



Request for Qualifications

Issue Date: September 12, 2024

Jackson Corridor Complete Streets, Safety Study, and Implementation Plan

Responses due: 3:30 pm September 26, 2024

Optional Interview date: October 10, 2024

Work Completion: May 15, 2025

Project Funding:

Scio Township and SEMCOG Planning Assistance Grant

Project Total \$50,000

Responses shall be submitted electronically AND one original with signature:

Electronic submission/project contact:

Chris Cheng at ccheng@sciotownship.org

Deliver one ORIGINAL by the deadline in a sealed envelope to:

Scio Township Offices at 827 North Zeeb, Ann Arbor MI (8am-4pm) 734-369-9400

Interviews may be scheduled for selected firms on Thursday, October 10, from 1-4

The Township is soliciting Qualifications from interested and qualified planning and consulting engineering firms to conduct the Jackson Corridor Complete Streets, Safety Study, and Implementation Plan as described in this Qualifications - Based Selection ("QBS") request.

The consultant selected through this QBS process, will be based on respondent qualifications, service capabilities, and other factors that best meet the needs of the Township and the project budget. This QBS request for qualifications contains the instructions governing the proposals to be submitted, the materials to be included therein, and the requirements that must be met to be eligible for consideration.

Information for Respondents

- The Scope of Work section of the RFQ describes the services required. The Township reserves the right to modify the requirements for this RFQ.
- RFQ Questions may be submitted via email to the project contact by **September 18, 2024** at 3:30 p.m.
- The Township does not assume responsibility for reimbursement of costs incurred by respondents in replying to this RFQ. All proposals submitted will become the property of the Township. The Township reserves the right to reject any or all responses or select the response most advantageous to the Township.
- Any RFQ Response must be enclosed in a sealed, non-transparent envelope or package marked on the outside as follows:

Scio Township: Jackson Corridor Complete Streets, Safety Study, and Implementation Plan

No late RFQ Responses will be accepted or considered by the Township.

Any RFP Response shall be submitted as follows:

- One (1) printed, signed RFQ Response delivered to the township offices. This shall be the record copy of the RFQ response.
- One (1) PDF of the RFQ Response, less than 20MB in size, emailed to the project contact listed above. Without the cost proposal

Project Schedule Milestones

- 12 September Issue RFQ
- 26 September RFQ Response Submittal Deadline
- 10 October optional Interviews
- October Negotiation/Recommendation to BOT
- 29 October 2024 BOT Approval of firm for work
- November/December 2024 Project Kick off Meeting
- April 30 2025 Draft Report Review
- May 2025 Project Complete including Planning Commission and Board of Trustees presentations, a summary of project accomplishments and metrics, adopt action plan, and approve next steps
- June 2025 Final Invoice Paid

Scope of Services

Scio Township will conduct a corridor operational and safety study and complete streets strategic plan along the Jackson Road corridor, the primary east-west route through Scio Township. The Jackson Road corridor connects Ann Arbor and Western Washtenaw County. This project is a multi-community effort with regional impact. The total project budget is \$50,000 funded by the township and a SEMCOG Complete Streets Grant.

Project Location and Limits

Scio Township, Washtenaw County, Jackson Road Corridor from Wagner Road West to Parker Road and North across I-94 and South to Liberty Road. Coordinating with the City of Ann Arbor East of Wagner Road and the City of Dexter north along Baker Road. (see map in additional information).

- 1) **Jackson Road Corridor Operational and Safety Study:** Gather and analyze traffic counts and projections, accident history, and current signal operations. Identify the safety and operational issues related to the Jackson Road corridor to be addressed in the scope of this project using the Federal Highway Administration's Safe Systems Approach.
- 2) **Multi-modal Traffic Study:** An analysis and recommendation of the overall connectivity **within** and **from** the Jackson Road Corridor. This will include connectivity to adjacent communities and recreational resources, and specifically eliminating or mitigating multi-modal barriers along Jackson Road and across I-94. Using the SEMCOG multi-modal tool, make recommendations for balancing the travel modes within the right-of-way
- 3) **Identify Key Green Infrastructure Opportunities:** Recommendations for quantitative and qualitative storm water management improvements along Jackson Road. This area, within Scio Township, has the highest concentration of impervious surfaces.

