

**NOTICE OF REQUEST FOR PROPOSALS**

**Issue Date:** October 11, 2024

**Proposal Due Date:** November 1, 2024, 1:00 PM at WMSRDC

**Project: WestPlan MPO Trail and Greenways Plan RFP**

This project is funded through the WestPlan MPO and the City of Muskegon.

**Address Proposal to:** Joel Fitzpatrick, Transportation Planning Director  
West Michigan Shoreline Regional Development Commission  
316 Morris Avenue, Suite 340  
Muskegon, MI 49440  
Phone: 231-722-7878 x 160  
E-Mail: jfitzpatrick@wmsrdc.org

**CIVIL RIGHTS COMPLIANCE:**

The Contractor agrees to abide by the provisions of the Elliott-Larsen Civil Rights Act, as amended, being sections 37.2101 et seq. of the Michigan Compiled Laws, and the Michigan Persons with Disabilities Civil Rights Act, as amended, being sections 37.1101 et seq. of the Michigan Compiled Laws, and specifically agrees and covenants not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or a handicap that is unrelated to the individual’s ability to perform the duties of a particular job or position. A breach of this covenant shall be regarded as a material breach of the contract.

**LEGAL STATUS OF PROPOSER:**

The proposer shall indicate the legal status of the business firm by filling in the appropriate section below and by striking out the two non-applicable sections.

**An INDIVIDUAL** whose signature is affixed to this contract doing business under the name of:

\_\_\_\_\_

**A PARTNERSHIP** doing business under the firm name of:

\_\_\_\_\_

All of the members of which are as follows:

\_\_\_\_\_

NAME: \_\_\_\_\_

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

**A CORPORATION** duly organized and doing business under the name of:

\_\_\_\_\_

And organized under the laws of the State of: \_\_\_\_\_

**INSTRUCTIONS FOR EXECUTING CONTRACT:**

If the proposer is an INDIVIDUAL, the trade name, if applicable, shall be indicated in the contract signed by such individual. If signed by anyone other than the proposer, there shall be attached to the contract a duly authenticated Power-of-Attorney, evidencing the signer's authority to execute such a contract for and on behalf of the individual.

If the proposer is operating as a PARTNERSHIP, each partner shall sign the contract. If the contract is not signed by each partner, there shall be attached to the contract a duly authenticated Power-of-Attorney evidencing the signer's or signers' authority to sign such contract for and on behalf of the partnership.

If the proposer is a CORPORATION the Certificate of Authorization for Contract Execution (APPENDIX D) shall be completed in full.

**INDEMNIFICATION AND HOLD HARMLESS:**

To the fullest extent permitted by law, the Contractor agrees to defend, pay on behalf of, indemnify, and hold harmless WMSRDC, its appointed officials, employees, and volunteers, and others working on behalf of WMSRDC against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from WMSRDC, its appointed officials, employees and volunteers, and others working on behalf of WMSRDC by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this Contract. The Contractor will not be liable for any damages arising out of an act of negligence by the WMSRDC and its appointed officials, employees, and volunteers, and others working on its behalf.

**RIGHTS AND REMEDIES:**

No provision in this document or in the Contractor's proposal shall be construed, expressly or by implication as a waiver by either party of any existing or future right and/or remedy available by law in the event of any claim or default or breach of contract. The failure of either party to insist upon the strict performance of any term or condition of the contract or to exercise or delay the exercise of any right or remedy provided in the contract, or by law, or the acceptance of materials or services, obligations imposed by this contract or by law, and shall not be deemed a waiver of any right of either party to insist upon the strict performance of the contract.

**WARRANTIES:**

Contractor warrants that all material or service delivered under this contract shall conform to the specifications of this contract. Mere receipt of shipment of the material or service specified and any inspection incidental thereto by WMSRDC, shall not alter or affect the obligations of the Contractor or the rights of WMSRDC under the foregoing warranties. Additional warranty requirements may be set forth in this document.

**INSURANCE REQUIREMENTS:**

The successful Contractor shall not commence work under this contract until they have obtained the insurance required under this paragraph and provided copies to the WMSRDC. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with insurance carriers acceptable to WMSRDC.

