

JOE LOUIS GREENWAY – DESIGN and ENGINEERING of the HAMTRAMCK ALLEY PROJECT

NOVEMBER 3, 2022
REQUEST FOR PROPOSALS

PROJECT SUMMARY

The City of Hamtramck is seeking a qualified planning and engineering firm to produce the preliminary design of the Hamtramck Alley Project, a Segment of the Joe Louis Greenway. The project must review existing conditions, design one or more concept options for the Hamtramck Alley Project, including the project's nine street intersections. The alley will connect to bike lanes north of Caniff and bike lanes south of Holbrook, and the development of these bike lanes, as well as the connections between these segments and the alleyway segment, must be addressed. The project will result in preliminary designs (30% complete) for the alley, one or more engineering designs for the Holbrook/Alley intersection, one or more engineering designs for the Caniff/Alley intersection, outreach materials and a minimum of two renderings that will be used for public engagement. The firm shall also provide suggestions for waste collection and traffic calming to create a more welcoming alley for the greenway.

PROJECT BACKGROUND

Hamtramck is a diverse and vibrant city with a growing population of residents from all over the world, including Poland, Yemen, Bangladesh, and Pakistan. Twenty-four percent of the population identifies as Asian and 9.8% as Black. The population of foreign-born occupants is 40.3%, with 71.1% speaking languages other than English in the home. The Median Home Income is from 2016 to 2020 was \$29,230, 45% lower than the national average. Forty-seven percent of the population classifies as in poverty. The Hamtramck Alley Project will provide a safe transportation route for residents to reach local businesses and jobs. The city of Hamtramck residents use alternative transportation at rates between 5-16% overall, and this project will be key to improving the walkability rate within the community by providing an accessible, culturally-informed path that supports pedestrian and cycling traffic.

The Joe Louis Greenway is a 27.5-mile greenway that will connect parks and neighborhoods across metro Detroit, linking new pathways to existing trails like the Dequindre Cut and the Riverwalk. The greenway includes the cities of Detroit, Dearborn, Hamtramck, and Highland Park. The JLG Framework Plan, which includes the goals, alignment, design, art, and economic strategy can be found at www.joelouisgreenway.com.

The Hamtramck Alley Project is a primary portion of Hamtramck's segment of the Joe Louis Greenway (JLG). Nearly all the JLG path through Hamtramck will run North-South along Joseph

Campau Avenue (JC). Joseph Campau has a rich commercial history in the city and currently sports numerous retail, dining, and event space options that reflect the high diversity of Hamtramck's population. The Hamtramck Alley Project will be a seven-block detour through JC's western alleyway between Holbrook to the South and Caniff to the North.

Public engagement has been an important part of the Joe Louis Greenway project in Hamtramck. To gain input from the community, EMU, Detroit, and Hamtramck, held a collaborative pop-up event in the alley on November 21, 2021. Between 50 – 75 community residents were interviewed about their use of the alley and various challenges they wanted to see addressed with the development of the Greenway. Senior citizens, business owners, young people riding bikes and a variety of community members were reached during the pop-up event. The City hopes to continue these engagement efforts by soliciting preliminary designs for the Hamtramck Alley Project that can be used as the basis for future engagement efforts.

PROJECT OVERVIEW

In the Summer of 2022, the City of Hamtramck was awarded a \$40,000 SEMCOG Planning and Assistance Program Grant to produce the preliminary design of the Hamtramck Alley Project. This project has two primary goals. **Goal 1:** Produce multiple preliminary design options for the HAP with materials accessible to public and technical audiences. **Goal 2:** Produce a variety of outreach materials that will aid in future community engagement efforts around the project.

The engineering and design must address three key elements that have emerged as primary community concerns. 1) The design of a shared-use path centered in the alleyway that focuses on pedestrians and cyclists but still allows for residential and business vehicular access. 2) Design of residential and major street intersections along the pathway with special attention to pedestrian and cyclist safety. 3) Waste management plans for residential and businesses dumpsters that currently exist in the alley way. Further details on these issues are detailed below in "Goal 1."

The purpose of producing preliminary designs is to create a basis for future community engagement. Accessible materials that include visuals and descriptions of various lengths and formats should be produced that help community members evaluate the pros and cons of various design options. The consultant should work with the City to create alternative materials that are translated into both Arabic and Bengali. The City will be responsible for providing translations.

