

Pittsfield Charter Township



Request for Proposals

Wetlands Map

Issued: June 26, 2002

Due: August 1, 2002

Location of Drop Off:

Pittsfield Township
Planning Department
6201 West Michigan Avenue
Ann Arbor, MI 48108

1. Background

Pittsfield Charter Township (PCT) strongly supports the preservation and protection of its wetlands. The Township finds that wetlands and watercourses are indispensable and fragile resources, which in their natural state provide many benefits to our community. These benefits include the maintenance of water quality through nutrient cycling and sediment trapping; flood water and storm water runoff control through temporary water storage; slow release and recharge of groundwater supplies; pollution treatment by serving as biological and chemical oxidation basins; and erosion control. In addition, wetlands provide open space, passive recreation, habitat for fish and wildlife including migratory waterfowl and rare, threatened or endangered animal and plant species.

2. Problem Statement

The Township of Pittsfield finds that rapid growth, the spread of development, and increasing demands upon the township's natural resources have resulted in the depletion and loss of the critically necessary domain of wetlands and have had the effect of encroaching on, despoiling, polluting, or eliminating many wetlands and other natural resources, and the public trust therein. Over two-thirds of Michigan's original wetlands have been destroyed, and the rate of wetland loss continues to rise at an alarming speed. The continued destruction and loss of wetlands and watercourses constitutes a distinct and immediate danger to the public health, safety and general welfare of our township. Our remaining wetlands and watercourses are in jeopardy of being despoiled or impaired. Preservation of the remaining wetlands in an undisturbed and natural condition shall be and is necessary to maintain important physical, hydrological, aesthetic, recreational, and economic assets for existing and future residents of the Township.

In planning to enact an ordinance that will help ensure protection of the wetlands present within our community, it will be essential to conduct a professional and scientifically valid mapping program. The resulting wetlands map, required by state law for the township to enforce its ordinance, should be convenient to update as new data become available.

3. Scope and Priorities

Pittsfield Charter Township seeks proposals for the comprehensive mapping of wetlands and watercourses within the 28 square miles of the township, including streams, ponds, lakes, and drains, and to the extent feasible with existing hydrologic data, interdependent wetland systems. It is the intention of the Township to identify all possible and potential wetlands and watercourses.

Mapping procedure should utilize and incorporate available reference data sets, aerial photos, digital orthophotos, soil surveys, and satellite imaging, from

SEMCOG, the Department of Agriculture, MIRIS, the US Fish and Wildlife Service, USEPA reach files, Washtenaw County Metropolitan Planning Commission base maps, Washtenaw County Drain Commissioner drain maps, Washtenaw County Road Commission street centerline maps, township assessing records of land parcels, 1998 township aerial photos by Abrams Aerial Survey, township archived aerial photos, and resources of specialized private mapping firms. In addition, the mapping should incorporate township wetlands delineations completed and on file for site plan approvals. The process should be as inclusive as possible to avoid overlooking data that would capture the smallest wetland system.

4. Timeline

Projecting a bid award date of August 15, the project should be completed by November 15, 2002.

5. Deliverables

The products should include:

5.1 A map in digital and printed format, with 1 meter resolution accuracy, displaying wetlands and watercourses as a GIS overlay. The map should be tiled for sectional review and printing, and the file format should be produced as an ArcView Theme, compatible with ArcView 3.1 and georectified with Township and County mapping and air photography. Printed versions of the map should include six copies sized 36X36 inches.

5.2 An ArcView database of wetlands and watercourses mapped, including the section number and range, tax parcel ID and address, GPS coordinates, referenced maps and data sets. While this project does not require field checking, observed information will be welcome as part of the database with dates observed, photos, observed quality rating (highly degraded, poor, fair, good, very good, pristine); potential for remediation (to a higher quality rating); any known remediation completed and when.

5.3 Training for Township Planning Staff in the content and use of the map and database.

5.4 A report summarizing the mapping tasks completed, sources utilized, and conclusions reached as to the quality of mapping data available and the needs for future township wetlands mapping activities.

5.5 A public presentation of the map, report and database. This should involve, but is not limited to, the Township web site (tiled jpg file version of the map and html version of the report), and an in-person presentation to occur at a time and place to be scheduled in cooperation with the Township Board.