**Workers' Compensation Insurance:** The Contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

**Commercial General Liability Insurance:** The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$500,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse, and Underground (F) Exclusions, if applicable.

**Motor Vehicle Liability:** The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability not less than \$500,000 per occurrence combined single limit, Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

**Additional Insured:** Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating that the following shall be Additional Insureds: The WMSRDC, all elected and appointed officials, employees, volunteers, boards, and commissions.

**Cancellation Notice:** Workers' Compensation Insurance, Commercial General Liability Insurance, and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "It is understood and agreed that Thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: WMSRDC, 316 Morris Avenue, Suite 360, Muskegon, MI 49440.

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to WMSRDC at least ten (10) days prior to the expiration date. Include current certificates of insurances with your proposal. The successful

Contractor may be required to have WMSRDC added as an additional insured to their insurance policy.

**TAXES:**

Except as may be otherwise provided in the RFP, WMSRDC is exempt from Federal Excise and State Sales Tax, and such taxes shall not be included in the proposal process. Exemption Certificates will be furnished if so requested.

**GRATUITIES:**

WMSRDC may, by written notice to the Contractor, cancel this contract if it is found that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Contractor or any agent or representative of the Contractor, to any officer or employee of the WMSRDC amending, or making any determinations with respect to the performing of such contract.

**INDEPENDENT SERVICE COST DETERMINATION BY CONTRACTOR:**

By submission of a proposal, the prospective Contractor certifies that in connection with the proposal:

The proposed service cost was determined independently, without consultation, communication, or agreement for the purpose of restricting competition.

The service cost quoted in the proposal has not nor will be knowingly disclosed by the prospective Contractor to anyone prior to the contract award.

No attempt has been made or will be made to induce other individuals or firms to submit or not submit a proposal.

Each person signing the proposal certifies that he/she is authorized to bind the Contractor to its provisions.

**DISCLOSURE:**

All information in proposals received is subject to disclosure under the provisions of MCL 15.231 et seq. known as the "Freedom of Information Act". This Act also provides for the complete disclosure of contracts and attachments thereto.

If a person believes that any portion of a proposal, bid, offer, specification, protest or correspondence contains information that should be withheld, then the Executive Director should be so advised in writing (price is not confidential and will not be withheld). WMSRDC shall review all requests for confidentiality and provide a written determination. If the confidential request is denied, such information shall be disclosed as public information.

**CONTRACT NEGOTIATIONS:**

After the proposals are scored, WMSRDC may conduct interviews with proposer finalists in a competitive range. Interviews may be conducted by video conference or by phone. The original scoring of the non-price criteria may be modified based on the results of the interview. After careful consideration, the proposer that gives the highest scored proposal may be recommended

for award. In the event only one proposal is received, WMSRDC may require that the proposer submit a cost proposal in sufficient detail for WMSRDC to perform a cost/price analysis to determine if the contract price is fair and reasonable. Award shall be made by WMSRDC to the proposer whose proposal represents the best value to WMSRDC.

**CONTRACT:**

The contract shall be based upon the RFP issued by WMSRDC and the offer submitted by the Contractor in response to the RFP. The offer shall substantially conform to the terms, conditions, specifications and other requirements set forth within the text of the RFP. WMSRDC reserves the right to clarify any contractual terms with the concurrence of the Contractor; however, any substantial non-conformity in the offer, as determined by WMSRDC, shall be deemed non-responsive and the offer rejected. The contract shall contain the entire agreement between WMSRDC and the Contractor relating to this requirement and shall prevail over any and all previous agreements, contracts, proposals, negotiations, purchase orders, or master agreements in any form.

**AWARD OF CONTRACT / REJECTION OF PROPOSALS:**

Award will only be to a responsive and responsible firm.

Competitive negotiation proposals are being solicited from an adequate number of qualified sources to permit a reasonable comparison consistent with the nature of competitive negotiation. The Request for Proposals (RFP) identifies all significant evaluation factors to ensure equal information is given to all vendors involved in the bidding process. Award may be to other than the lowest price proposal.

WMSRDC reserves the right to reject any and/or all proposals and to waive any irregularity in proposals received whenever such rejection or waiver for sound, documentable, business reason. The Respondent to whom the Award is made will be notified at the earliest possible date.

