

# **REQUEST FOR PROPOSAL**

## **Commerce, Walled Lake, and Wixom Trailway Management Council**

# **Design & Engineering Services for the Michigan Air Line Trail**

*ISSUED JULY 2017*

Prepared by:

Commerce, Walled Lake, and Wixom Trailway Management Council  
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## **REQUEST FOR PROPOSAL**

Commerce, Walled Lake, and Wixom Trailway Management Council  
Design & Engineering Services, Michigan Air Line Trail

The Commerce, Walled Lake, and Wixom Trailway Management (CW2) Council is requesting proposals from qualified Design & Engineering firms for the design of the Michigan Air Line Trail. The area to be designed is generally a 50 foot wide railroad corridor approximately 6.7 miles long, beginning at the western boundary of the City of Wixom and ending at Haggerty Road in Commerce Township. The trail will connect to the Huron Valley Trail, M-5 Metro Trail and the West Bloomfield Trail.

**Sealed proposals are due before 3:00PM Monday, August 21, 2017 at Commerce Township Offices, 2009 Township Drive, Commerce Township, Michigan 48390.**

Proposals will not be accepted after the time designated for opening of proposals. The bidder will accept all responsibility for delivery of the proposal.

Prospective bidders may contact Trail Manager, John Hensler at [manager@miairlinetrail.com](mailto:manager@miairlinetrail.com) or (248) 506-0942 to answer questions regarding this project.

## **GENERAL INFORMATION**

The Commerce, Walled Lake, and Wixom Trailway Management (CW2) Council will receive written qualifications for performing design and engineering services associated with development of trail construction design plans for the MI Air Line Trail.

The CW2 Council was formed by an Interlocal Agreement in May 2009 and was awarded acquisition funding in 2011 from the Michigan Natural Resources Trust Fund (MNRTF) and MDOT Transportation Enhancement Program. Since that time, the CW2 Council has been working with both of the state agencies and current owner of the railroad property to complete the real estate transaction. The tracks and railroad ties were removed in 2012. Sale of the property was closed in February 2017. In addition, MDOT will construct a pedestrian bridge over M-5 in 2018.

Perhaps the importance of the MI Air Line Trail development project is best understood by recognizing its significance in the statewide non-motorized trail network. This 6.7-mile safety and improvement project has been identified as a significant segment of the Great Lake-to-Lake Trail, a cross-state non-motorized trail extending from Port Huron to South Haven. In addition, development of this section of former railroad will provide a direct link to the West Bloomfield Trail on the east, Huron Valley Trail on the west and the M-5 Metro Trail to the south. It will become a hub for non-motorized trail travel in the Detroit Metro area.

**Please note** that although the entire project area is 6.7 miles in length, the furthestmost western section of trail, from Old Plank Road in Milford Charter Township to the Korex company in Wixom (approximately 1.2 miles) is owned by the MDNR and will likely be developed by them. It is anticipated that any design/engineering costs will be reimbursed by the MDNR, but as a precaution, please include all engineering costs for that section as a separate line item in your cost proposal. A drawing illustrating the Korex easement is included in this document.

In January 2015, McKenna Associates updated the original five year trail master plan, *Michigan Air Line Trail Master Plan 2015-2020*, to comply with the Department of Natural Resources guidelines. Potential funding sources have been identified in the master plan and the CW2 Council intends to apply for development grants in 2017-18 in order to construct and install the trail surface, boardwalks, roadway crossings, benches, trash receptacles, interpretive displays, regulatory signs, gateway and trail branding elements, and restore native plant materials in the trail right-of-way. Improvements made to the entire 6.7-mile section of trail may need to occur in phases depending on funding opportunities and availability.

## **BID INVITATION**

The Commerce, Walled Lake, and Wixom Trailway Management Council requests proposals from qualified engineering consulting firms (Consultant) for a set of construction design plans for the MI Air Line Trail.

This RFP in no manner obligates the CW2 Council to the eventual purchase of any products or services described, implied, or which may be proposed, and may be terminated by the CW2 Council without penalty or obligation at any time.

Expenses for developing and presenting responses to this RFP shall be the entire responsibility of the Consultant and shall not be chargeable to the CW2 Council. All supporting documentation and manuals submitted with this proposal will become the property of the CW2 Council.

