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January 23, 2012

Bidder:

The City of Traverse City will receive sealed proposals in the Office of the City Manager, Second Floor, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, 49684, until **Thursday, April 5, 2012, at 2:00 p.m.** for the following:

**ONE-QUARTER SCALE STEAM LOCOMOTIVE, 3 OPEN AIR PASSENGER CARS,  
AND ALL TRACK, TIES, AND CERTAIN OTHER MISCELLANEOUS PARTS &  
EQUIPMENT**

(specifications attached)

If the specifications are obtained from the City's website at [www.ci.traverse-city.mi.us](http://www.ci.traverse-city.mi.us) (services), it is the sole responsibility of the Bidder to check the website for updates and addendums prior to the proposal being submitted. You may also register on the website to receive notifications when requests for proposals or bids, updates and addendums are posted.

The City of Traverse City reserves the right to accept or reject any or all proposals, waive irregularities, and to accept the proposals either on an entire or individual basis that is in the best interest of the City. Preference may be given to Bidder's proposals that keep the Train and Equipment in the local (Traverse City) area.

The City accepts no responsibility for any expense incurred by the Bidder in the preparation and presentation of a proposal. Such expenses shall be borne exclusively by the Bidder.

Only the successful Bidder will be notified. If you so desire, you may call for results.

You must indicate on the outside of the sealed envelope that the proposal is for the **“TRAIN & EQUIPMENT.”**

You must submit **3 (three) copies** of the proposal to the City Manager's Office prior to the above-indicated time and date or the proposal will not be accepted. Telefaxed or E-Mail proposals will not be accepted.

Please note that if you have previously submitted an informal quote, you will still need to submit a sealed proposal prior to the date and time specified above in order to be considered. Please ensure that all requirements listed in the specifications are met.

If you have any questions **regarding this Request For Proposals**, please contact Lauren Vaughn, Parks & Recreation Superintendent, at 231-922-4910 ext. 114, before the proposal is submitted.

If you have any questions **regarding the RFP Process**, please contact Julie Dalton, Purchasing Agent, at 231-922-4440, before the proposal is submitted.

**PLEASE SUBMIT 3 (THREE) SEALED PROPOSALS TO:**

Julie Dalton, Purchasing Agent  
City Manager's Office, Governmental Center  
Second Floor, 400 Boardman Avenue  
Traverse City, MI 49684

**REQUEST FOR PROPOSALS  
CITY OF TRAVERSE CITY  
ONE-QUARTER SCALE STEAM LOCOMOTIVE, 3 OPEN AIR PASSENGER CARS,  
AND ALL TRACK, TIES, AND CERTAIN OTHER MISCELLANEOUS PARTS &  
EQUIPMENT**

**PURPOSE**

The City of Traverse City will be accepting “Requests for Proposals” from all interested parties for the “Spirit of Traverse City,” a one-quarter scale steam locomotive, three open air passenger cars, and all track, ties, and certain other miscellaneous parts and equipment.

Proposals can include outright purchase of all items or other proposals that may be in the best interest of the “Spirit of Traverse City” train ride and the City of Traverse City. The City Commission has expressed hope that a Traverse City area home can be found for the train but will consider all proposals. The proposal that is in the best interest of the City will be recommended to the City Commission that will make the final decision on the successful proposal.

**PROPOSAL SUBMISSION REQUIREMENTS**

At a minimum, each respondent shall submit **three (3) sealed copies** with the following information in the form of a narrative:

1. A description of the intended use and proposed location of the train and equipment.
2. Description of when the train and equipment are to be removed.
3. Description of how the train and equipment are to be removed.
4. Description of bidder’s experience with projects of a similar nature.

Proposals will be accepted until 2:00 p.m. on Thursday, April 5, 2012. The proposals will be opened and studied to determine which is in the best interest of the “Spirit of Traverse City” train ride and the City of Traverse City. Preference may be given to Bidder's proposals that keep the Train and Equipment in the local (Traverse City) area.

The attached pages include some basic information on the train and what is included in the package on which you will be offering your proposal.

**PROPOSAL**

Bidders submitting proposals shall complete and return the enclosed "Proposal Summary" sheet. The requirements of this Request for Proposals shall be construed to be minimum.

## **ACCEPTANCE OF PROPOSAL CONTENT**

The content of the Request for Proposals and the submitted proposal will become contractual obligations should the proposal be accepted. The City reserves the right to request information from any Bidder submitting a proposal without such contract indicating acceptance.

The City reserves the right to accept, or reject, any and all proposals, negotiate differences, and to accept the proposal deemed to be in the best interest of the City of Traverse City. Preference may be given to Bidder's proposals that keep the Train and Equipment in the local (Traverse City) area.