This contract would be subject to and impose applicable conditions and requirements of the Michigan Department of Transportation. All applicable federal terms are hereby incorporated as a material part of this contract. In cases of conflict between terms in this agreement, the federal terms shall prevail.

The Contract shall not be considered executed unless signed by Erin Kuhn, Executive Director, West Michigan Shoreline Regional Development Commission.

**SIGNATURES:**

The submitted proposal and any proposal notifications, claims or statements must be signed by an official of the proposing organization authorized to bind the Respondent to the provision of the RFP.

**NOT TO EXCEED OR NON-APPROPRIATION:**

The Respondent hereby recognizes that funding for the WestPlan MPO (Muskegon County and Northern Ottawa County) Trail and Greenways Plan is being provided by funds received by WMSRDC from the Michigan Department of Transportation (MDOT) and the City of Muskegon. If, for any

reason, funding is not available or discontinued for any reason from the MDOT to WMSRDC, WMSRDC may terminate this agreement without incurring any liability. WMSRDC will only be responsible for reimbursing the Respondent for the expenditures that are eligible for reimbursement from MDOT.

**TYPE OF CONTRACT:**

The contract entered into as a result of this RFP will be a fixed, firm price contract. The contract that may be entered into will be that which is most advantageous to WMSRDC, price and other factors considered. WMSRDC reserves the right to consider proposal modifications received at any time before the award is made, if such action is deemed to be in the best interest of WMSRDC.

**CONTRACT EXTENSIONS:**

This contract will be for a period from approximately **December 1, 2024, through September 30, 2025**. A contract extension is not expected under this funding source.

**INCURRING COSTS:**

WMSRDC shall not be liable for any costs, including any travel, incurred by the Respondent prior to award of the contract(s). Total liability of WMSRDC is limited to the terms and conditions of this request and any resulting contract.

**NO THIRD PARTY RIGHTS:**

It is agreed and understood that the contract is made solely for the benefit of WMSRDC and the Provider of Services, not made for the benefit of any third party, and that no action or defense may be founded upon this contract except by the parties signatory hereto.

**ACCEPTANCE OF PROPOSAL CONTENT:**

The contents of the proposal of the successful Respondent will become contractual obligations, if a contract is issued. Failure of the successful bidder to accept these obligations will result in cancellation of the award.

**REQUEST FOR PROPOSALS**

**BACKGROUND:**

Recognizing the need for an MPO wide trail and greenways plan, West Michigan Shoreline Regional Development Commission is seeking planning services for creating a trail and greenways master trail plan. The plan shall include existing trails (both on and off-road), planned trails, trail improvements, trail connections, trail gaps, and an action plan.

The plan is also intended to increase equitable access to the regional trail network by addressing the various factors that have led to the inequities we now face. By identifying target areas, engaging the community, identifying multi-modal connectivity, and addressing the socio-economic gaps we significantly improve opportunities for all individuals, regardless of their background or abilities, to enjoy the recreational, health, and transportation benefits that trails provide.

For a variety of reasons, the typical rail-trail or side path along a suburban or rural street may not be feasible in urban areas. Nationally and within the State of Michigan, many cities have been leading the way in developing less-familiar types of active transportation infrastructure in their communities. This often includes the following key features:

- Fully protected on-street two-way bike lanes, which do not conflict with pedestrians and offer security to risk adverse riders, thereby expanding usage of these facilities beyond stereotypical “road” bikers.
- Distinctive retrofits of old urban infrastructure (road and rail) corridors to create an urban “linear park” experience. These pathways are often constructed according to different specs (with some cases separated biking and pedestrian paths) to accommodate a larger variety of users due to likely higher usage volumes.

As the affordability of personal vehicles has increased dramatically in recent years, these active transportation facilities offer a viable alternative for commuting to work or school, meeting daily needs, and to accessing community amenities. They can also accommodate “micro-mobility” or “e-mobility” devices such as personal scooters for the mobility challenged. Beyond providing residents and visitors equitable choices in transportation within their community, they are also critical for addressing climate sustainability for transportation, quality of life issues, and improving traffic in communities (a properly designed street with on-street active transportation infrastructure can reduce speeds, increase safety, and improve overall traffic flow).

