



June 27, 2023

Request for Qualifications  
Hanover Madison Connector Trail

To Whom It May Concern:

Your firm is invited to submit a Statement of Qualifications to become eligible for a possible interview for professional services related to the design and construction management for the development of the Hanover Madison Connector Trail located within the City of Madison.

Attached to this RFQ are the following:

1. Description of Services Needed
2. Requirements for Statement of Qualifications
3. Schedule of Activities
4. Type of Contract
5. Federal & State Third—Party Contract Provisions
6. Evaluation Criteria

All responses will be reviewed for the selection of firms to be interviewed.

If you are interested in providing the required services, please submit 5 copies of your Statement of Qualification to the City of Madison no later than 4:00 pm local time on July 26, 2023. If you desire additional information, a site visit or clarification regarding the Statement of Qualification, please contact Emily McKinney between 8:00 a.m. and 4:00 p.m. local time at [emckinney@madison-in.gov](mailto:emckinney@madison-in.gov) or (812) 801-1772.

Sincerely,

Tony Steinhardt, Director of Economic and Redevelopment



## Description of Services Needed

The City of Madison is seeking professional design and construction management services for a trail system that is approximately 1.18 miles, measuring 10' wide with 2' recovery areas. The trail will also connect to the Madison Heritage Trail System. See attached project area map. This trail expansion is the first phase to connect the City of Madison with Hanover College and the Town of Hanover with a six-mile multiple-use trail. It was first envisioned in the City of Madison's 2016 comprehensive plan and included in the County Plan. In 2021, a concept study was developed, along with alignment suggestions and probable costs. The trail was envisioned to cross Crooked Creek with one new structure, enhance existing parking and visitor amenities at the trailhead and follow Hanover Hill to the Clifty Falls State Park entrance. The route along Hanover Hill may provide challenges with the hill side and should be coordinated with a current City project to rebuild that road in 2025. Alignment within Railroad right of way and additional parking may also be a part of the project. Prices have continued to rise, and as a part of this project phase, adjustments may be necessary to complete Phase 1. The budget for Phase 1 is \$2,700,200 with the local match coming from Jefferson County Government, the Madison Redevelopment Commission, and the state of Indiana.

Experience with READI, NLT, OCRA, CDBG, and Federally funded projects is preferred and should be identified by the consultant in the Statement of Qualifications. Because this project is part of the Next Level Trails and READI designation projects, it has funding and scheduling restrictions. Consultant deadlines must stay within those presented, and the project must be built within the prescribed timeframe. Before submittal to this RFQ if the consultant cannot guarantee this performance, they should withdraw from consideration. If, during the course of the project, the schedule or budget begins to slip, it's solely the consultant's responsibility to provide whatever resources necessary at no cost to the Owner to get the project on schedule or within budget.

The scope of services for this project is expected to include the following:

1. The consultant will meet with the city of Madison officials/project team to develop the conceptual design and discuss the options for park improvements. From these meetings, the consultant will develop a design development level plan with a cost estimate.
2. There will be up to two public meetings at or near the completion of the design to provide citizens with an understanding of the project, and the consultant will attend the necessary board meetings for approvals.
3. Upon approval from the City, the consultant will develop full-scope construction documents and specifications for public bidding of the project. All associated state and local agency reviews and support are included in this scope of work.



4. The consultant, upon construction document approval, will proceed with publicly bidding the project. The scope will include a pre-bid walk thru with prospective bidders, answering questions related to the design, issuing addendums and clarifications as needed, supporting the city during the bid receipts and in the bid analysis, and making recommendations to the City regarding the successful bidder. If bids come in over the consultant's estimated budget, such that the project cannot proceed, the consultant shall, at no cost to the owner, redesign and rebid the project to achieve the budget.

5. Upon successful construction bid award, the consultant shall draw up construction contracts that align with their specifications (AIA, ASCE, etc.), and shall provide full-scope construction administration services, including project start-up support and as-built documents.

6. Project Schedule: The above services will commence only upon approval from the Redevelopment Commission.

## Requirements for Statement of Qualifications

Your Statement of Qualifications should include the following information. Do not include a proposed fee, as this is a qualification-based selection process. Proposals should be double-sided and no more than 15 pages. (Excluding Cover letter, tabs, and any forms)

1. Name, address, and brief description of firm.
2. Resumes of key personnel to be assigned to this project.
3. A one-page narrative as to the firm's interest, particular abilities, and qualifications related to this project. a. Be sure to include any previous projects that relate to cast iron Whipple truss bridges and the inclusion of an active rail line. b. Any experience with READI-funded projects c. Any experience with Next Level Trails projects
4. Describe other projects designed by this firm and key personnel assigned to this project. Please be clear about the role individuals assigned to this project participated in the project experience shown. Photographs and graphics are highly encouraged; at most, 6 projects should be shown.
5. Please provide an approach to this project to ensure the constructability of the project within the proposed budget.
6. Include any evidence-based design items your company or individuals have developed for similar projects.
7. List of references for recent work with names and contact information.

## Schedule of Activities

July 26, 2023  
Week of August 14  
September 5, 2023  
September 15, 2023

RFQ Submittal Due Date  
Tentative Interviews  
Approval of selected firm at RDC Meeting  
Design, engineering, environmental review, and surveying.



June 2024	Project is advertised for BID.
July 2024	Bid awarded.
August 2024	Construction begins.
Q1 2025	Submit Final paperwork to NLT at complete construction.
Q1 2025	Grand Opening and Ribbon Cutting

## Type of Contract

The City of Madison will execute a lump sum contract for these services using the AIA Contract Documents.

