



Town of Cave Creek, Arizona

Planning Department

PROJECT SPECIFICATIONS AND CONTRACT DOCUMENTS

Surrey Drive Road Trail

MAYOR
ERNIE BUNCH

TOWN COUNCIL

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TOWN MANAGEMENT

**TOWN MANAGER
TOWN PLANNING DIRECTOR
TOWN ENGINEER**

**CARRIE DYREK
LUKE KAUTZMAN, MPA
HAL MARRON, P.E.**

TOWN OF CAVE CREEK
37622 N. Cave Creek Road
Cave Creek, Arizona 85331

NOTICE OF REQUEST FOR PROPOSAL
December 09, 2020

PROPOSAL: **The Surrey Drive Road Trail**

DUE DATE: **January 28, 2021**

LOCATION: **Town of Cave Creek, Attention: Bambi Muller, Planner - Trails Coordinator – 37622 N. Cave Creek Road, Cave Creek, AZ 85331**

The Town of Cave Creek issues this “**Notice of Request for Proposal**” for the construction of a non-motorized trail known as the **SURREY DRIVE ROAD TRAIL**. A map and aerial of project has been provided of the proposed trail route location. **Exhibit A & A-1**.

The proposed **Surrey Drive Road Trail** will be *located* along the *north side* of Surrey Drive within the Town’s right-of-way, *beginning* at Conestoga Trail Road, west of Cave Creek Road, continuing west to, and ending at the west end cul-de-sac on Surrey Drive. The proposed trail will be approximately **¼ mile long** and must be a minimum of **4-5 ft. wide**, using solid earth construction that includes Madison gold compacted-stabilized decomposed granite with **6”x 1/8” minimum metal edging** along the *north side* of the trail to contain the compacted-stabilized decomposed granite.

The firm or individual must have the required capabilities and an in-depth understanding and working knowledge of the Town of Cave Creek’s **Technical Design Guideline-Number 5 Trails**. <http://www.cavecreek.org/DocumentCenter/View/3016>

The proposed **Surrey Drive Road Trail** is identified as a “**Primary Trail**” as noted in the – “Trail Classification-Standards Table” of the Town of Cave Creek’s **Technical Design Guidelines-Number 5-Trails** for document. **Exhibit B**.

The expected project timeline for this engagement is expected to be approximately 2-3 weeks starting perhaps as early as **February 2021**, with a project completion date to be no later than **June 30, 2021** to coincide with the Town of Cave Creek’s 20/21 fiscal year budget.

The Town is proposing this project using Arizona State Procurement guidelines. Construction of the project is scheduled to be performed in the later months of the Town of Cave Creek’s 20/21 fiscal year.

Bids shall be delivered to the Town of Cave Creek at 37622 North Cave Creek Road, Administration Office. **Attention Bambi Muller Planner/Trails Coordinator**.

The successful bidder will be required to provide 100 percent performance and payment bonds in accordance with MAG Standard Specifications. The successful bidder will be required to provide insurances commensurate with those listed in the MAG Standard Specifications and name the Town as an additional insured as appropriate.

The proposal is currently scheduled for Town Council consideration and possible approval on **February 15th, 2021**, with the notice to proceed to be issued shortly thereafter. The project must be completed by **June 30, 2021**.

Competitive proposals for the services specified in this notice will be received by the Town of Cave Creek at the above specified location until the time and date cited. Proposals must be in the actual possession of the Town of Cave Creek on or prior to the exact time and date indicated above. Late proposals will not be considered. The preparation of the RFP response will be at the expense of the respondent. The Town will not reimburse the respondent for any costs associated with the preparation or submission of any proposal. All RFP responses become the sole property of the Town of Cave Creek.

Proposals must be submitted and labeled "**Surrey Drive Road Trail**" and include the Offeror's name and address clearly indicated on the envelope. All proposals must be completed in ink or typewritten and a complete Request for Proposal data sheet must be returned along with the proposal by the time and date cited above. Additional instructions for preparing a proposal are provided with this notice.