The Consultant affirms that to the best of its knowledge there exists no actual or potential conflict-of-interest between the Consultant's family, business, or financial interests and providing the Services. The Consultant will not attempt to influence any municipal employee by the direct or indirect offer of anything of value. The Consultant also warrants that no officer or employee of the CW2 Council has or will have a direct or indirect personal financial interest in the Agreement. The Consultant also affirms that neither the Consultant nor any of its employees has paid or agreed to pay any person, other than bona fide employees and consultants working solely for the Consultant, any fee, commission, percentage, brokerage fee, gift or any other consideration contingent upon or resulting from the execution of an Agreement.

In the event of change in either Consultant's interests or Services under an Agreement, the Consultant will inform the CW2 Council regarding all possible conflicts-of-interest which may arise as a result of such change. The Consultant agrees that conflicts-of-interest will be resolved to the CW2 Council's satisfaction or the CW2 Council may terminate the Agreement.

Questions regarding this RFP must be submitted via email to the Trail Manager at [manager@miairlinetrail.com](mailto:manager@miairlinetrail.com) no later than Friday, August 4, 2017. Responses to those questions will be distributed via email on or before Thursday, August 10, 2017.

Sealed RFP responses are to be submitted to the Commerce Township Offices, 2009 Township Drive, Commerce Township, Michigan 48390 before 3:00 PM Monday, August 21, 2017. If you wish to submit the proposal electronically via the internet, email Trail Manager and upload links/directions will be sent to your attention.

Mailed or delivered submission must include:

1. Qualification materials – Envelope #1
  - Provide (4) Spiral or comb-bound booklets in 8 ½" x 11" format, with tabbed dividers separating and identifying the response items as described in this RFP.

- Provide (1) electronic copy (on a flash drive or compact disc) in Adobe PDF format. The electronic copy should be saved as one single document.
2. Fee proposal - Envelope #2
- Provide (4) copies of fee proposal in 8 ½” x 11” format in with the company name and contact information clearly identified.
  - Provide (1) electronic copy (on a flash drive or compact disc) in Adobe PDF format. The electronic copy should be saved as one single document.
  - Cost data shall not be included in the qualifications response material (document #1 above). Failure to comply may result in disqualification.

Electronic submissions must include:

1. Qualification materials – Upload #1
- Provide in a single pdf document with divider pages separating and identifying the response items as described in this RFP. Qualification material to be uploaded as one single document.
2. Fee proposal – Upload #2
- Provide a single pdf document to be uploaded as a separate single document from the qualification materials.
  - Cost data shall not be included in the qualifications response material (upload #1 above). Failure to comply may result in disqualification

**SCHEDULE**

Issue Request for Proposal	Tuesday, July 18, 2017
Questions regarding RFP Due	Friday, August 4, 2017
Addendum Issued to Firms	Thursday, August 10, 2017
Responses to RFP Due	Monday, August 21, 2017 by 3:00 p.m. EST
Interviews	Anticipated in September
Finalist Selected	Late September/Early October

**MINIMUM BID REQUIREMENTS**

All Consultants must be able to show sufficient experience creating construction engineering plans for trails of similar size and character or experience in working with projects of this scope.

The proposal must include the following information:

- Name of Primary Consultant
- Name of Subcontractors and their scope of work
- Prior experience as stated in scope
- Names and qualifications of project team members
- Specific information regarding number of public meetings and meetings with the Council included in the proposal.
- Proposed schedule of work.
- Lump sum price for scope of work requested not including reimbursables
- A list of reimbursables with unit costs should be included

## **QUALIFICATIONS**

Preferred classifications are Landscape Architecture, Road Design and Roadside Development. Ideal candidates will demonstrate their experience with Transportation Alternatives Program and Michigan Natural Resources Trust Fund Development grant projects, as well as ability to follow MDOT-approved guidelines for development.

The successful proponent will have previous experience in developing and design engineering of linear parks or trails. The project team should include a park and recreation planning professional, registered landscape architect, civil engineer, wetlands specialist, surveyor, and other disciplines as needed. It is preferred that no more than 25% of the project work be subcontracted to other firms or individuals.

The selected project team must be able to attend and present at public meetings, solicit and assemble public comment, and work with the CW2 Council and staff to develop and implement the design.