Selected consultant shall develop an Action Plan: Develop a phased implementation plan for recommended improvements, budget estimate for the first phase, funding strategies, and metrics for success that will establish the framework for improving safety for all users including those driving, walking, or biking through collaboration with local stakeholders and community members, as well as guidance from Federal Highway

Administration's Safe System approach and Safe Streets and Roads for All's (SS4A) Action Plan Components. This project supports and will improve Complete Streets and Corridor Safety Planning by developing a strategic and implementable plan to improve multimodal connections between western Washtenaw County and the City of Ann Arbor. This will be conducted in conjunction with Stormwater Management Planning along the Jackson Road Corridor, within the Honey Creek Watershed, a tributary of the Huron River.

The process will build on current holistic transportation planning efforts by Scio Township, Washtenaw Area Transportation Study (WATS), the City of Ann Arbor, City of Dexter, Western-Washtenaw Area Value Express (W.A.V.E.), and Ann Arbor Area Transit Authority (AAATA). Scio Township, specifically the Jackson Road Corridor, is a key link between western Washtenaw County and the City of Ann Arbor. The Township has public support and the wherewithal to implement a phased plan as illustrated by multiple community surveys, the original Jackson Road Boulevard project, and recently, the Zeeb Road Pathway project.

The Scio Township Transit Committee, composed of elected and/or appointed officials, and community volunteers who have been involved in the development of this grant and other transit and pathway initiatives, has the responsibility of engaging partners and stakeholders. The project will include additional collaboration through a public communication process that includes outreach, education, and engagement. Our partners will be engaged from the development of the Consultant RFQ, through review of the final plan document. In addition to the project, the goal of this effort is to establish a long-standing Transit Committee that will continue collaboration around a multi-modal transportation plan implementation in Scio Township. This plan will serve as a catalyst for future efforts in western Washtenaw County.

Jackson Road is a commercial boulevard that connects an urban area to an adjacent rural area linking a major employment center (the City of Ann Arbor) with the more rural, western portion of Washtenaw County, including Scio Township and small towns, such as the City of Dexter. Many transportation projects and studies of this type are conducted in more urban areas. This collaborative project can provide strategies and solutions for suburban/rural jurisdictions to transform arterial boulevards into complete streets.

The project team will investigate options to minimize the multi-modal barrier that I-94 creates to reach the popular Border to Border (B2B) Trail, several regional parks and nature areas along the scenic Huron River. Freeways have divided and created barriers in multiple communities. Methods of mitigating the barrier that I94 represents (until the bridges are rebuilt) are critical to improve community connectivity.

By developing diverse partners and supporters, this project shall provide strategies for other communities to do the same. It shall demonstrate the importance of strategic, long-term, multi-agency collaboration that will be useful for many projects and initiatives in the future.

The final study, including the implementation budget, funding strategies, and metrics will be made available other communities by the Township and SEMCOG.

Partners:

- Lead Community: Scio Township
- Scio Township:
 - Transit Committee (lead)
 - Downtown Development Authority
 - Parks Preserves and Pathways Committee
 - Roads Advisory Committee
- Washtenaw County Water Resources Commissioner's Office
- Washtenaw County Road Commission
- Washtenaw Area Transportation Study
- City of Ann Arbor

- City of Dexter
- MDOT (for I-94 bridges)
- Ann Arbor Area Transportation Authority (TheRide)
- Western-Washtenaw Area Value Express (WAVE)

Stakeholders:

Walk Bike Washtenaw, Western Washtenaw Business Association, Huron River Watershed Council B2B Trail, area residents, and area businesses.