I. INSTRUCTIONS TO BIDDERS

A. Preparation of Proposals:

1. All proposals shall be on the Offeror's letterhead and the forms provided in this Request for Proposal package. It is permissible to copy these forms if required. Facsimile transmittal, E-mail attachments or similarly transmitted proposals will be accepted.
2. The proposal documents and Cost/Pricing Proposal Form must be submitted with an original ink signature by the person authorized to sign the offer.
3. Erasures, interlinear markings or other modification in the proposal shall be initialed in original ink by the authorized person signing the offer.
4. No proposal shall be altered, amended, or withdrawn after the specified due time and date.
5. All proposals must include the following information:
 - a. Address each requirement of the Required Services, see **Section II**. Provide evidence that demonstrates the offeror's ability to provide the required services.

- b. Attach proof of insurance - professional liability.
 - c. Provide Cost of Services: See Cost of Services attachment.
6. It is the responsibility of all Offerors to examine the entire Request for Proposal package and seek clarification of any item or requirement that may not be clear and check all responses for accuracy before submitting a bid. Negligence in preparing a Proposal confers no rights of withdrawal after due time date.
- B. Inquiries:
Any question(s) related to this solicitation must be directed to the Town of Cave Creek Planner/Trails Coordinator, Bambi Muller at bmuller@cavecreekaz.gov. Questions should be submitted in writing. Any correspondence related to a solicitation should refer to the Request for Proposal page and paragraph number.
- C. Late Offers:
Late offers will not be considered. An Offeror submitting a late proposal shall be so notified.
- D. Withdrawal of Offer:
At any time prior to the specified proposal due time and date an Offeror (or designated representative) may withdraw their proposal, facsimile transmittals, E-mail or similarly transmitted proposal in writing.
- E. Amendment of Proposal:
Receipt of solicitation amendment must be acknowledged by signing and returning the document(s) prior to the specified proposal due time and date.

II. REQUIRED SERVICES

It is expected that the contractor retained by the Town as the service provider shall enter into a contract with the Town to provide the required services at a fair and reasonable compensation. For such compensation the service provider will be expected to provide part or all the following services.

1. Be able to meet with and thoroughly review the project scope, fees, and schedule with the Planning Director and Planner/Trails Coordinator.
2. From that analysis and input, recommend a timeline for project commencement to completion date to meet the determined completion schedule.

3. The Contractor will advise the Town in a manner which provides the best possible outcome.
4. Contractor will respond to questions in a timely manner.
5. The contractor may perform other tasks or duties as determined to be required and appropriate in relation to the purpose of fulfilling their duties.

III. **ADDITIONAL CONSIDERATIONS**

- A. Each firm(s) or individual(s) assigned to conduct the duties resulting from this RFP process shall meet the following minimum requirements:
 1. Reporting to Management: Firm(s) or individual(s) submitting proposals shall be able to report to Town staff, as required.
 2. Office and Staffing Requirements: Firm(s) or individual(s) shall provide all workspace, personnel, equipment and supplies necessary to complete professional services set forth in the scope of work.
 3. Independent Contractor: Respondent to the RFP is and will be at all times during the term of this agreement an independent contractor and not an employee of the Town. As such the contractor is responsible for all taxes and insurances as required.
 4. Professional Conduct: Firm(s) or individual(s) shall demonstrate professional conduct at all times.
 5. Compliance: Firm(s) or individual(s) shall demonstrate compliance with all state and local laws including obtaining training and certifications as required by law throughout the term of the contract.
 6. Insurance: Firm(s) or individual(s) must be able to provide documentary proof of insurance coverage as requested. Insurance coverage will include as appropriate, automobile liability, commercial general liability, workers compensation, and professional liability. Professional liability insurance shall be with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit. Respondents to this RFP agree to maintain appropriate insurance coverage throughout the contract period.
 7. References: Firm(s) or individual(s) must be able to provide at least three (3) professional references from other cities or towns or other appropriate related experience.