In order to educate stakeholders, residents, and decision-makers, create buy-in for this infrastructure, and to develop a fully connected, protected active transportation network in the Muskegon’s urban core and the northwest Ottawa County urban center, WMSRDC is interested in pursuing a “Muskegon/Northwest Ottawa Trail and Greenways” planning process to create an urban “greenway” network in the Muskegon’s urban core as part of its overall update of its 2013 Non-motorized pathway plan. This would be similar to the Joe Louis Greenway that is being developed in Detroit.

The West Michigan Trails and Trail and Greenways Coalition recently embarked on an 18-county regional non-motorized pathway plan. However, this regional scale work won’t provide the detail and engagement necessary to optimally achieve the vision of the “Muskegon/North Ottawa Trail and Greenways Plan.” Therefore, WMSRDC is seeking proposals for a more intensive level of planning and engagement for the Trail and Greenways Plan. This will then serve as a “model” urban/suburban plan for the West Michigan region and maybe for core communities of similar size around the State of Michigan.

Additionally, the City of Muskegon Parks Department is also partnering on this project with the Muskegon Lake Greenway. Since the Muskegon Lakeshore Trail is largely complete (at least within the city limits), full-scale trail planning is not necessarily needed, but urban greenway planning is needed as this trail connects many public park spaces, business districts, amenities, and other destinations of interest without a cohesive level of planning or an integrated design/experience. Therefore, with the Muskegon/North Ottawa Trail and Greenways Plan, the Muskegon Lake Greenway will be a focus area and provide a “model within the model” demonstrating the potential of urban greenway planning and design.

Ideally, the proposed Muskegon/Northwest Ottawa Trail and Greenways planning process would accomplish the following:

### Main Plan

- Include a robust public outreach process to educate residents, stakeholders, staff, and policymakers on the best-practice infrastructure and the benefits of this infrastructure
- Identify routes within the urban core that are necessary to create a functioning transportation and linear park network
- Prioritize connectivity with the existing regional network
- Ensure connectivity within the urban core
- Provide cost estimates for completing these routes
- Include high-quality site-specific renderings for each type of active transportation facility along the Greenway corridor
- Corridor renderings for priority corridors within the Greenway network – including the Muskegon Lake Greenway focus area (more details below) and other key corridors (e.g. the Musketawa – Dune Harbor Connector along the Broadway Corridor, the Ambrosia Corridor owned by the State of Michigan, and the Keating Corridor).
- Identify design standards for differing types of facilities
- Identify design solutions for managing differing types of users, especially considering new micromobility “e-devices.”
- Identify standards, goals, and locations for “quality of life” amenities that would be integrated into the Trail and Greenways and help establish a linear park experience (where applicable)
  - Artwork
  - Playgrounds (for children and adults)
  - Restrooms
  - Vehicle and Bicycle Parking Area
- Identify the best model for implementing the plan’s recommendations, including the following:
  - Identify policies for micro-mobility devices and for shared/Funding models
  - Review opportunities to increase the amount of non-paved off-street trail access to potentially create a parallel “off-grid” trail network to connect historically separated neighborhoods and other commercial/job nodes (see Ryerson Creek corridor below).

### Muskegon Lake Greenway Focus Area

Along Muskegon Lake, Muskegon is fortunate to already have a connected system of parks via the Muskegon Lakeshore Trail. However, this greenway hasn’t been analyzed to consider how it can be better integrated, to determine whether or if brownfield properties along the route could be enhanced or transformed into parkland, review amenities needed for a functional greenway, integrate the greenway into the community and ensure equitable access, and review any property



needs.