## **PURPOSE**

The intent of this document is to provide interested engineering consultants with sufficient information to enable them to prepare and submit proposals for consideration to the CW2 Council for preparing construction design plans to be used for a MDOT Local Agency Program-Transportation Alternatives Program project. The successful Consultant will be approved by the CW2 Council, based on the evaluation of the submitted qualification package and interview, if deemed necessary. It is the desire of the CW2 Council to provide opportunities for both established firms and those firms that may not have a number of trail projects under their belt, but have creative approaches to the project and will be able to accommodate MDOT construction standards.

## **PROJECT SCOPE**

1. Develop a set of construction design plans that can be used for future Transportation Alternatives Program and Michigan Natural Resources Trust Fund development grant projects. Design features should consider existing information included in previous grant applications, detailed ALTA property survey by Giffels Webster, ASTI Environmental Assessment, public input workshop feedback and CW2 Council input. Final trail design plans will be approved by the CW2 Council.
2. After the initial design is completed, the Consultant will assist the CW2 Council in at least one (1) public meeting to accept feedback and public comment on the design and amenity locations, which may include a disability advocates group.
3. Develop a set of construction design plans based on the following design information. The majority of the proposed trail surface will be 10' wide compacted limestone fines with 2' shoulders in accordance with the most current *AASHTO Guide for the Development of Bicycle Facilities* standards. Exceptions to that design standard occur in the City of Wixom, which is anticipated to have a 10' paved asphalt surface with 2' shoulders and in Walled Lake at the Pontiac Trail/West Maple Rd intersection where a 10' wide sidewalk should be considered.

All trail surfaces, regardless of material, will conform to the MNRTF Appendix C Guidelines for Universal Accessibility, AASHTO and United States Access Board's Outdoor Accessibility Guidelines, including maximum 2% cross slopes, 1:20 maximum longitudinal slopes, and minimum 60" level landings where needed. It is desired by many trail users to have some extent of a crown in the trail design to facilitate runoff on the trail and avoid pooling.

Sections of the trail traverse areas that have steep slopes or saturated soils and appear to be just above grade of nearby open water and wetlands. Consultant will determine if a wooden boardwalk should be constructed or railing should be installed in these areas and if wetland delineation and permits are required. AASHTO, DEQ and MDOT approved detailed design of the boardwalk and railing sections shall be included in the design profile sheets.

At the M-5 crossing where the new bridge will be built by MDOT, please note that MDOT is intending to place sidewalk extending approximately 10-15 feet from the ends of the bridge ramps. The most recent construction schematic from MDOT is depicted below. Please include connections to the sidewalk ramp connectors as part of your plan, noting the slight re-routing of the trail to accommodate the bridge ramps. On the east side of the M-5 highway the bridge ramp will end very close to a wetland in the MDOT Right of way. Please take this into consideration (attachments added to this RFP).

Trailhead design and connections to the trail shall be included as part of the project scope. Potential locations include:

- The area near the historic Walled Lake Depot on Pontiac, which is part of the trail property and can be utilized for parking and other trail related services. The Depot and the adjacent parking lot are part of the Trail property owned by the Trail Council.
- Gunnar Mettala Park in Wixom
- ShearWater Apartment Homes development off Maple Rd. North of Trail, east side of Beck. The trailhead will be accessible off of an entrance on Maple Rd.
- The junction of the Trail and the M-5 Metro Trail, immediately west of the M-5 Bridge.

Trail/roadway crossing design will be an integral part of the design. According to AASHTO, "Unpaved shared use paths should be provided with paved aprons extending a minimum of 20 feet (6 m) from paved road surfaces." This design consideration should be taken into account at all appropriate roadway crossings. In addition, the use of bollards and access gates or landscaped median islands should be considered to deter motor vehicle traffic from accessing the trail. Posts, gates and material transition plates will be designed to AASHTO guidelines and maintain ADA accessibility. The crossings will be universally accessible and include design features such as ADA compliant detectable warning strips and continental crosswalks.

The appropriate pedestrian scaled regulatory signage shall be installed on the trail to alert trail users of vehicular traffic in compliance with *the Michigan Manual for Uniform Traffic Control Devices* (MUTCD). Also, the appropriate MUTCD warning signage should be installed along the roadway to alert motorists of the pedestrian crossings. The use of pedestrian activated solar Rectangular Rapid Flashing Beacons and/or HAWK Beacons should be considered on road crossings with high traffic volumes and speeds. All road crossing designs shall be approved by the appropriate road agency (i.e. the Road Commission for Oakland County, city or MDOT).