IV. AWARD OF CONTRACT

- A. The Town of Cave Creek Town will award a contract for services to the contractor which best meets the needs of the Town as demonstrated by the proposals as submitted.
- B. Notwithstanding any other provision of this Request for Proposal, the Town expressly reserves the right to:
 - 1. Waive any defect or informality; or
 - 2. Reject any or all offers, or portions thereof; or
 - 3. Reissue a Request for Proposal; or
 - 4. Withhold the award for any reason; or
 - 5. Extend the deadline for the Proposal.
- C. A response to a Request for Proposal is an offer to contract with the Town based upon the terms, conditions, and specifications contained in this Town of Cave Creek's Request for Proposal prepared by the Offeror. Proposals do not become contracts unless and until they are accepted by the Town. A contract is formed when the Town provides a signed copy of a contract to the successful Offeror. The successful contract inception is the signing of the contract by the appropriate Town official. All terms and conditions and information contained in this Request for Proposal will be incorporated for reference and made a part of the contract, unless modified by a solicitation amendment or a contract amendment signed by the authorized Town official.
- D. The award of contract will be made following approval by the Town Council of Cave Creek. The Bid award is currently scheduled for the second Town Council meeting in **February 15th, 2021.**

V. TERMS AND CONDITIONS

- A. Proposal Opening: Proposals shall be opened publicly at the time and place designated on the cover page of this document. The name of each Offeror shall be read publicly, and recorded. All other information contained in proposals shall be confidential so as to avoid disclosure of contents prejudicial to competing Offerors during the process of negotiation. Prices will not be read. Proposals will not be subject to public inspection until after contract award.
- B. Offer Acceptance Period: Proposals are an irrevocable offer for 90 days after the opening time and date. Pricing and payment terms: Pricing and payment terms must be submitted on an all-inclusive basis and shall include all taxes and other related cost factors associated with providing the services described in this

document. Ideally, hourly fee services will be paid in monthly installments over the period of the contract.

- C. Contract: Any contract entered into, pursuant to accepting the proposal, shall be valid from the date of award for a period of one year.
- D. Cancellation Notice: The Town reserves the right to cancel the whole or any part of the subsequent contract without cause. The Town will issue a written thirty (30) day notice of such cancellation. Any subsequent contract must include such a clause.
- E. Evaluation: In accordance with Town policy, an award shall be made to the responsible Offeror whose proposal is determined to be the most advantageous to the Town taking into consideration the evaluation factors set forth in this Request for Proposal. After reviewing and evaluating the written materials submitted, finalists may be invited to an oral interview. The Town will contact the finalists to schedule those interviews if needed.

Evaluation criteria shall include:

1. Contractor's demonstrated experience, competence and qualifications to perform the required services as determined based on the written response to this RFP.
2. The Contractor's grasp of the project's potential issues, project approach and ability to construct a schedule for completion of the project.
3. Contractors local knowledge of the Town of Cave Creek: the contractor's familiarity with requirements which qualifies the contractor to successfully manage this project.
4. Ability to perform the project within the Town's timeline and in a timely manner.
5. Cost.

COST OF SERVICES

PROJECT: Surrey Drive Road Trail

PROPOSAL to the Town of Cave Creek.

In compliance with the Advertisement for Bids, by the Town, the undersigned bidder:

(Print or type contractor name)

Having examined the contract documents, site of work and being familiar with the conditions to be met, hereby submits the following proposal for furnishing the material, equipment, labor and everything necessary for the completion of the work listed and agrees to execute the contract documents and furnish the required bonds and certificates of insurance for the completion of said work, at the locations and for the prices set forth on the inside pages of this form.