## State & Federal Requirements

Prospective offerors should note the successful proposer must meet the following terms and conditions plus any additional Federal or State requirements NOT listed:

1. 24 CFR Part 85.36.
2. Title VI of the Civil Rights Act of 1964.
3. Conflict of Interest (24 CFR Part 570).
4. Access to records.
5. Executive Order 11246 - Equal Employment Opportunity
6. Executive Order 12138 - Women Business Enterprise Policy.
7. Architectural Barrier Act of 1968.
8. Age Discrimination Act of 1975.
9. Section 3 Clause - Housing and Urban Development Act of 1968.
10. Section 504 - Rehabilitation Act of 1973.
11. Retention and Custodial Requirements (24 CFR Part 85.42).
12. Executive Order 11063.
13. Affirmative Action Program / Plan.
14. Davis Bacon and Related Acts.

## Evaluation Criteria

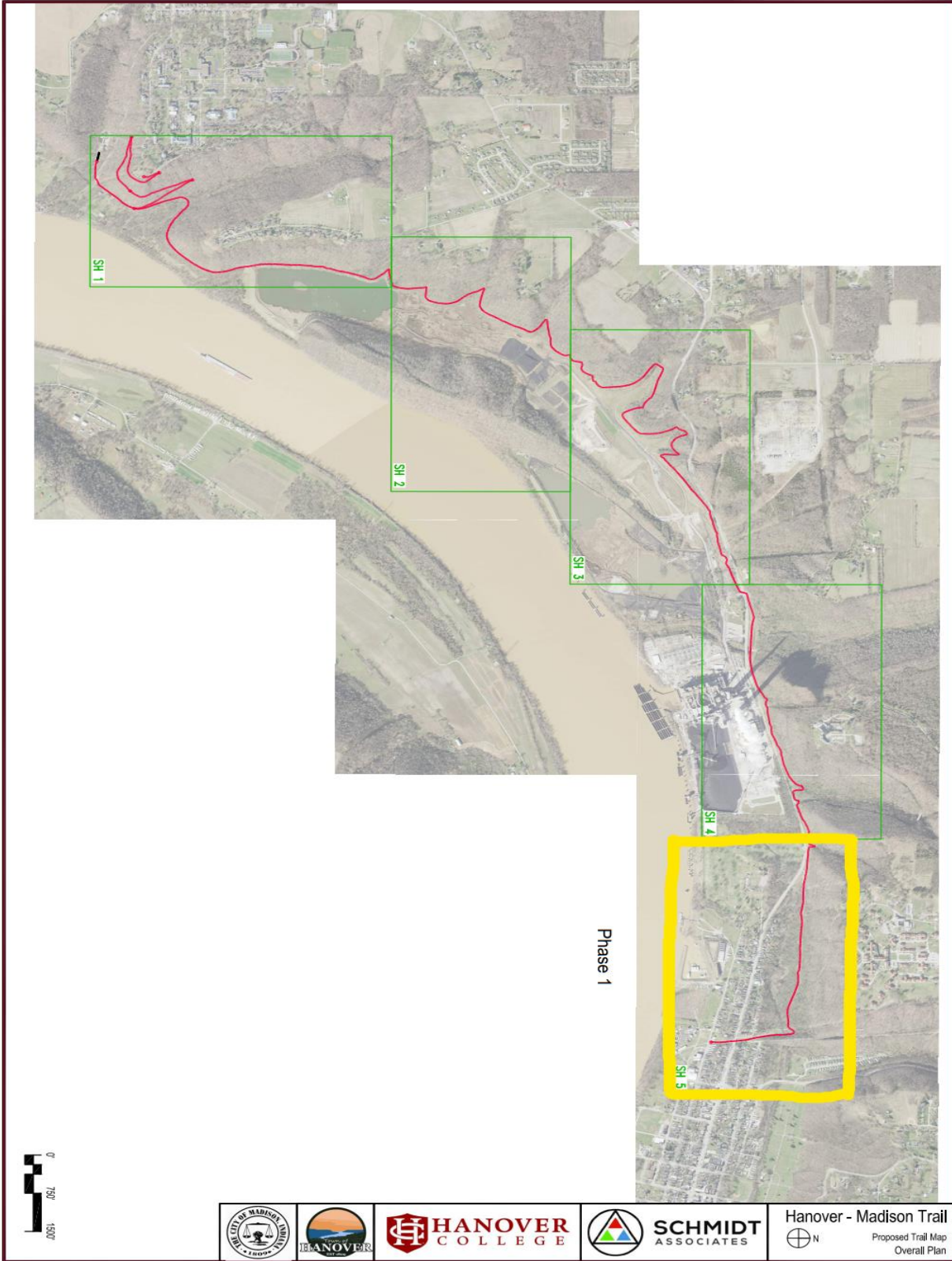
Evaluation criteria shall include:

1. Specialized experience or technical expertise of the organization and its personnel in connection with the scope of services to be provided and the complexity of the project (35 pts).
2. Past performance record on contracts, including quality of work, timeliness, and cost control (20 pts).
3. Capacity of the organization to perform the work within time limitations, taking into consideration the currently planned workload of the firm (15 pts).
4. Familiarity of the organization with this type of grant and funding sources (NLT and READI) (20pts).
5. Reference Checks (10pts).



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