Benches, trash receptacles and interpretive displays are proposed where views, sun/shade patterns, key trail intersections, or interesting natural features make them appropriate. Furnishings will be designed in accordance with the Universal Accessibility Advisory Committee's suggestions and United States Access Board's Outdoor Accessibility Guidelines. All furnishings will be placed within an accessible surface and be located an appropriate distance from the trail's shoulder. Benches will be configured with arm rests and backs and will include adjacent space for a wheelchair or other mobility aid. Interpretive displays will be at an appropriate height/angle, contain large print and include multi-sensory information when possible. In short, the goal of the project is to exceed ADA standards with a mindset of true universal accessibility.



4. Work with the CW2 Council and staff and attend any necessary meetings to gain necessary Township and City approvals such as Planning Commission Site Plan approval, Floodplain/Wetlands/Woodlands Review Board permitting, and Parks and Recreation Committee. Apply and receive any and all required utility, local and state permits. Follow all Commerce Township, Walled Lake and Wixom Ordinances as they relate to design and construction.
5. Follow all necessary guidelines for design and construction as required by the MDOT Transportation Alternatives Program/Local Agency Program and the Michigan Natural Resources Trust Fund Grant Program.
6. Perform all necessary soils testing and topographic survey work required for the project. Refer to the existing ALTA property boundary survey completed for the rail corridor and has delineated the property boundaries.
7. Develop complete set of MDOT Spec Construction Drawings, Engineer's Estimate for Proposed Scope Items (based on projected 2019 construction figures) and typical details not limited to sign placement, road/trail intersections, trail cross sections, stationing, and wetland boundaries.

## **SELECTION CRITERIA**

The basis of selection will be focused on qualifications of the design team, past experience, and the proposal cost. All proposals will be reviewed and the final candidates may be interviewed by the CW2 Council. A meeting will be scheduled with the full CW2 Council to introduce the project team, clarify proposals, and ensure mutual understanding of the project. The Council will decide and award the contract to the successful proponent.

## **SUBMITTAL**

Proposals are due to be submitted to the Commerce Township Offices, 2009 Township Drive, Commerce Township, Michigan 48390 before 3:00PM Monday, August 21, 2017.

## **PROJECT MANAGEMENT**

Consultant will manage the project. Consultant will ensure that project milestones, schedule, remaining effort, etc. are communicated clearly. Project manager will maintain communication with Trail Manager and CW2 Council. Project manager will coordinate all project activities and will attend project communication and update meetings with the CW2 Council.

## **PROJECT KICK-OFF MEETING**

Consultant will have a kick-off meeting with the CW2 Council to confirm project objectives, discuss approach and criteria, establish lines of communication and discuss data availability. In addition, Consultant and CW2 Council will decide on a mutually agreeable hard copy and digital deliverable format (i.e. PDF, CAD or GIS) for ease of use throughout this project.

## **DATA COLLECTION AND REVIEW**

Consultant will collect necessary information from the CW2 Council to perform work. CW2 Council will make available related maps and roadway information for consideration of shared-use path development and other pertinent information to assist the Consultant.

## **QUALIFICATION REQUIREMENTS**

The following represent minimum qualification requirements. All proposals must be organized in accordance with the format listed below. Conciseness and clarity of content are emphasized and encouraged.

1. Firm Profile - Provide a company profile for the primary engineering firm and all partner companies, including number of years in business, number of employees, locations, core services, etc.
2. Organizational Chart - Provide an organizational chart of the proposed engineering design team inclusive of the following: (1) firm name, (2) area(s) of specialty, (3) key persons' names and roles.
3. Key Personnel - Provide resumes for key personnel, including the project team leader, emphasizing their specific experience with non-motorized trail design projects. Explain each person's role and responsibility, and their anticipated level of commitment to the project. Indicate projects that this team member has worked on with other members of the proposed team in a similar capacity. Identify any sub-consultants and their specific roles and responsibilities.
4. Describe your firm's overall proposed approach to the design project.
5. Project Approach & Preliminary Milestone Work Plan – Describe your project approach and the scope requirements indicated in this RFP. Provide a milestone work plan which outlines your approach including project dates, schedules, public meeting, and ability to obtain information from the stakeholders such as residents, business and local organizations for the proposed trail construction design
6. Experience - Provide profiles of at least 2 examples completed in the last 10 years that demonstrate your team's expertise in non-motorized trail design or related projects for projects of similar size and character. Indicate the projects which were completed by the same team proposed in this submission.
7. Describe your firm's overall proposed approach to the design project.
8. References - Submit the names, titles, addresses, and phone numbers of at least three (3) professional references from the projects listed in item #5 that can provide information on the consultant's qualifications and performance. The reference shall have been involved in a similar project with the consultant. Provide a description of the project and the role of the reference in the project.