Project Control and Reports

- A. The contractor will carry out this project under the direction and control of Pittsfield Charter Township.
- B. Although there will be continuous liaison with the contractor, the Township's representative will meet weekly with the Contractor's project manager for the purpose of reviewing progress and providing necessary guidance to the Contractor in solving problems that arise.
- C. The Contractor will submit brief written biweekly summaries of progress which outline the work accomplished during the reporting period; work to be accomplished during the subsequent reporting period; problems, real or anticipated, which should be brought to the attention of the client agency's project director; and notification of any significant deviation from previously agreed-upon work plans.

6. Price Proposal

Prices/rates quoted are a "not to exceed" figure for this RFP and may be subject to revision only for a reduced bid.

7. Contract Payment

The specific payment schedule for any Contractor(s) entered into as the result of this RFP will be mutually agreed upon by PCT and the Contractor(s). The schedule should show payment amount and should reflect actual work done by the date of the invoice, less any penalty cost charges accrued by those dates. As a general policy, statements shall be received by the accounting department by the fifth day of the month in order to be paid by the end of that month.

9. Questions

Questions concerning the specifications contained herein are to be submitted in writing or email to:

Planning Department
Pittsfield Charter Township
6201 West Michigan Avenue
Ann Arbor, MI 48108

Attn: Mark Spencer, Senior Planner
pmspencer@pittsfieldtwp.org

PCT will not respond to telephone inquiries or visitation by bidders or their representatives. All questions are to be put in writing and must be submitted via email or U.S. mail.

10. Proposals

To be considered, each bidder must submit a COMPLETE response to this RFP, using the format provided in section 18. No other distribution of proposals is to be made by the bidder. The Technical Proposal itself must include a statement as to the period during which the Technical Proposal itself remains valid. This period must be at least sixty days from the due date for responses to this RFP. Each proposal should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content.

11. Oral Presentation

Bidders who submit proposals may be required to make oral presentations of their proposals to PCT. These presentations provide an opportunity for the bidders to clarify the proposals through mutual understanding. Any presentations, if required, will be scheduled through the Planning Department.

12. Warranty

The Contractor shall and hereby does warrant all work performed by him/her or subcontractors employed by him/her and agrees to deliver warranties to the Township for the work for which guarantees are required.

13. Selection Criteria

Responses to this RFP will be evaluated using a two-step Selection Process. The first step will involve an evaluation of the following factors as presented in the bidder's response to this RFP.

Step 1 – Management Summary

A. Capability and Qualifications of Organization

The written proposal should indicate the ability of the Contractor to meet the terms of the project/program, quality, and recency of projects similar to that described in the RFP.

B. Work Plan

The written proposal should indicate the contractor's ability to provide a plan for accomplishing the work. The plan should include a detailed narrative description of how the contractor will accomplish the objectives and tasks.

C. Qualified Personnel

The written proposal should indicate the competence of personnel whom the bidder intends to assign to the project. Qualifications will be measured by education and experience, with particular reference to experience on projects similar to that described in the RFP.

Step 2 – Price Analysis

- A. Only those proposals of the vendors considered qualified in Step I will be considered for evaluation in Step II.
- B. The bidders proposal that is determined to be the best value based on pricing and technical response will be given first consideration of award. The bid is not awarded necessarily to the lowest bidder.

PCT, at its option, may engage other processes in order to make a final award decision:

1. Clarifications

If it is determined that a vendor's proposal is unclear, PCT may request from one or all vendors, a clarification. PCT will document, in writing, clarification being requested and forward to the vendors affected. This process does not allow for changes, rather to simply clarify the proposal submitted. This step may include oral presentations, sample evaluation, price clarifications, and/or site visits.

2. Price Negotiations

If it is determined that the pricing offered exceeds the budget or the cost expectation for the bid, PCT may enter into negotiations with the vendors on pricing only. No modification to the technical requirements or specifications will be allowed.

Other Provisions

- A. PCT reserves the right to award by item, part or portion of an item, group of items or total proposal, or to reject any and all proposals in whole or in part.
- B. PCT reserves the right to evaluate the financial stability of any bidder. PCT may seek financial information from the bidder and from third parties. If PCT determines in its sole discretion that contracting with a bidder presents an unacceptable risk, PCT reserves the right to not award the contract to the vendor.

