

**REQUEST FOR PROPOSAL**  
**MDNR BIKE TRAIL AT VAN CREEK**  
**PRELIMINARY ENGINEERING**

The Emmet County Road Commission will receive sealed proposals until 8:35 a.m., Tuesday, May 25, 2021, at which time they will be opened and read aloud for Preliminary Engineering for the MDNR Bike Trail (Alanson to Mackinaw City) at Van Creek in McKinley Township.

**Van Creek MDNR Trail Crossing Design Phase 2021**

**BACKGROUND:**

The Conservation Resource Alliance (CRA) has been awarded funding from the National Fish and Wildlife Foundation and the United States Fish and Wildlife Service Great Lakes Fish and Wildlife Restoration Act and Fish Passage Programs to provide engineering and design services to replace the Van Creek/MDNR Trail Crossing in the Maple River Watershed. The primary goal of the project is to provide aquatic organism passage at the Van Creek site. This document and attachments serve to describe the tasks needed for completion in the design phase.

**SCOPE OF WORK:**

1. Complete a geotechnical investigation of the site as needed for structure design and construction.
2. Complete a site survey. This will include longitudinal profiles extending up and downstream of existing conditions up to an estimated 500' each way to help determine stream slope and streambed elevation under new structure. Include a total of 6 cross sections, with 3 cross sections upstream and 3 cross sections downstream of the crossing. This may include measurements of a reference riffle upstream that is unaffected by the crossing structures outside of the 500' reaches.
3. Provide and share with partners design alternatives for channel and structure realignment with current MDOT culvert crossing under US-HWY 31.
4. Prepare a preliminary set of engineered plans (30%, 60%) for proposed structure construction and installation, approach work, and Best Management Practice stabilization measures. Plans will be shared with MDNR, CRA, ECRC, and partners for their input. The following additional items may need consideration:
  - Streambank protection and/or instream woody debris placement near crossing due to current conditions, channel restoration, and/or headcutting of river in response to culvert(s) removals and changing of outlet plunge pool(s).
  - Removal of some of the sediment impounded by the culvert(s).
  - Removal of trees for each site (species, diameter at breast height, live/snag)
5. Prepare a final (90%, 100%) set of engineered plans that are approved by project partners.
6. Fulfill Natural Resources Conservation Service (NRCS) design requirements as CRA intends to apply for NRCS funds through the Little Traverse Bay Bands of Odawa Indians (LTBB) for construction. Comply with NRCS Source 4 Non-NRCS Engineer requirements for the NRCS Roles and Responsibilities for Engineering Technical Assistance to USDA Program Participants document. Please find those documents and all applicable practice standards attached. The NRCS engineering contact for this project is Andrea Paladino, NRCS Civil Engineer in Traverse City. She can be reached at 231-486-2523 and cell 989-698-6036.
7. Documentation of sufficient analysis of hydraulics under HEC-RAS modeling should show that the recommended stream crossing structure will sufficiently pass bankfull flows during a 100-year or more event.
8. Develop an engineer's estimate of itemized construction costs, including construction engineering. NRCS construction engineering requirements include: as-built culvert plans, culvert bill of lading, construction

observation reports, construction staking notes, density report, construction photos, piling record, HMA tickets, pre-con meeting notes (please invite MDNR, CRA, ECRC, LTTB, NRCS), culvert certification, operation and maintenance plans.

9. Obtain any other required clearances/permits from State and Federal agencies, property acquisition, easements, and grading permits. This will include completion of the Joint Permit Application for submittal to EGLE Transportation Review (contact - Luke Golden, EGLE) and/or other EGLE divisions. Coordinate with utilities for any required relocations or removals of utility infrastructure. CRA and USFWS will handle SHPO and RHPO, and Section 7 analysis requirements.
10. Prepare a bid package for materials and site construction. The bid package and contractor list will need to be reviewed by the MDNR, ECRC, NRCS and CRA before finalization.
11. Help coordinate and/or attend up to 3 meetings (combination of on-site, virtual and at ECRC office) during design phase in order to communicate with and seek input from CRA, MDNR, EGLE, LTBB, NRCS and other related partners.

Preliminary Engineering Services must be completed September 30, 2021 as the funding expires on that date.

**Project Submittals**

The Consultant must submit 3 copies of the proposal.

The proposal is to include a proposed time frame for completion of the work, action plan on proceeding with the project, past experiences with MEGLE permitting and NRCS requirements, references, and estimated cost to complete the necessary work.

Proposals will be evaluated on the Evaluation Scale listed below. Point values will be awarded on a sliding scale based upon proposal information provided and total point values in each category are not guaranteed.

**Evaluation Scale**  
(Total Possible Points = 100)

Qualifications and experience of staff dedicated to this project	15
Experience with MEGLE permitting	15
Experience working on NRCS projects	25
Responsiveness – Time schedule to complete work	25
Total cost and hourly rate	20
<b>Total Score</b>	<b>100</b>

**Additional Information**

The Road Commission is expected to select the consultant at its May 27, 2021 regular meeting.

The Consultant Engineering firm must submit proposals in an envelope clearly marked, “Request for Proposal – Van Creek MDNR Bike Trail Design”, prior to 8:35 a.m., Tuesday, May 25, 2021. The proposals must be submitted to the Emmet County Road Commission offices located at 2265 E. Hathaway Road, Harbor Springs, Michigan.

The Board reserves the right to reject any or all proposals and to award in the best interest of the Emmet County Road Commission.