## **FEE & EXPENSE PROPOSAL**

The fee proposal must be submitted in a separate envelope or as a separate uploaded document. A lump sum fee proposal must be submitted for the design project. Provide a breakdown of the fee by item listed in the Scope of Work. Fee quotations are to include the names, title, hourly rates, overhead factors and any other details by which the overall and project element costs have been derived. Consultants shall be capable of justifying the details of the fee proposal relative to personnel costs, overhead, how the overhead rate is derived, material and time.

The proposal should also include an itemized list of all reimbursable costs related to this project. This cost shall be represented as a not to exceed amount, and billed at actual costs. These costs include, but are not limited to, computer plotting, printing, express mail and all travel costs. No premium or add-on costs to expenses are permitted. The Consultant shall submit copies of all receipts with the invoices.

## **SUMMARY OF PROPOSAL CONTENT**

Envelope or Upload #1

- Consultant Qualifications
- Agreement to Terms and Conditions
- Insurance Certificate

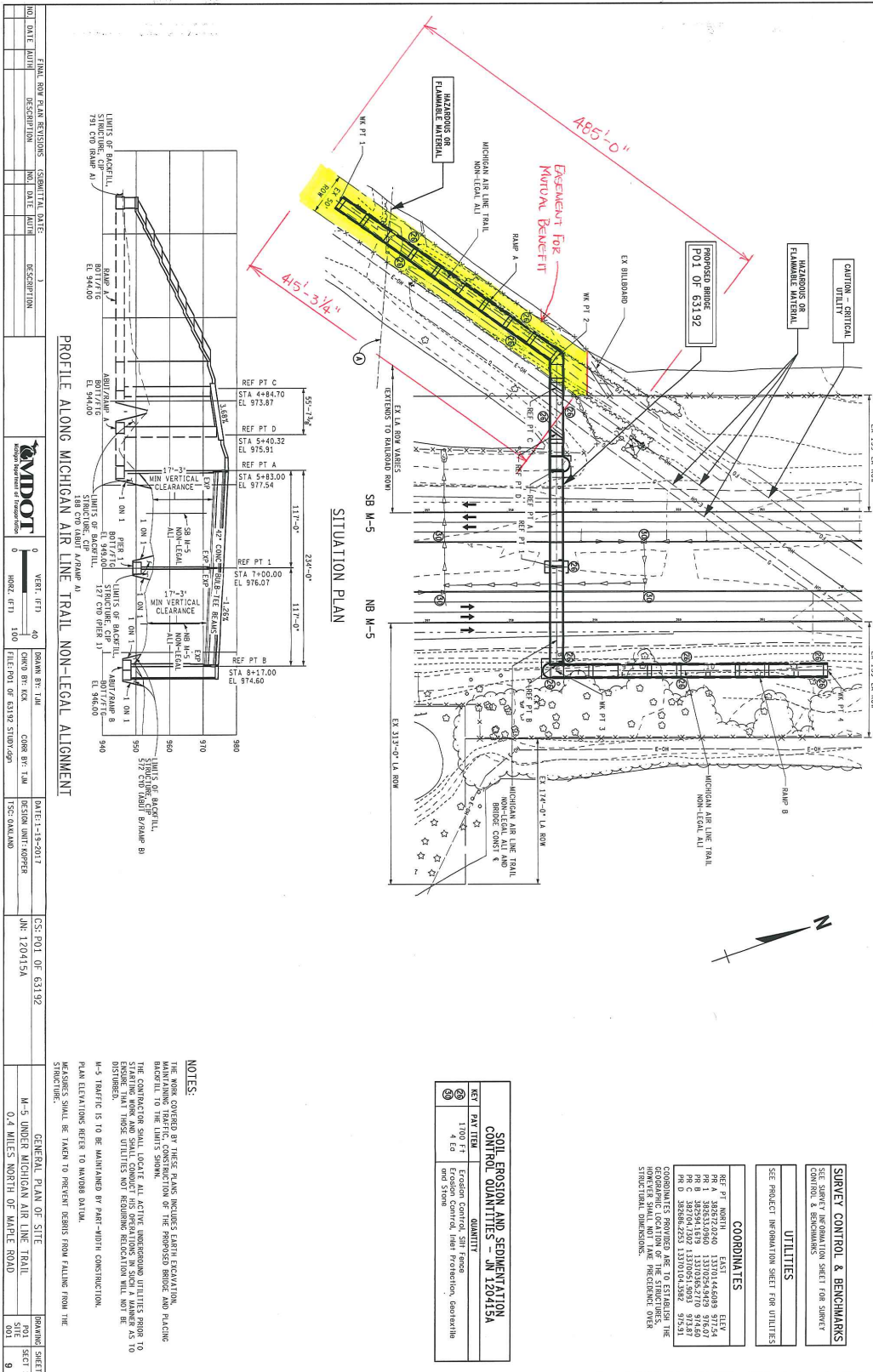
Envelope or Upload #2

- Fee and Expense Proposal