Links to the Scio Township Planning Documents cited in the SEMCOG grant proposal:

2006 DDA plan: <https://www.sciotownship.org/home/showpublisheddocument/300/638143894718570000>

2021 Master Plan:

<https://www.sciotownship.org/home/showpublisheddocument/1379/637762911017353490>

2023 PROS Plan: <https://scio.prod.govaccess.org/home/showdocument?id=2198>

2023 Environmental Sustainability Climate Action Plan:

<https://www.sciotownship.org/home/showpublisheddocument/2664/638326206699570000>

Attachments:

- Information on current public transit in Scio Township
- Information submitted in support of Scio Township’s Grant Application
- SEMCOG/Scio Grant agreement conditions

RESERVATION OF RIGHTS

- 1) Scio Township reserves the right in its sole and absolute discretion to accept or reject any or all proposals, or alternative proposals, in whole or in part, with or without cause.
- 2) Scio Township reserves the right to waive, or not waive, informalities or irregularities in terms or conditions of any proposal if determined by the Ann Arbor Housing Commission to be in its best interest.
- 3) Scio Township reserves the right to request additional information from any or all bidders.
- 4) Scio Township reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested within RFQ.
- 5) Scio Township reserves the right to determine whether the scope of the project will be entirely as described in the RFP, a portion of the scope, or a revised scope be implemented.
- 6) Scio Township reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected.
- 7) Submission of a RFQ Response indicates acceptance by the firm of the conditions contained in this RFQ, unless clearly and specifically noted in the response submitted.
- 8) Scio Township reserves the right to disqualify responses that fail to respond to any requirements outlined in the RFQ, or failure to enclose copies of the required documents outlined within the RFQ.

Final Agreement Award Determination

The Township reserves the right to withdraw the RFQ, to award to one Respondent, to any combination of Respondents, by item, group of items, or total response. The Township may waive informalities. The Respondent to whom the award is made will be notified at the earliest possible date.

Tentative acceptance of the response, intent to recommend award of a contract and actual award of the contract will be provided by written notice sent to the Respondent at the email address designated in the response. If, for any reason, a contract is not executed with the selected Respondent within a reasonable

amount of time, as determined by the Township, after notice of recommended award, then the Township may recommend the next most responsive and responsible Respondent.

Award of this Project is contingent upon the availability of funds for this project, within the sole discretion of the Township. Acceptance of the Respondent's response does not constitute a binding contract.

There is no contract until the agreement is approved by the Scio Township Board of Trustees and executed by the Township Supervisor.

The Township is not liable for performance costs until the successful Respondent has been given a fully executed contract.

Conflict of Interest

No Scio Township employee or agent whose position in Scio Township enables him/her to influence the selection of a Supplier for this RFQ or any competing RFQ, nor any spouse of economic dependent of such employees, shall be employed in any capacity by a Respondent or have any other direct or indirect financial interest in the selection of a Supplier. The Township will ensure compliance with the approved MDOT Conflict of Interest Policy. The policy can be found at the following link: (<https://www.michigan.gov/mdot/-/media/Project/Websites/MDOT/Business/Vendor-and-Consultant-Services/Other/Conflict-of-Interest-Guidance.pdf?rev=e69a2e2482ca4e1aae4e3c92b5f7e868&hash=F5433A5F2313F5346C5B3FA3C98A73F5>)

Gratuities

A Respondent shall not offer or give either directly or through an intermediary, consideration, in any form, to a Scio Township officer, employee or agent for the purpose of securing favorable treatment with respect to the award of the Contract.

Compliance with Laws

The Respondent must comply with all federal, state, and local laws and policies.

Contract Type & Method of Payment

The anticipated contract shall be a fixed fee contract with a not to exceed amount. The Township will also request an hourly rate schedule submitted from the selected consultant to evaluate progress payments based actual hours worked.

Progress payments may be made for reimbursement of amounts earned to date and shall include costs as specified in the contract. These payments will be made upon the submission by the CONSULTANT of a billing, accompanied by properly completed reporting forms and such other evidence of progress as may be required by the Township and/or County. Partial payments shall be made only one a month.

Final billing shall be submitted no later than June 10, 2025 after completion of the services.

Cost Proposal

A cost proposal will be requested from the most highly qualified consultant once all RFQs have been scored and interviews conducted. Cost related items will not be considered in the selection process. The cost proposal shall include the total fee for the preparation and delivery of the scope of services accompanied by a fee schedule, itemized according to tasks. Provide billing rates for team members and a table depicting the total hours dedicated to each member, if applicable. The total fee shall include other anticipated costs incurred and associated with completing the scope of services.

Reporting Requirements

As recipients of the FY25 SEMCOG Planning Assistance Grant, we will follow the Federal Highway Administration (FHWA) process and requirements throughout this project. This includes following required invoicing schedules and a detailed breakout of all costs.

