

Request for Proposal

Design Engineering Services

**Wells 1 Abandonment and Site Demolition
2017 Cut-In Valve Project
Ridgeview Drive Water Main Loop Project**

Oak Creek Water & Sewer Utility

Oak Creek, Wisconsin

January 16, 2017

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REQUEST FOR PROPOSAL

I. INTRODUCTION

The Oak Creek Water & Sewer Utility (OCWS) intends to retain the services of an engineering consulting firm to perform design services for three water-related projects as listed below:

- Project I - Well 1 Abandonment and Site Demolition
- Project II - 2017 Cut-In Valve and Water Main Looping Project
- Project III - Ridgeview Drive Water Main Loop Project

The purpose of this document is to outline the Utility's interest in obtaining the services of a qualified engineering consulting firm to provide design services. This document introduces a scope of services to be performed. In addition, the proposal submittal requirements and the consultant evaluation and selection process are included for your reference.

The intent is to award all three projects to one consultant.

Any questions or clarifications concerning the RFP shall be directed to:

Ron J. Pritzlaff, P.E.
Utility Engineer
Oak Creek Water & Sewer Utility
170 W. Drexel Avenue
Oak Creek, WI 53154
rpritzlaff@water.oak-creek.wi.us
(414) 570-8200 x24
(414) 570-8215 (fax)

II. PROJECT DETAILS

Project I - This project involves the abandonment of Well No. 1, Well No.3, Reservoir (500,000 gal), and all other associated utilities.

This project will be bid May 5, 2017 and awarded at the May Commission meeting, with construction to start as soon as possible to coincide with the School District's summer break. Coordination with City of Oak Creek and the City's Forestry and Parks department will be required.

Project II – This project involves design of cut in valves in six locations throughout the City and two small water main loops to help reduce the number of service outages in the event of a water main break. Coordination with multiple agencies and easements will be required. The cut in valves may require planned shutdowns of the water system which will require coordination with our distribution and water treatment plant staff for staging and sequencing.

This project will be bid May 5, 2017 and awarded at the May Commission meeting, with construction to start as soon as possible. The goal is to have all construction complete and the project finalized by end of October.

Project III – This project involves design of a 12” water main loop from the south side of S. Ridgeview Drive, west 800 feet to S. 20th Street (ext.). Due to proposed alignment options, coordination with private entities and obtaining a permanent easement will be keys to success.

This project will be bid August 4, 2017 and awarded at the August Commission meeting with construction to start as soon as possible. The goal is to have all construction complete and contracts final by end of October.

III. GENERAL SCOPE OF SERVICES

The consultant will provide general consulting services as noted below.

A. Design Services

Project I - Well 1 Abandonment and Site Demolition (Figure 1)

a. Agency and Utility Coordination

The consultant is to coordinate with various agencies to resolve conflicts and determine constraints for the project. Prepare, apply, and obtain permits and other necessary agency approvals from various agencies including but not be limited to: USGS, Wisconsin Department of Natural Resources, Southeastern Regional Planning Commission, and City of Oak Creek.

b. Well Abandonment

The Consultant shall have qualified staff with experience designing and abandoning deep wells per the Wisconsin Department of Natural Resources and Wisconsin Administrative Codes.

c. Demolition

The consultant shall prepare plans and specifications for demolition of onsite structures including the buildings, equipment, below grade structures, utility abandonments, pavement removal, final contours, etc. Consultant shall also work with OCWS staff to specify reclaimed/salvaged items.

d. Cost Estimate

Consultant shall prepare a Construction Cost Estimate for each phase of the project, including removing existing equipment, abandoning the well, demolition of the buildings and reservoir structures below grade, finish grading of the site, and final restoration

e. Survey

Perform all survey necessary to provide information and locations for the preparation of construction documents, and application of permits.

f. Meetings

The Consultant shall conduct a kick-off meeting with the Utility Engineer and required Utility Staff. Kick-off meeting will establish working relationship amongst the team and stake holders while forming an understanding about the vision and goals of the Utility while creating a detailed task outline and project schedule.

As draft chapters are completed they will be presented to the Utility Engineer for review and comment. Additionally 60% and 90% meetings will be conducted with the Utility Engineer to discuss progress, schedule, design details, budget, etc.

Additionally, consultant shall attend a pre-construction conference after bidding.

All meetings will be conducted at the Oak Creek Water & Sewer Utility, 170 W. Drexel Ave., Oak Creek, WI 53154.