The following is the ideal timeline for this project:

Project Schedule (implementation dates & activity milestones):	Implementation Dates/Activity Milestones
Site Visit	December 2022
Develop Concepts	January 2023
Present concepts to internal team (SEMCOG, Emergency Services, City Manager, Planner, Generation with Promise, EMU, JLG Team)	January - February 2023
Incorporate revisions	February - March 2023
Present preliminary to City Council/City Manager	March - April 2023

Incorporate revisions	April - May 2023
Prepare materials for public meetings and share two renderings	May - June 2023

PROJECT EXPECTATIONS

City staff, known as the “Project Team”, will complete the following tasks:

- Provide the consultant team with background materials for the project including:
 - Information gathered from a Pop-Up Event in the Alley on November 21, 2021
 - The Joe Louis Greenway Framework Books (Volume 1, Volume 2, Appendices)
 - Results from University of Michigan – Project Management Student Project (U-M College of Engineering)
 - Joseph Campau Bike Lanes (north of Caniff and south of Holbrook) - Construction Designs
 - 2022-2023 DDA Trash Study, when available
- Meet monthly with the Consultant team and as needed
- Provide translations for materials

Consultant Team will:

- Develop designs and 30% complete engineering for the Hamtramck Alley Project
 - Develop design options for the HAP. This means various intersection safety approaches, alleyway streetscaping, and waste management strategies in the alleyway. **REQUIRED:** One design option for the eight residential intersections, one design option for the Holbrook/Alley intersection, and one design option for the Caniff/Alley intersection. **PREFERRED:** Multiple design options for the alley and various intersections. If the firm can provide multiple options, this should be presented visually so that the City can use this to gather additional community feedback from various stakeholders, such as the neighborhood businesses, nearby households, cyclists and pedestrians, and trash collection companies.
 - The design should include layout, dimensions, materials, and rough cost estimates of various design options.
- Meet monthly online with Project Team.
- Produce various outreach materials for preliminary designs that work for both technical and public audiences.
- Produce monthly billings that can be included in monthly reporting for the SEMCOG Planning and Assistance Grant.

GOAL 1: DESIGN OF HAMTRAMCK ALLEY PROJECT

- Designs principles:
 - Safe connections and intersections
 - Enhancement of the shared use in the alley, prioritizing non-motorized travel.
 - Cultural thoughtfulness – attention to the multiple historical and present-day communities in Hamtramck
 - Design with vehicular closure of the alley in mind for special events like the Diversity Festival, Hamtramck Music Festival, St. Florian Strawberry Festival, and Hamtramck Labor Day Festival.

- Review existing conditions.
 - Review existing materials such as the Joe Louis Greenway Framework and evaluate existing conditions (e.g. dumpster locations, parking, traffic measures)
- Alleyway
 - Safety lighting
 - Cultural art and signage opportunities
 - Stormwater friendly paving options
 - Landscaping
 - Space on each side of the path to accommodate businesses' door swings, bollards, seating, and equipment.
 - Permit vehicle access to the alley, businesses, and parking spaces at low speeds, as a secondary use
- Intersections.
 - The safety of intersections is a major priority. There are eight residential street intersections and two major road intersections that will require considerable design attention. There are also residential alleys that run west of the HAP that must remain accessible.
 - Residential
 - From south to north, these intersections are Florian, Poland, Norwalk, Edwin, Evaline, Yemans, Belmont, and Trowbridge.
 - For residential street intersections, potential design options might include speed humps, raised crossings, bump outs, pavement markings, or pylons.
 - Traffic/Pedestrian/Cyclist flow plans should be articulated for each intersection
 - Major Intersections
 - The two major intersections at Holbrook and Caniff should include creative solutions for pedestrian, cyclist, and vehicular safety. These intersections should reconnect the HAP with the JLG along JC.
 - Traffic/Pedestrian/Cyclist flow plans should be articulated for each intersection
- Waste management plan
 - Cut down on the total number of dumpsters in the alleyway
 - Improve waste containment and aesthetics (e.g. identify optimal pickups, suggest strategies for shared business dumpsters, grease traps to contain smells)
 - Incorporate the medical waste dumpster located behind Harlequin Tattoo
- **DELIVERABLES**
 - Preliminary (30%) design and engineering including measurements and specifications of key design features
 - Visual design concepts and renderings of alleyway and intersections with various design options demonstrated
 - Rough cost estimations for various design choices

GOAL 2: HAP OUTREACH MATERIALS

- Outreach principles

- Accessibility across age, race, gender, and language
 - Clear language accessible to non-planners and engineers
 - Visuals showing design solutions for the alley, alley intersections, and larger intersections
- The city of Hamtramck has been in a decades long transition from being predominantly Polish to majority Arab and Asian, especially with immigrants from Yemen and Bangladesh. All materials should include space for translations in Bengali and Arabic. Translations will be completed by the City.
- **DELIVERABLES**
 - Visuals showing design solutions (for the alley, alley intersections, and two larger intersections) with explanatory text
 - Media – image, video, or web that will communicate key design concepts
 - Availability for 1 council meeting or 1 special public meeting to describe designs, pros and cons, and rough cost estimates

INSTRUCTIONS FOR PROPOSALS

PROPOSAL REQUIREMENTS

The proposal shall be written in 8 1/2," X 11" format. A total of three (3) hard copies plus one electronic pdf copy must be received no later than **December 5th, 2022 by 10:00am**. The proposal shall be no more than 30 pages, including references, project sheets and hourly rates.