Understands that construction of this project shall be in accordance with all applicable Maricopa Association of Governments' (MAG) Uniform Standard Specifications and Uniform Standard Details, latest revision and the Town of Cave Creek Design Standards, except as otherwise required by the project plans and specifications.

No proposal may be withdrawn for a period of 50 days after opening without consent of the Contracting Agency through the body or agent duly authorized to accept or reject the proposal except in the case of federally-assisted projects.

Agrees that upon receipt of Notice of Award, from the Town of Cave Creek, he will execute the contract documents within 10 calendar days.

Work shall be completed by **June 30, 2021**, beginning with the day following the starting date specified in the Notice to Proceed. The time allowed for completion of the work includes lead time for obtaining the necessary materials and/or equipment and approvals.

The bidder shall acknowledge all addenda in writing. By writing the addenda number(s) below, the bidder agrees that this proposal is computed with consideration of the specification book(s) plus any and all addenda.

<u>ADDENDA NO.</u>	<u>DATE</u>	<u>ADDENDA NO.</u>	<u>DATE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

This is a cost not to exceed project –

For _____ & _____ /100 DOLLARS
Written Words

Cost of Services

PROJECT: Surrey Drive Road Trail

THIS PROPOSAL IS SUBMITTED BY _____

a corporation organized under the laws of the state of _____

partnership consisting of _____

a joint venture of _____

or individual trading as _____

of the Town of _____

FIRM _____

ADDRESS _____

TOWN _____ STATE _____ ZIP CODE _____

PHONE _____ FAX _____

BY _____

Officer and Title (signature)

Date

WITNESS: If Contractor is an individual
(signature)

ATTEST: If Contractor is Corporation or Partnership
(signature and title)

SURREY ROAD CONNECTOR TRAIL

OVERALL PROPOSED TRAIL LENGTH
1,040' FEET





Address or Intersection



211-13-0006

+

-

0.25

0.5

1

2

4

8

16

-111.955508 33.821043 Degrees



TRAIL CLASSIFICATION - STANDARDS

Trail Classification	Locations	Maximum Grade	Minimum Tread Width	Variable Easement Width	Vertical Vegetation Minimum Clearance	Horizontal Vegetation Maximum 3' Height Limit	Drainage	Surface Type
Primary Trail	Main Roadways, R.O.W.'s, P.U.E.'s, Open Space & Conservation Easements, Parks	8% (10% for wash crossings & dips)	5'	5' to 15'	10'	3' per side	3% to 5% Cross Slope	Compacted Natural Surface or Stabilized 1/2" Minus Decomposed Granite
Secondary Trail	Washes, R.O.W.'s, P.U.E.'s, Drainage, Open Space & Conservation Easements, Scenic Corridors	10% (15% for wash crossings & dips)	4'	5' to 10'	10'	2' per side	3% to 5% Cross Slope	Compacted Native Surface
Neighborhood Connector Trail (Local Trail)	Washes, R.O.W.'s, P.U.E.'s, Drainage, Open Space & Conservation Easements, Scenic Corridors	10% (15% for wash crossings & dips)	2' to 4'	5' to 10'	10'	2' per side	3% to 5% Cross Slope	Compacted Native Surface
Interpretive Trail	Dedicated Open Space, Scenic Corridors, Parks	ADA Compliant	5'	10' to 15'	10'	3' per side	1% to 3% Cross Slope	ADA Compliant
Equestrian Trail	Main Roadways, R.O.W.'s, P.U.E.'s, Conservation, Open Space & Drainage Easements, Dedicated Open Space, Parks	10% (15% For Arroyo Crossing & dips)	4' to 6'	5' to 10'	10'	2' per side	3% to 5% Cross Slope	Compacted Native Surface
Primitive Trail	Washes, Conservation, Open Space & Drainage Easements, Dedicated Open Space	20% (30% For Arroyo Crossing & dips)	2'	5' to 10'	10'	2' per side	3% to 5% Cross Slope	Native Surface

Figure 2.12-1