Project II – 2017 Cut-In Valve and Water Main Looping Project (Figure 2)

a. Agency and Utility Coordination

The consultant is to coordinate with various agencies to resolve conflicts and determine constraints for the project. Prepare, apply, and obtain permits and other necessary agency approvals from various agencies including but not be limited to: Wisconsin Department of Natural Resources, Wisconsin Department of Transportation, Southeastern Regional Planning Commission, and City of Oak Creek.

b. System Materials

The consultant will coordinate with the material manufacturers to insure an appropriate design for the recommended system improvements.

c. Opinion of Cost

Consultant shall prepare a Construction Cost Estimate for the project, including all aspects of a complete construction project.

d. Survey

Perform all survey necessary to provide information and locations for the preparation of construction documents, procure easements, and application of permits.

e. Easements

Consultant shall provide prepared documents for the procurement of easements where needed for new mains outside of any R.O.W. or existing easements.

f. Meetings

The Consultant shall conduct a kick-off meeting with the Utility Engineer and required Utility Staff. Kick-off meeting will establish working relationship amongst the team and stake holders while forming an understanding about the vision and goals of the Utility while creating a detailed task outline and project schedule.

As draft chapters are completed they will be presented to the

Utility Engineer for review and comment. Additionally 60% and 90% meetings will be conducted with the Utility Engineer to discuss progress, schedule, design details, budget, etc.

Additionally, consultant shall attend a pre-construction conference after bidding.

All meetings will be conducted at the Oak Creek Water & Sewer Utility, 170 W. Drexel Ave., Oak Creek, WI 53154.

Project III - Ridgeview Drive Water Main Loop (Figure 3)

a. Agency and Utility Coordination

The consultant is to coordinate with various agencies, depending on scope of rehabilitation repair, to resolve conflicts and determine constraints for the project. This coordination may include the need to prepare, apply, and obtain permits and other necessary agency approvals from various agencies including but not be limited to: Wisconsin Department of Natural Resources, Southeastern Regional Planning Commission, Department of Transportation, and City of Oak Creek.

b. System Materials

The consultant will coordinate with the material manufacturers to insure an appropriate design for the recommended system improvements.

c. Opinion of Cost

Consultant shall prepare a Construction Cost Estimate for the project, including all aspects of a complete construction project.

d. Survey

Perform all survey necessary to provide information and locations for the preparation of construction documents, procure easements, and application of permits.

e. Easements

Consultant shall provide prepared documents for the procurement of easements where needed for new mains outside of any R.O.W. or existing easements.

f. Meetings

The Consultant shall conduct a kick-off meeting with the Utility Engineer and required Utility Staff. Kick-off meeting will establish working relationship amongst the team and stake holders while forming an understanding about the vision and goals of the Utility while creating a detailed task outline and project schedule.

As draft chapters are completed they will be presented to the Utility Engineer for review and comment. Additionally 60% and 90% meetings will be conducted with the Utility Engineer to discuss progress, schedule, design details, budget, etc.

Additionally, consultant shall attend a pre-construction conference after bidding.

All meetings will be conducted at the Oak Creek Water & Sewer Utility, 170 W. Drexel Ave., Oak Creek, WI 53154.

B. Contract Documents

1. Project I – Well 1 Abandonment and Site Demolition

a. Plans and Specifications

Prepare plans and specifications as necessary for bidding, regulatory agencies to review, and a contractor to complete abandonment and demolition activities and deliver a clean useable site that will be an addition to the adjacent park. The plans will include at least a cover sheet, civil site rough and finish grading sheets, abandonment and demolition detail sheets, and relevant construction detail sheets, according to the Engineering Design Manual. The plan sheets should show both existing items to be demolished/obliterated, and items that will remain. The construction documents shall be specific enough to sufficiently detail the construction methods and allow for survey layout of the system.

2. Project II - 2017 Cut-In Valve and Water Main Looping Project

a. Plans and Specifications

Prepare plans and specifications as necessary for bidding, regulatory agencies to review, and a contractor to complete the project to the satisfaction of the Utility. The plans will include at least a cover sheet, plan and profile sheets, and relevant construction detail sheets according to the Engineering Design Manual. The construction documents shall be specific enough to sufficiently detail the construction methods and allow for survey layout of the system.

b. Traffic Control Plan

Prepare a traffic control plan to address required access to abutting properties. This plan shall detail methods for moving traffic through and around the construction area. The traffic control measures shall be in accordance with the State of Wisconsin and the latest version of the MUTCD. A traffic control plan may become part of the plan set.

3. Project III- Ridgeview Drive Water Main Loop

a. Plans and Specifications

Prepare plans and specifications as necessary for bidding, regulatory agencies to review, and a contractor to complete the project to the satisfaction of the Utility. The plans will include at least a cover sheet, plan and profile sheets, and relevant construction detail sheets according to the Engineering Design Manual. The construction documents shall be specific enough to sufficiently detail the construction methods and allow for survey layout of the system.

b. Traffic Control Plan

Prepare a traffic control plan to address required access to abutting properties. This plan shall detail methods for moving traffic through and around the construction area. The traffic control measures shall be in accordance with the State of Wisconsin and the latest version of the MUTCD. A traffic control plan may become part of the plan set.