Firms should be familiar with 2 CFR Part 200 requirement for Federal Awards and provide the necessary information and complete the reimbursement package such that the Township may easily submit for reimbursement. When submitting progress reports, the firm will be required to outline the following:

- Performed Work
- Upcoming tasks or milestones
- Status of scope, schedule, and budget
- Risk assessment and proposed mitigation

SEMCOG requires the Township to submit no later than 15 days after the end of each billing period a monthly billing and progress report per the grant agreement.

Proposal Content and Format

Proposal submittals should be no more than twenty-five (25) pages, which excludes work product examples, that contains the following materials:

1. Cover Letter: The cover letter shall be prepared by a principal or representative of the firm authorized to enter into contracts. The letter shall list the name and contact information of the project manager and key personnel assigned to the project.
2. Statement of Qualifications: Qualifications of the firm to provide the services described herein. Include the number of years in business, number of employees, and location of office(s). Provide the project manager's resume in addition to names, titles, responsibilities, and experience of principals or employees who will perform and complete the project. All proposed sub-consultants to be utilized must be listed and provide the same information addressed above.
3. Approach: Describe the firm's process, planning methodology, and general approach to meeting the Township's scope of services. Indicate what may be expected from the Township throughout the process. Identify specific assignments of key personnel and the time required to complete each step.
4. Schedule: The schedule shall include a timeline for the completion of the project, including an outline of the timing for critical tasks, milestones, and presentations to the Board of Trustees and staff.
5. Work Product Example: A list of similar or relevant work, performed for municipal clients within the last four (5) years, budget for each project, and corresponding municipal contact information. Please include deliverables or action plans for three (3) municipal projects of similar scope as exhibits.
6. Township Responsibility: Identify all services that are expected to be provided by Scio Township.
7. Additional Information: Provide any additional information that will aid in the evaluation of the consultant's qualifications with respect to this project.

NOTE: Any changes, additions or deletions in this list shall be clearly mentioned and accompanied by an explanation.

Selection Process and Evaluation

After receipt of proposals, a Selection Committee comprised of representatives from the Township will use the following criteria in selecting the consultant for this project: **Weight Factor**

	Criteria	Standard
2.0	Qualifications and experience	Has the firm completed successful previous projects of this type, budget, and scope?
1.0	Related work of firm	Does the firm conduct work similar in nature to this project?
2.0	Assigned personnel	Do the personnel who will be working on the project have the necessary skills? Are sufficient staff of the requisite skills assigned to the project?
2.0	Project approach/ understanding	Does the proposal show an understanding of the project objective, budget, schedule, methodology to be used and results that are desired from the project?
1.0	Time frame	Can the work be completed in the necessary time? Can the target dates be met? Are other qualified personnel available to assist in meeting the project schedule if required?
2.0	Sample materials	Do the sample materials demonstrate a high quality of work? Do they show the firm has successfully completed relevant projects that align with the project scope?

Based on the criteria listed above, the Selection Committee will evaluate proposal responses and may select two (2) or more consultant finalists to interview. Finalists selected will be those believed to be best qualified and best suited to meet the Township’s needs.

After the evaluation and interview process is completed, the Selection Committee will nominate one (1) consultant/firm to provide a contract proposal.

The Selection Committee will recommend the nominated consultant/firm to the Board of Trustees for their review and approval of a Professional Services Agreement (“PSA”).

Scio Township reserves the right to reject any and all proposals. The Township may waive minor informalities or irregularities for any and all proposals. The Township may reject non-conforming and non-responsive proposals and choose to accept, in whole or in part, any proposal which in the Township’s judgment best serves the interest of Scio Township and its residents.

General Conditions

1. Any person or agency on the U.S. Attorney General’s list of ineligible contractors will not be considered.
2. The consultant awarded this contract shall be required to comply with all Local, State and Federal laws and requirements related to the contract.

3. Proposals shall be considered public information unless advised otherwise by the proposer. Proposer shall include a separate letter stating which parts of the Proposal are deemed confidential and/or proprietary information not to be released.

4. The submitted proposal will become an exhibit to the professional services agreement for this project. A standard Township PSA may be provided upon request.

The Township shall not be responsible or reimburse any costs incurred in developing and/or responding to this proposal request.