- Review trail network and identify gaps
- Develop a recommended network hierarchy along the greenway that ensures there is an efficient 24-7 priority transportation route with secondary recreational routes
- Review existing design and recommend upgrades where needed
- Develop connectivity plans to better integrate the greenway with adjacent neighborhoods
- Develop a connectivity plan with tributary corridors along the trail and greenways (e.g. Ruddiman Creek and Ryerson Creek)
- Develop conceptual greenway plans along these corridors, especially Ryerson Creek
- Recommend a plan for developing a seamless, curated experience along the greenway
- Wayfinding
- Amenities, including Lighting, Repair Stations, Restrooms
- Develop a plan for integrating the trail with key areas including Lakeside business district, Downtown Muskegon, Nims neighborhood waterfront, Jackson Hill neighborhood, and Pere Marquette Park.
- Review function of each existing park/public space/quasi-public
- Identify how each site can best function as a node along the greenway
- Review under-utilized sites and develop high-level concepts for improving these sites to serve as nodes along the Greenway
- Review expansion opportunities with the Greenway and recommend priority expansion areas

The project is to be completed by **September 30, 2025** (final status report, invoice and professional reimbursement request form to be submitted to WMSRDC **no later than October 5, 2025**). The study area for the project is the Muskegon Urbanized Area including Muskegon County and northern Ottawa County.

WMSRDC will enter into a contractual agreement with a consultant for the WestPlan MPO (Muskegon County and Northern Ottawa County) Trail and Greenways Plan. **The total amount for the project is estimated to be \$95,000**

WMSRDC will make payment for services, according to a contractual agreement to be negotiated upon selection of a consultant. WMSRDC will act as the primary project contact for media communication, projects, and grant reporting to the Michigan Department of Transportation.

**PROPOSAL FORMAT:**

The Proposal Statement shall include, at a minimum:

1. A Project Understanding Statement.
2. Itemized Scope of Services, based on your understanding of the Project Goals and Tasks.
3. Not to exceed cost proposal, outlining the tasks, hours & fees.
4. Qualification Statement (shall include, at a minimum):
  - a. Describe the qualifications of the firm; years in business; experience, and strengths in trail and greenways planning.

- b. The project team and their relative experience on similar projects during the last five years.
- c. Resumes of the project team.
- d. A brief statement about your firm as it relates to this type of project. Demonstrate work on similar projects, including discussion and evidence of successful studies that Consultant has developed and metrics it used to determine studies success
- e. Provide a minimum of three (3) references, preferably government agencies that the firm has provided similar services to. Include the address, phone number, email address, and contact name for the clients.

The Cost Proposal Table shall include the tasks and sub-tasks under the following heading/categories:

- 1. Task (with a brief task description)
- 2. Hours (for each task by project personnel)
- 3. Costs (for project personnel)
- 4. Total, Not to Exceed Cost
- 5. Any other additional, relevant categories
- 6. A separate table with hourly rates for project personnel

**The Scope of Work and Cost Proposal Table should show these tasks and sub-tasks** (and any other appropriate tasks):

**1. Robust Public Outreach Process**

- a. Provide a detailed strategy for meaningful public outreach
- b. Assist and facilitate with public outreach activities
- c. Analyze and present information/data gathered through public outreach to local stakeholders
- d. Other additional items (please describe)

**2. Completion of the Trail and Greenways Plan for the WestPlan MPO (Muskegon County and Northern Ottawa County)**

- a. Conduct a network review and gap analysis including cost estimates
- b. Identify design standards and solutions including renderings
- c. Identify goal and implementation strategies
- d. Other additional items (please describe)

**3. Muskegon Lake Greenway Sub-Area Plan**

- a. Conduct a network review and gap analysis
- b. Identify opportunities and strategies to connect trails and greenways with neighborhoods, business districts, and parks.
- c. Identify wayfinding and amenities recommendations to enhance the network and community experience.
- d. Develop a connectivity plan and recommendation for implementation

**4. Grand Total**

**A minimum of four (4) copies of your proposal must be submitted in a sealed envelope marked “WestPlan MPO Trail and Greenways Plan,” addressed and delivered to:**

Mr. Joel Fitzpatrick, Transportation Planning Director  
West Michigan Shoreline Regional Development Commission  
316 Morris Avenue, Suite 340  
Muskegon, MI 49440

**REQUIRED TIME FOR RECEIPT OF PROPOSALS:**

Proposals must be received in the office of the West Michigan Shoreline Regional Development Commission no later than **1:00 PM, November 1, 2024**. Proposals may be submitted electronically to [jfitzpatrick@wmsrdc.org](mailto:jfitzpatrick@wmsrdc.org). Late submittals will not be accepted and will be returned unopened. The prevailing clock shall be local time – Muskegon, MI.

