

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

NOTICE OF REQUEST FOR PROPOSAL

August 20, 2019

PROPOSAL:	Highland Loop Trail – 4 ft wide x ¼ mile trail project
DUE DATE:	September 30, 2019 – 4:00 pm
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 Request for Proposals for construction of the proposed **HIGHLAND LOOP TRAIL- 4 ft wide x ¼ mile trail project**. The expected project time for this engagement is expected to be approximately 3-6 months starting perhaps as early as **November 2019**, with a project completion date to be no later than **June 30, 2020**. 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**. Click <http://www.cavecreek.org/DocumentCenter/View/3016> for document.

The proposed **Highland Loop Trail** will be *located* at the *east end* of the Highland Road right-of-way, just past the **75th Street** alignment within the Town of Cave Creek. The proposed trail is approximately **4 ft. wide x ¼ mile** crossing over dedicated trail easements on private properties. An *aerial* of the proposed **Highland Loop Trail** has been provided to show the approximate route of the proposed neighborhood trail. **Exhibit B**.

The proposed **Highland Loop Trail** is *identified* as a Neighborhood Connector Trail (local trail) as noted in the “**Trail Classification – Standards Table**” of the Town of Cave Creek’s **Technical Design Guidelines-Number 5- Trails**. **Exhibit A**.

The **Town** will *provide surveying, traffic control* during the construction period, and the **removal** of any **debris** resulting from the construction project. The contractor will work closely with Town Staff to schedule and coordinate timing of traffic control and debris removal.

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 labelled "**Highland Loop 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 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. Erasures, interlinear markings or other modification in the proposal shall be initialed in original ink by the authorized person signing the offer.
3. No proposal or data sheets shall be altered, amended, or withdrawn after the specified due time and date.
 - a. Provide information if the firm has been involved in any litigation related to the types of service needed to fulfill this RFP in the last three years, if so, please describe the nature of the suit and the monetary amount involved.
 - b. Describe any additional feature, value added service, attributes or conditions, that the Town should consider in selecting your firm.
 - c. Attach proof of insurance - professional liability.
4. 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.
5. Offerors are expected to make available the personnel assigned to fulfill the obligations of the RFP to present their proposal, at the firms cost, at the Town to the Town Manager and/or Town Staff.

B. Inquiries:

Any question(s) related to this solicitation must be directed to the Town's Interim Director of Planning and/or, the Trails Coordinator. 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 withdrawals will be considered.

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 consultant/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 with the Interim Director of Planning and Trails Coordinator.
2. From that analysis and input, recommend a timeline for project completion date to meet the determined date.
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 firm 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 contracts 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.

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 until **June 30, 2020**.
- 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. Cost.

VI. PROPOSAL DATA SHEETS

Firm Name: _____

Address of office that would serve this account:

Business Phone: _____

Type of organization (check the appropriate line as indicated and provide indicated information)

_____ A corporation organized and existing under the laws of the State of Arizona

_____ A partnership, if so, please list partners who will work on or have responsibility for this contact.

Partners responsible for this contract:

Name

Area of Expertise

Name

Area of Expertise

Name

Area of Expertise

_____ Check if an Individual (sole proprietor) responsible for this contract:

Name

Area of Expertise

Number of years in business: _____

Managers assigned to oversee this contract:

Organization	Area of Experience Provided	Date
_____	_____	_____
_____	_____	_____

Employees assigned to this contract:

Name	No. of Years Employed	Area of Experience
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list all current public sector clients in Arizona (add additional sheets, if required):

VII. OFFER

TO THE TOWN OF CAVE CREEK, ARIZONA

The undersigned hereby offers and agrees to provide the services at the price(s) set forth in this Request for Proposal in compliance with all terms, conditions, specifications and amendments in the solicitation and any written exceptions in the offer.