14. Bid Receipt

BIDS (PROPOSALS) MUST BE RECEIVED ON OR BEFORE THE DUE DATE AND TIME SPECIFIED ON THE COVER PAGE OF THE RFP. PROPOSALS WHICH ARE RECEIVED AFTER THE SPECIFIED DUE DATE AND TIME CANNOT BE CONSIDERED.

15. Rejection of Proposals

PCT reserves the right to accept or reject any or all proposals received as a result of this request. PCT shall not be obligated to award a contract solely on the basis of any response made to the Request for Proposal, nor does the Township intend to, nor will it be obligated to pay for the information solicited or obtained.

16. Cancellation

PCT may cancel this Contract for its convenience, in whole or part, if the township determines that such a cancellation is in its best interest. Reasons for such cancellation shall be left to the sole discretion of the township and may include, but not necessarily be limited to (a) the township no longer needs the services or products specified in the Contract, (b) relocation of office, program changes, changes in law, rules, or regulations make implementation of the Contract services no longer practical or feasible, and (c) unacceptable prices for additional services requested by the township. PCT may cancel the Contract for its convenience, in whole or in part, by giving the Contractor written notice 30 days prior to the date of cancellation. If the township chooses to cancel this Contract in part, the charges payable under this contract shall be equitably adjusted to reflect those services that are cancelled.

17. Award

PCT reserves the right to award by item, part or portion of an item, groups of items or total proposal, to reject any and all proposals in whole or in part, if, in the Representatives judgement, the best interest of PCT will be so served. In determination of awards, the qualification of the bidder, the conformity with the specifications of services to be supplied and the delivery terms will be considered.

18. Information Required from Bidders

Bidder's proposal to be submitted in the format outlined below. There should be no attachments, enclosures, or exhibits other than those considered by the vendor to be essential to a complete understanding of the proposal submitted.

Each section of the proposal should be clearly identified with appropriate headings:

A – Business Organization

State the full name and address of your organization and, if applicable, the branch office or other subordinate element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation; if as a corporation, include the State in which it is incorporated. If appropriate, state whether it is licensed to operate in the State of Michigan. List all subcontractors; include firm name and address, contact person, complete description of work to be subcontracted. Include descriptive narrative concerning subcontractor's organization and abilities.

B – Statement of the Problem

State in succinct terms your understanding of the problem(s) presented by this RFP.

C – Project Plan

1. Narrative

Include a narrative summary description of the proposed effort and of the product(s) that will be delivered. If any support is to be provided by a subcontractor said subcontractors are to indicate their capability and willingness to carry out the work.

2. Technical Work Plans

Provide a technical plan for accomplishing the work. Indicate the number of person-hours allocated each task and any estimated township personnel or other resources necessary for each task. Include a timeline with any seasonal phases of work.

3. Price Proposal

Show all personnel and material costs, broken down by tasks or phases of the technical work plan. Separate out cost for subcontractors where used.

4. Prior Experience

Indicate here prior experience of your firm, which you consider relevant to the successful accomplishment of the project defined by this Request for Proposal. Include sufficient detail to demonstrate the relevance of such experience. Proposals submitted should include, in this section, descriptions of qualifying experience to include project descriptions, costs, and starting and completion dates of projects

successfully completed. Also, include the name, address, and phone number of the responsible official of the client organization who may be contacted.

D - Bidder's Authorized Expeditor

Include the name and telephone of person(s) in your organization authorized to expedite any proposed Contract with PCT.

E - Additional Information and Comments

Include any other information that is believed to be pertinent but not specifically asked for elsewhere. Identify any contractor's expectations with regard to performance of this contract.

PCT strongly encourages creative solutions. There is no requirement to stay within the above-mentioned means of completing the tasks listed. We understand there may be a better way to meet our needs, and are counting on a quality proposal to present a solution.

F – Proposal Submittal

Submit 15 copies of your Proposal no later than 1:00 p.m. on August 1, 2002. The bid may be hand-delivered or sent via U.S. Mail and addressed to:

Wetlands Map Proposal
Planning Department
Pittsfield Charter Township
6201 W. Michigan Avenue
Ann Arbor, MI 48108