## **RESOURCES**

The **Master Plan**, **ALTA Property Survey** and **ASTI Environmental Assessment** are all available as PDFs on our website: <http://www.miairlinetrail.com/resources.html>. A general map of the Trail also may be found on the site.

NOTE: THE COMMERCE, WALLED LAKE, AND WIXOM TRAILWAY MANAGEMENT COUNCIL RESERVES THE FOLLOWING RIGHTS: TO ACCEPT OR REJECT ANY BID; TO REJECT ALL BIDS; TO WAIVE ANY FORMALITIES OR IRREGULARITIES CONTAINED IN A BID THAT DO NOT COMPLY WITH THE TERMS AND CONDITIONS OF THE INVITATION TO BID, ANY MODIFICATIONS TO THE INVITATION TO BID, OR ANY SPECIFICATIONS; TO SELECT THE BID AND/OR ITEMS THAT IN THE SOLE AND ABSOLUTE DISCRETION OF THE CW2 COUNCIL ARE IN THE CW2 COUNCIL'S BEST INTEREST WHETHER OR NOT THE BID SELECTED IS THE LOWEST MONETARY BID RECEIVED.



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KEY	PAY ITEM	QUANTITY

**SOIL EROSION AND SEDIMENTATION CONTROL QUANTITIES - JUN 120415A**

1300 FT Erosion Control, Silt Fence

4 EQ Erosion Control, Herb Protection, Geotextile

6 EQ Erosion Control, Herb Protection, Geotextile

**COORDINATES**

REF PT NORTH EAST ELEV

REF 1 388331.0890 131072.4449 974.60

REF 2 388354.1439 131070.5270 974.60

REF 3 388388.2253 131070.04382 975.51

COORDINATES PROVIDED ARE TO ESTABLISH THE

HOWEVER SHALL NOT TAKE PRECEDENCE OVER

STRUCTURAL DIMENSIONS.