**RESPONSIVE PROPOSAL:**

All pages and documents and the information requested herein, must be furnished completely in compliance with the instructions. The manner of submission is essential to permit prompt evaluation of all proposals on a fair and uniform basis. WMSRDC reserves the right to accept or reject any or all proposals for sound documentable, business reasons and to waive informalities and irregularities in proposals or proposal procedures, and to accept any proposal determined by the WMSRDC to be in the best interests of the WMSRDC, even though not the lowest priced proposal. **Proposals shall remain valid for one hundred twenty (120) days from opening.**

**LATE PROPOSAL PACKETS WILL NOT BE CONSIDERED**

**ALTERNATE PROPOSALS:**

Proposers are cautioned that any alternate proposal, unless specifically requested; or, any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements for the RFP, may be considered non-responsive and at the option of WMSRDC, result in the rejection of the proposal. The respondent shall clearly identify any proposed deviations from the contract terms or specifications in the RFP. Each exception must be clearly defined and referenced to the proper paragraph in this RFP. The exception shall include, at a minimum, the proposer’s proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no changes are noted WMSRDC will assume the vendor is in agreement.

**WITHDRAWAL OF PROPOSAL:**

Proposals may be withdrawn prior to the exact time set for receipt of proposals in person by a proposer or the proposer’s authorized representative, provided the representative’s identity is made known and the representative signs a receipt for the proposal documents.

**FUNDING SOURCES:**

This project is funded jointly by MPO planning funding through the Michigan Department of Transportation (MDOT) and the City of Muskegon.

**CONSULTANT SELECTION PROCESS:**

WMSRDC staff along with representatives from the City of Muskegon and the Muskegon Bicycling Coalition will review the proposals and evaluate them based on the information provided. All submittals will be evaluated and ranked accordingly.

**EVALUATION CRITERIA:**

All proposals received will be evaluated by WMSRDC for selection purposes. All proposals received will be evaluated by WMSRDC staff, City of Muskegon staff, and members of the Muskegon Bicycle Coalition. The following main categories will be reviewed and evaluated for award determination and recommendation.

1. Proposed Work Plan:
  - a. How well the proposed work plan meets the needs of the project
  - b. Project schedule and timeframes for completion of each task detailed within the scope of work
2. Qualifications:
  - a. Qualifications of firm; years in business; experience and strengths in non-motorized/trail and greenways planning.
  - b. Demonstrated work on similar projects, including discussion and evidence of successful studies that Consultant has developed and metrics it used to determine studies success.
3. Work Experience:
  - a. Provided a minimum of three (3) references, preferably government agencies, that the firm has provided similar services to. Included the address, phone number, email address, and contact name for the clients.
  - b. Demonstrated that personnel to be assigned to the project have experience related to the requirements set forth in the Scope of Work. Included qualifications and experience of key professional personnel who will be assigned to this contract, as well as resumes and any relevant specialized training or certificates.
4. Price:

At the discretion of the WMSRDC:

1. Interviews may be held as part of the evaluation process.
2. Clarification questions may be sent as part of the evaluation process.
3. Negotiations may be a part of the selection process.

If the WMSRDC chooses to negotiate an agreement using the terms of the original proposal as a basis, the negotiations will be held beginning with the top ranked firm and proceeding in order until an acceptable agreement is reached with a firm.

**SCHEDULE:**

WMSRDC will implement the following schedule for the RFP process:

- RFP distributed to a number of qualified consultants on October 11, 2024.

- RPP follow up questions must be submitted in writing to [jfitzpatrick@wmsrdc.org](mailto:jfitzpatrick@wmsrdc.org) until 12:00 noon, October 21, 2024. Responses will be provided to all consultants included in the RFP process and posted on the WMSRDC website by 5:00 PM, October 25, 2024.
- Proposals due at WMSRDC by 1:00 PM, November 1, 2024.
- Proposal review and selection is expected to occur within 10 days of the proposal due date. All vendor proposals must remain valid for a period of at least 90 days after the proposal due date.