: March 9, 2020

Begin Project Construction: May 4, 2020

Completed Project: November, 2020

PROPOSAL FORMAT

The evaluation by the selection committee will be based on the criteria listed below. The proposal should be prepared per the following Sections and include a one-page letter of transmittal signed by an owner, officer, or authorized agent of the firm(s), acknowledging and accepting the terms and conditions of this RFP. This RFP shall be limited to 20 pages (each side of a sheet is considered one page) maximum. Please provide five (5) hard copies and one (1) electronic version.

- Personnel Qualifications – Evaluation of the list of personnel specifically assigned to the proposed Project, including their qualifications, overall experience and recent experience on projects of similar nature and complexity to the proposed Project. Please provide who will be the sole responsible person for the performance of design services for the duration of the Project. Also provide each personnel's existing commitments, their role on those commitments, and their percentage of time to be spent on this Project. (20 Points)
- Experience/Performance – Review of past performance on projects of similar nature and complexity as the proposed Project; evaluation of client references whether included in the proposal response or not; overall responsiveness to Client's needs. (20 Points)
Firms submitting shall have experience on projects of equal size, equal cost, and equal complexity.
- Approach – Evaluation of the overall understanding of the scope of the proposed Project; completeness, adequacy and responsiveness to the required information of the request for proposals. This should include a preliminary Project schedule by task and milestones that will be used to administer the Project. (30 Points)
- Availability – Evaluation of the work load of the proposing firm and the staffing to be assigned to the proposed Project. Provide a time schedule of the proposer in relation to that of the proposed Project schedule. Explain location of the offices or facilities from which the services are to be provided to the Client. (10 Points)
- Financial Stability – Evaluation of the overall financial position of the firm as determined from financial information required by the Request for Proposal or from other independent sources. Provide a copy of the Firm's liability insurance certificate. (10 Points)
- Proposed Fee – Evaluation of fee proposed by responding firm(s). (10 Points)

Additionally, a bond in the form of cash representing 5% of the cost will need to be submitted as part of the proposal for professional design and engineering services. The bond will be returned after execution of a signed contract with the approved vendor.

ATTACHMENTS

Attachment A: Land Design Studio Framework Plan and related documents

Attachment B: Hubbell, Roth and Clark survey.

Attachment C: 2015 Master Plan Update

EVALUATION OF PROPOSALS AND ORAL PRESENTATIONS

A committee (Selection Committee) will be chosen to review each response to this RFP and provide a rank list of all proposers. The Selection Committee will convene and summarize their individual rankings for each firm. Selection Committee may also choose for these firms to be invited to present their proposal. Selection Committee will make a recommendation based upon the proposal that is determined to be the most advantageous for the Village considering all the conditions set forth in the RFP. While price is obviously an important factor, it alone will not be the deciding factor. Final selection of a firm will be at the Village Council's sole discretion.

FORM OF CONTRACT

The selected firm shall execute a contract embodying the terms of this RFP with the requisite insurance and related items.