**UTILITIES**

SEE PROJECT INFORMATION SHEET FOR UTILITIES

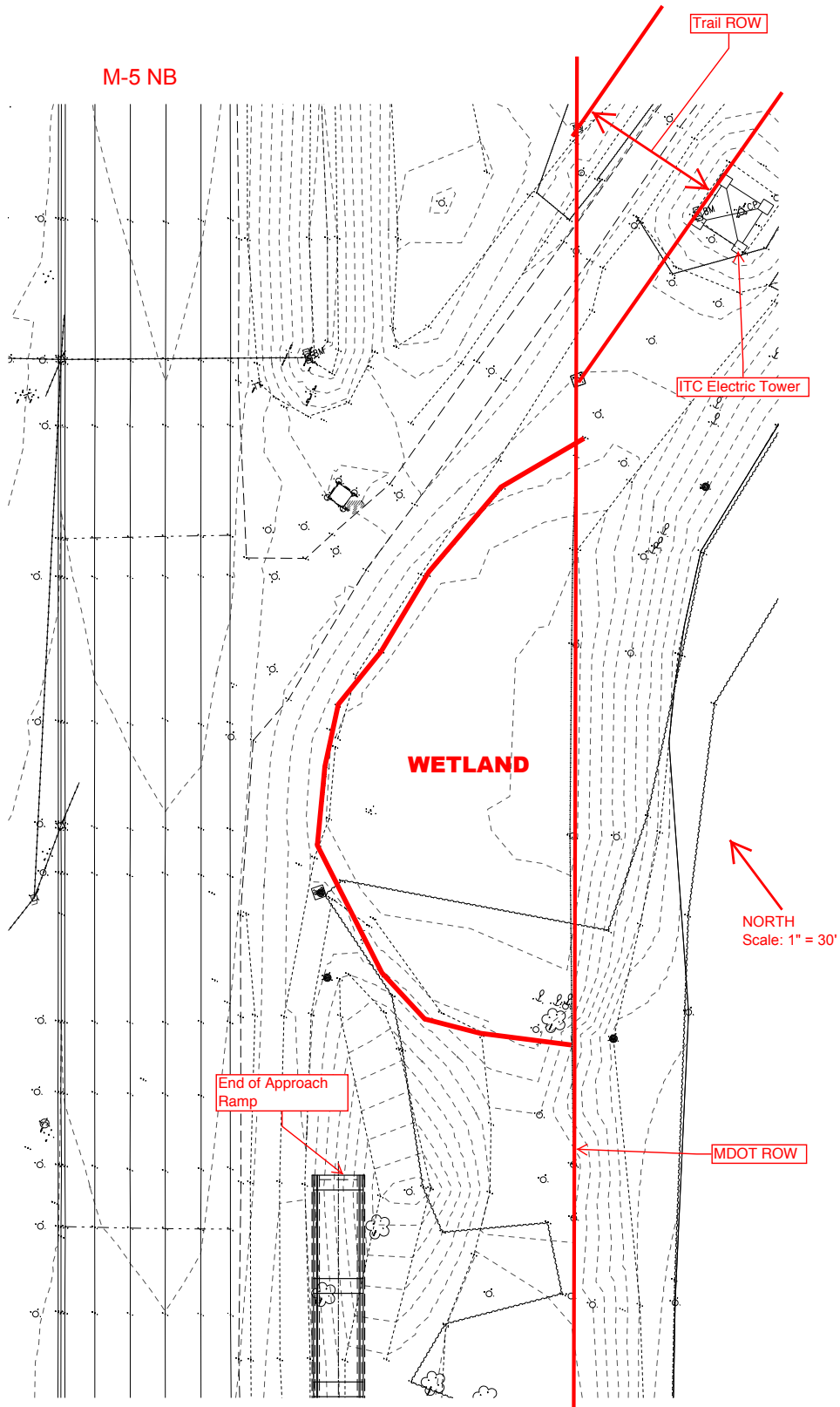
**SURVEY CONTROL & BENCHMARKS**

SEE PROJECT INFORMATION SHEET FOR SURVEY CONTROL & BENCHMARKS

**NOTES:**  
 THE WORK COVERED BY THESE PLANS INCLUDES EXHIBIT EXCAVATION, MAINTAINING TRAFFIC, CONSTRUCTION OF THE PROPOSED BRIDGE AND PLACING THE BRIDGE ON THE EXISTING UNDERPASSING UTILITIES FROM TO STAKEING WORK AND SHALL CONDUCT HIS OPERATIONS IN SUCH A MANNER TO ENSURE THAT THOSE UTILITIES NOT REQUIRING RELOCATION WILL NOT BE DISBURSED.  
 M-5 TRAFFIC IS TO BE MAINTAINED BY PART-WIDTH CONSTRUCTION. PLAN ELEVATIONS REFER TO HAYWARD DATUM.  
 MEASURES SHALL BE TAKEN TO PREVENT DEBRIS FROM FALLING FROM THE STRUCTURE.

GENERAL PLAN OF SITE	BRAND	SHEET
M-5 UNDER MICHIGAN AIR LINE TRAIL	PSI	SECT 2
0.4 MILES NORTH OF MAPLE ROAD	SI	9

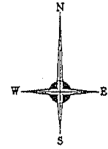
M-5 Pedestrian Bridge alignment as of July 2017. Letting of contracts anticipated in Fall 2017; construction anticipated from March to August 2017.