If selected, the Bidder will be required to enter into a management agreement with the City for this work. All requirements of the agreement must be met.

## **ECONOMY OF PREPARATION**

Each proposal should be prepared simply and should provide in straightforward language of the requests in the "Proposal Submission Requirements."

## **BIDDERS'S RESPONSIBILITIES**

The selected Bidder will be required to assume responsibilities for all services listed in this Request for Proposals and proposal submittal, whether or not the Bidder produces them. Further, the City will consider the selected Bidder to be sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

## SPECIFICATIONS

The "Spirit of Traverse City" is a fuel oil- (diesel-) fired, steam locomotive built in ¼ scale, also known as 3 inch scale. It is a replica of an Atlantic style locomotive with a 4 – 4 – 2 wheel configuration with the middle 4 meaning 4 drive wheels. There are 3 open air cars with an approximate capacity of 12 people per car. The rails are spaced 15 inches apart.

The locomotive was completed in 1948 and was built and owned by Lawrence Witherill of Boston, Massachusetts until his death in 1966. The boiler was constructed by D. Russell, also of Boston. It was sold to Seymour Johnson of California and used one year at Whittier Narrows. In 1970, the train was purchased by William Bay who lived on Elk Lake and planned on installing it on his property. This never happened and Mr. Bay sold the train to the City of Traverse City in 1979. It began operation at Clinch Park in 1982 and operated every summer except 2002 and half of 2003 (because of the Marina reconstruction project that moved a portion of track away from the edge of the marina).

The locomotive operated throughout the 2011 season beginning on May 28 and ending on September 25 and carried approximately 23,500 passengers during that time. More than 1.1 million passengers have ridden the "Spirit" since 1982.

During September of 2011, some leakage was noted around the ends of a few of the boiler tubes on the firebox end of the boiler, when the engine was cooling down or firing up when not at full pressure and temperature. When at full operating pressure and temperature, the leaking stopped. The locomotive is currently at a boiler repair shop in Cheboygan, MI to seal weld and roll the ends of those tubes. When that is completed, the locomotive will return to Traverse City and the parts that were taken off to allow the repair will be reinstalled.

The tubes in the boiler were last replaced in June of 2005 and prior to that in June of 1996.

The following items are to be considered part of the "Spirit of Traverse City" train package as it refers to in this Request For Proposals.

- 1 – One-quarter scale oil-fired steam locomotive, a 4-4-2 Atlantic style.
- 1 – Tender with tanks for fuel oil, water, a seat for the engineer and 2 small tool bins.
- 3 – Open air cars with 6 seats each with a capacity of approximately 12 per car.

In September of 2011, one car had new wheel sets (trucks) installed. The other two cars have the wheel sets that came with the train in 1979 and they should be replaced. The aluminum side frames on these are showing their age and have cracked and been repaired several times. The cost for one complete set of two trucks and the machining necessary was approximately \$2,500.00.

The track layout as it is currently configured is 2,090 feet or .3958 miles. This would equal a total of roughly 4,180 feet of rail. The rail is made up of 2 sizes or weights. The original layout was done entirely in 12 pound rail and the newer section installed during the marina construction

and some repairs that have been made over the years are done with 16 pound rail (pounds per 36 inches of rail).

Ties are laid approximately 24 inches on center which would equal approximately 1,045 ties. Most of the ties are standard, used railroad ties, which were cut into 3 equal pieces of approximately 33 inches each. The condition of the ties is not totally known on the bottom side, especially in approximately 1/2 of the layout where the track has not had much change. Some of the ties, probably 100 or less, are made from CCA pressure- treated pine, 6 x 6 inch timbers. A new installer should plan on replacing probably at least 1/4 to 1/3 of the ties.

In addition, stored at another City facility, there is additional track totaling over 2,000 feet. Most of this rail is the 16 pound variety with a majority of it in approximately 16 foot lengths. Some pieces are up to 25 feet long and these are split between the 12 and 16 pound rail. There are several pieces that are bent or twisted and would not be usable in their entirety. Pieces could be salvaged out of most, if not all, of the rails. I would estimate that between 200 and 300 feet of rail has some damage but the exact amount is hard to determine because the rail is stacked and has been there for 20 to 30 years and it is impossible to see each piece until it is pulled out and checked. An approximate list of extra rail is as follows.