Name: _____

Phone: _____

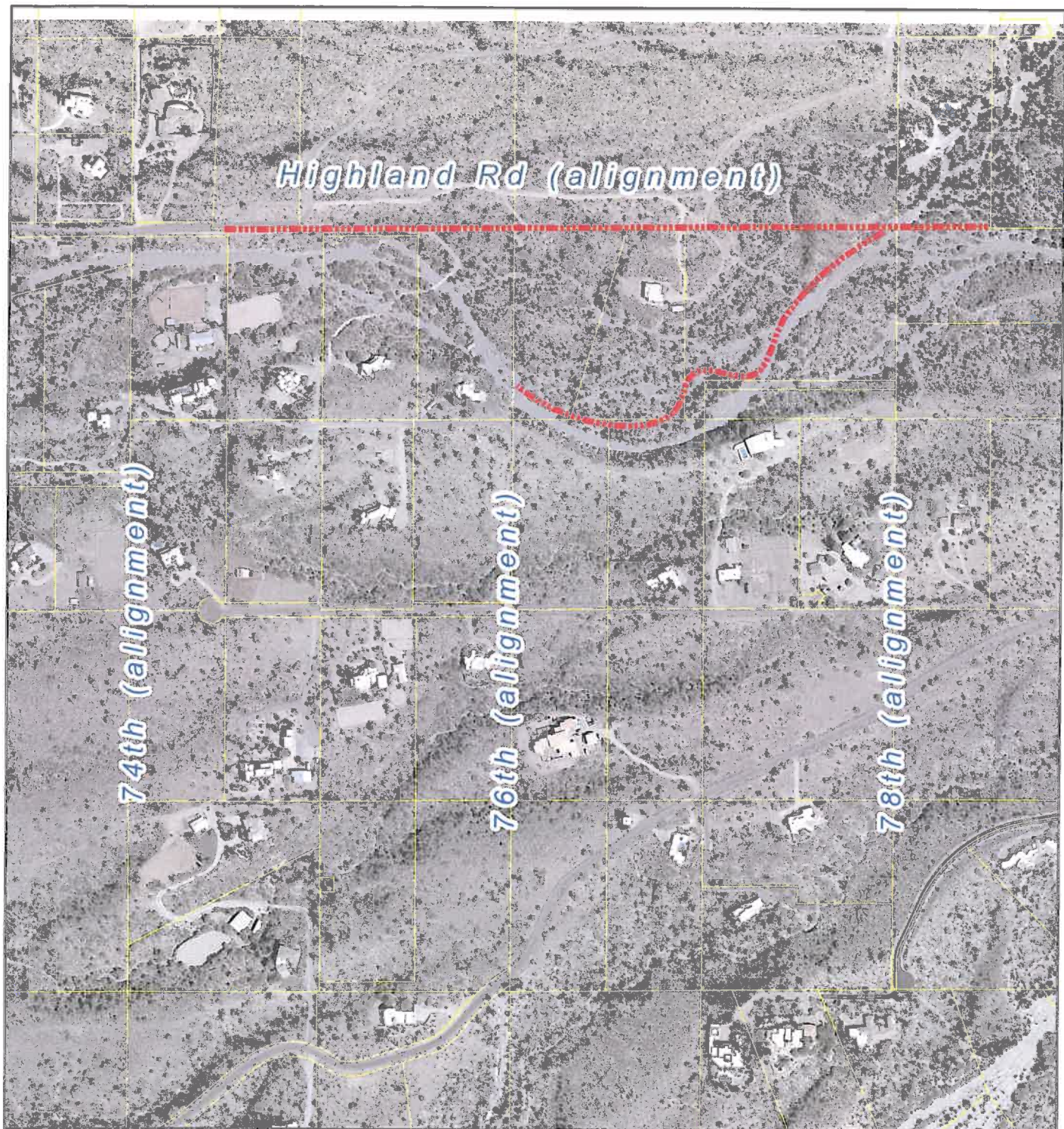
_____	_____
Company Name	Authorized Signature
_____	_____
Address	Printed Name
_____	_____
City, State, Zip	Title



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 crossing & dips)	5'	5' to 15'	10'	3' per side	3% to 5% Cross Slope	Compacted Natural Surface or Stabilized 1/4" 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

EXHIBIT 'A'



Highland Loop Trail Location



NOT TO SCALE

EXHIBIT 'B'