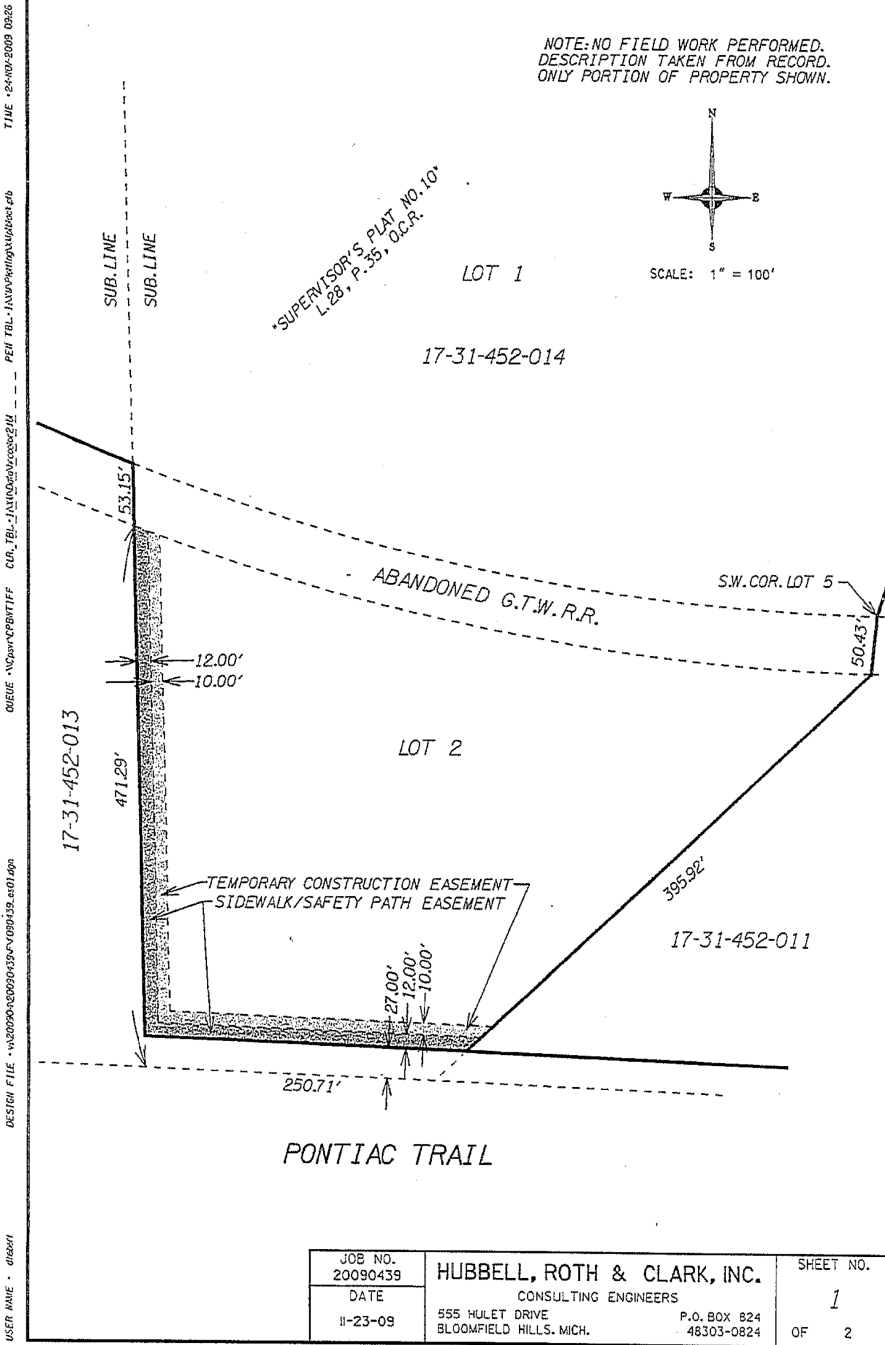
*Eastern ramp of M-5 bridge illustrating extent/proximity of wetland between bridge ramp and Trail; trail extension south to bridge ramp will be needed.*

# SKETCH OF EASEMENT

NOTE: NO FIELD WORK PERFORMED.  
DESCRIPTION TAKEN FROM RECORD.  
ONLY PORTION OF PROPERTY SHOWN.



SCALE: 1" = 100'



JOB NO. 20090439	HUBBELL, ROTH & CLARK, INC.	SHEET NO.
DATE 11-23-09	CONSULTING ENGINEERS 555 HULET DRIVE BLOOMFIELD HILLS, MICH.	1
	P.O. BOX 824 48303-0824	OF 2

**Korex Easement:** this image illustrates the Trail easement from Pontiac Trail, up along the edge of Korex property to the existing trail segment owned by MDNR. The Trail continues west to Old Plank Rd for approximately 1.2 miles where it adjoins the Huron Valley Trail.