Proposals received after this deadline may not be considered. All costs incurred for proposal preparation, presentation or contract negotiation shall be the responsibility of the consultant. Questions regarding specifications or handling of proposals shall be directed to Community and Economic Development Director Karolynn Faulkner at kfaulkner@hamtramckcity.com or 313-800-5233 ext. 332.

Proposals shall be delivered in sealed envelope to the City Clerk's office at the following address:

City of Hamtramck
Clerk's Office
3401 Evaline Street
Hamtramck MI 48212

PROPSALS MUST CLEARLY BE LABELED "HAMTRAMCK ALLEY PROJECT RFP PROPOSAL"

PROPOSAL FORMAT

Proposals shall include the following information:

1. Cover Letter.
2. Corporate Background.
3. The office location where work associated with the project would be performed.
4. A description of the range of services provided by your firm. Specify any area of expertise the firm has, or members of the firm that have special qualifications to handle aspects of this project
5. Professional Staff. Identify the individuals who will provide HAP Design services to the City. List their credentials and professional experience in providing Design services to cities and communities of a similar size and character.
6. Experience and References. Provide descriptions of recent prior experience with similar communities within the last five (5) years. For each project or client, include the name, title and telephone number or email address of a representative that the City may contact to discuss your experience.
7. Availability. Include your proposed procedure for being available for staff and the public who may need to contact you regarding design questions or processes/procedures. Describe how your firm and staff will be available, whether by phone, email, or other means.
8. Fees. The hourly rate should detail the rate for each type of service to be provided. If a lump sum retainer is proposed, please include what services will be covered by the retainer and what services require additional fees.
9. Indicate your ability to match the timeline described above, and an alternative timeline if necessary
10. Scope of work. Indicate your ability to meet the described scope of work in Goal 1 and Goal 2 and explain any proposed alternative scope if necessary.
11. Insurance. Contractor must provide proof of insurance and maximum liability amount.
12. Disclosure. The City of Hamtramck requires each potential Consultant to identify any and all potential conflicts of interests and the plan for handling these matters.

PROPOSAL REVIEW, EVALUATION AND SELECTION PROCESS

Selection of a Design Consultant will be made at the complete discretion of the City of Hamtramck, which reserves the right to accept or reject any and all proposals. All submissions or parts thereof become property of the City and are subject to Freedom of Information Act release.

The City will evaluate the proposals based upon your ability to provide the service required, qualifications of personnel assigned, compatibility of submission with respect to the Request for Proposals, reference analysis from other communities, and past experience of the firm with Hamtramck and/or similar communities.

The evaluation will be based on the criteria described above and the following:

- Experience and qualifications

- The Firm designer assigned to the City
- Additional Staff for support or also available to the City
- Capacity of the firm to provide the services specified
- Understanding of the community
- Scope of services
- Proximity to Community (including the ease of availability for City staff)
- Cost for Services as outlined

CONTRACTUAL TERMS AND CONDITIONS

Indemnification and Hold Harmless

A vendor selected as a contractor shall, at its own expense, protect, defend, indemnify, save and hold harmless City Council and their elected and appointed officers, employees and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, all costs from administrative proceedings, court costs and attorney fees that the City of Hamtramck and their elected and appointed officers, employees and agents may incur as a result of the acts, omissions or negligence of the contractor or its employees, servants, agents or subcontractors that may arise out of the agreement.

The contractor's indemnification responsibility under this section shall include the sum of damages, costs and expenses which are in excess of the sum of damages, costs and expenses which are paid out on behalf of or reimbursed to the City, their officers, employees and agents by the insurance coverage obtained and/or maintained by the contractor.

Application Law and Venue

This agreement shall be construed according to the laws of the State of Michigan. The City of Hamtramck and the Contractor agree that the venue for any legal or equitable action under this agreement shall be established in accordance with the statutes of the State of Michigan and/or Michigan Court Rules. In the event that any action is brought under this agreement in Federal Court, the venue for such action shall be the Federal Judicial District of Michigan, Eastern District, Southern Division.

Compliance with the Law

Vendors shall render the services to be provided pursuant to this agreement in compliance with all applicable Federal, State, and local laws, ordinances, rules, and regulations.