#### 16 pound rail

|   |            |
|---|------------|
| 102 sections +/- that appear straight that are 16 feet long +/- = | 1,632 feet |
| 6 sections +/- with damage that are 16 feet long +/- =            | 96 feet    |
| 5 sections +/- that appear straight that are 25 feet long +/- =   | 125 feet   |
| 4 sections +/- with damage that are 25 feet long +/- =            | 100 feet   |

#### 12 pound rail

|   |          |
|---|----------|
| 3 sections +/- that appear straight that are 25 feet long +/- = | 75 feet  |
| 5 sections +/- with damage that are 25 feet long +/- =          | 125 feet |

Smaller rail that is probably about 8 pound and not usable for anything other than guard rail at road crossings or bracing. There are 6 pieces that total about 100 feet.

There are also 6 switches. It was not clear which direction they are but the assumption would be 3 left and 3 right switches.

There are also various other wheel sets, loose wheels, axles, train parts, etc. that may or may not be usable that could be included.

Four railroad crossing signals that had working blinking lights and a bell. These have not been used since 2001 and may not work without considerable repair.

## **NOTICE**

The listing of the various train and track components is made as a general list that is close to the actual number but is not guaranteed as to quantity and quality.

The train has been operating for 29 of the last 30 summer seasons and was in working condition as of 9/25/2011 and should be ready to go for this season. Maintenance is an ongoing factor of this operation and it should not be assumed that operation would be trouble free for any period of time including at start-up when operational “bugs” have to be worked out each year.

### **ADDITIONAL INFORMATION AND COMMENTS**

It is the responsibility of each participating Bidder to insure that their interpretation of the Request for Proposals is consistent with that of the City.

Include any other information that you believe pertinent, but not specifically asked for elsewhere.

Respondents shall submit three (3) copies of its Proposal in a sealed envelope to the following address **NO LATER THAN 2:00 P.M. (EST) ON APRIL 5, 2012.**

### **PLEASE SUBMIT 3 (THREE) SEALED PROPOSALS TO:**

Julie Dalton, Purchasing Agent  
City Manager's Office, Governmental Center  
Second Floor, 400 Boardman Avenue  
Traverse City, MI 49684

**Telefaxed and e-mailed proposals are not acceptable.**

### **PROPOSAL SELECTION**

All proposals will be reviewed by representatives of the City of Traverse City. The City intends to select proposals on the basis of: qualifications, ability, relevant experience, operation best suited to the train, and other pertinent factors it may deem necessary. Preference may be given to Bidder's proposals that keep the Train and Equipment in the local (Traverse City) area.

### **CITY COMMISSION APPROVAL**

Respondents to this RFP are placed on notice that execution of an agreement is contingent on the approval of such agreement by the Traverse City City Commission.

**Bidder - Please complete and return**

**PROPOSAL SUMMARY**

**TITLE: ONE-QUARTER SCALE STEAM LOCOMOTIVE, 3 OPEN AIR PASSENGER CARS, AND ALL TRACK, TIES, AND CERTAIN OTHER MISCELLANEOUS PARTS & EQUIPMENT**

**DUE DATE: Thursday, April 5, 2012, at 2:00 p.m.**

Having carefully examined the attached Request for Proposals (RFP), specifications and any other applicable information, the bidder proposes to furnish all items necessary for and reasonably incidental to the proper completion of this proposal, including a Performance Bond and proof of any required insurance. Bidder submits this proposal and agrees that the proposal may not be withdrawn for a period of thirty (30) days from the actual date of the opening of the proposal.

Bidder submits this proposal and agrees to meet or exceed all the City of Traverse City's requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder understands that the City reserves the right to accept any or all proposals in whole or in part and to waive irregularities in any proposal in the best interest of the City of Traverse City. The proposals will be evaluated and awarded on the basis of the best value to the City. Criteria used will include, but not be limited to, bidder's ability to remove the train and equipment, qualifications, experience, purchase price, insurance, license and permits, ability to keep the Train and Equipment in the local (Traverse City) area, and overall capability meeting the needs of the City of Traverse City.

The Bidder certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

Pre-delivery Inspection: Successful bidder may make a complete inspection of train and equipment if desired.

**Terms: Net Cash. Payment will be made within twenty (20) days after complete removal of train and equipment. Price quoted shall include all pickup costs from the City to bidder's location.**

Bidder certifies that as of the date of this proposal, Bidder's company or Bidder is not in arrears to the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

Timeframe for removal of Train and all Equipment \_\_\_\_\_

Total Purchase Price Offered to the City of Traverse  
City for the Train and all Equipment \$ \_\_\_\_\_

Submitted by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name and Title (Print)

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Sole proprietorship/partnership/corporation

\_\_\_\_\_  
If corporation, state of corporation