IV. SUBMITTAL REQUIREMENTS - PROPOSAL

Candidates shall submit proposals that thoroughly respond to the items listed below. For fairness and ease of review the proposal must be organized and presented in the exact order as outlined in this section.

A. Statement of Qualifications

1. Summary of firm's general qualifications, background, number of employees, office locations, etc.
2. Identify the local office that will handle this project.
3. Detailed summary of the design team that will be used on the project. Include resumes and clearly show all projects of similar size and scope handled by the design team within the last three years. Only projects accomplished by the design team will be considered as appropriate experience. The firm's experience on similar projects is not relevant in this analysis.
4. Outline the performance of projects handled by the design team on the projects identified in (3), and include project consultant fees, meeting project deadlines, extras added to the design contract, project size, and list a reference name, address, and phone number.
5. Outline the consultant's liability and professional responsibility insurance. The consultant's financial stability and capacity to carry out the scope and extent of the work needed.
6. Discuss sub-consultants that may be used and their expertise.
7. Detail the firm's quality control program and ability to keep projects on schedule and within budget.
8. Discuss the design team's approach for this project, including any potential improvement to the scope.

B. Detailed Presentation of Tasks

1. Describe the precise scope of work to be accomplished. Clearly delineate any modifications (additions or deletions) to the general scope of services outlined in Section II of this RFP.
2. Provide a detailed time schedule to accomplish each portion of the project scope. The time schedule proposed must be realistic and

attainable under the consultant's maximum project load scenario.

3. Describe the organization of the design team. How will the team function and who will work directly with the Utility.
4. Outline the methods of reporting progress to the Utility, meetings, reports, fax, etc.

V. CONSULTANT EVALUATION AND SELECTION PROCESS

The Oak Creek Water & Sewer Utility will evaluate and select the best-qualified consultant for our project.

We understand that ranking a consultant based on qualifications far outweighs other considerations. However, final consultant selection will be based on critical factors such as, past performance, cost, and consultant's staff qualifications. Once the highest ranked consultant is identified, we will begin negotiations of work scope and compensation.

A. Preliminary Screening

Candidates shall submit three copies of their proposal to Ronald J. Pritzlaff, P.E., Oak Creek Water & Sewer Utility, 170 W. Drexel Avenue, Oak Creek, Wisconsin 53154, by 9 a.m., Friday January 27, 2017.

An envelope, plainly marked "Design Engineering Services Well 1 Abandonment and Site Demolition, 2017 Cut-In Valve Project, Ridgeview Drive Water Main Loop Project Proposal", shall be submitted. Envelopes or packages that are received after the date and time stated above will be returned unopened and removed from further consideration. The Utility will review all proposals and determine if and how many firms will be interviewed.

After the proposals are evaluated, consultants will be informed whether they will be evaluated further by an in-person interview. Arrangements will be made individually with each finalist for an interview time to be held the first week of February 2017.

B. Interviews

In preparation for the interview, each consultant will organize the key individuals of the design team that will work on the project. No more than three representatives may be present at the interview. The project manager, project engineer, and another individual selected by the consultant shall be present at the interview. The project engineer shall make the bulk of the presentation.

The consultant will be responsible to bring all visual aids, handouts, and other materials necessary to briefly and concisely demonstrate the firm's ability to accomplish the work outlined in the scope of services. The interview sequence will be as follows.

- ◆ Remarks by panel chair covering procedures, interview sequence, time allowance, and panel member introduction.
- ◆ Firm introduces representatives, makes 20-minute presentation addressing the five rating criteria below.
- ◆ Questions from the panel. The panel will have the opportunity to ask questions of the consultant and their design team.
- ◆ The consultant may ask questions of the panel.
- ◆ The consultant shall have 5 minutes to make closing remarks and deliver wrap-up summary.

The panel will evaluate consultants based on the following five criteria.

RATING CRITERIA

- Qualifications of the design team and sub-consultants and their ability to work well with Utility staff.
- Experience and performance on past projects of similar size and scope.
- Project design approach, quality assurance review procedures, and new ideas.
- Proposed communication plan to provide design progress reports.
- Project schedule and committed staff.

C. Contract Negotiations and Approval

After the firms are ranked, the Utility will begin negotiating with the top-ranked firm. Selection will be based on a combination of price, scope, and qualifications. If agreement is reached, a consulting agreement will be presented to the Utility Commission for approval. If an agreement cannot be reached with the top-ranked firm on any items, the second-ranked firm will be considered, and the same process will continue.

Figure 1: Well 1 Abandonment, Well House & Reservoir Demolition

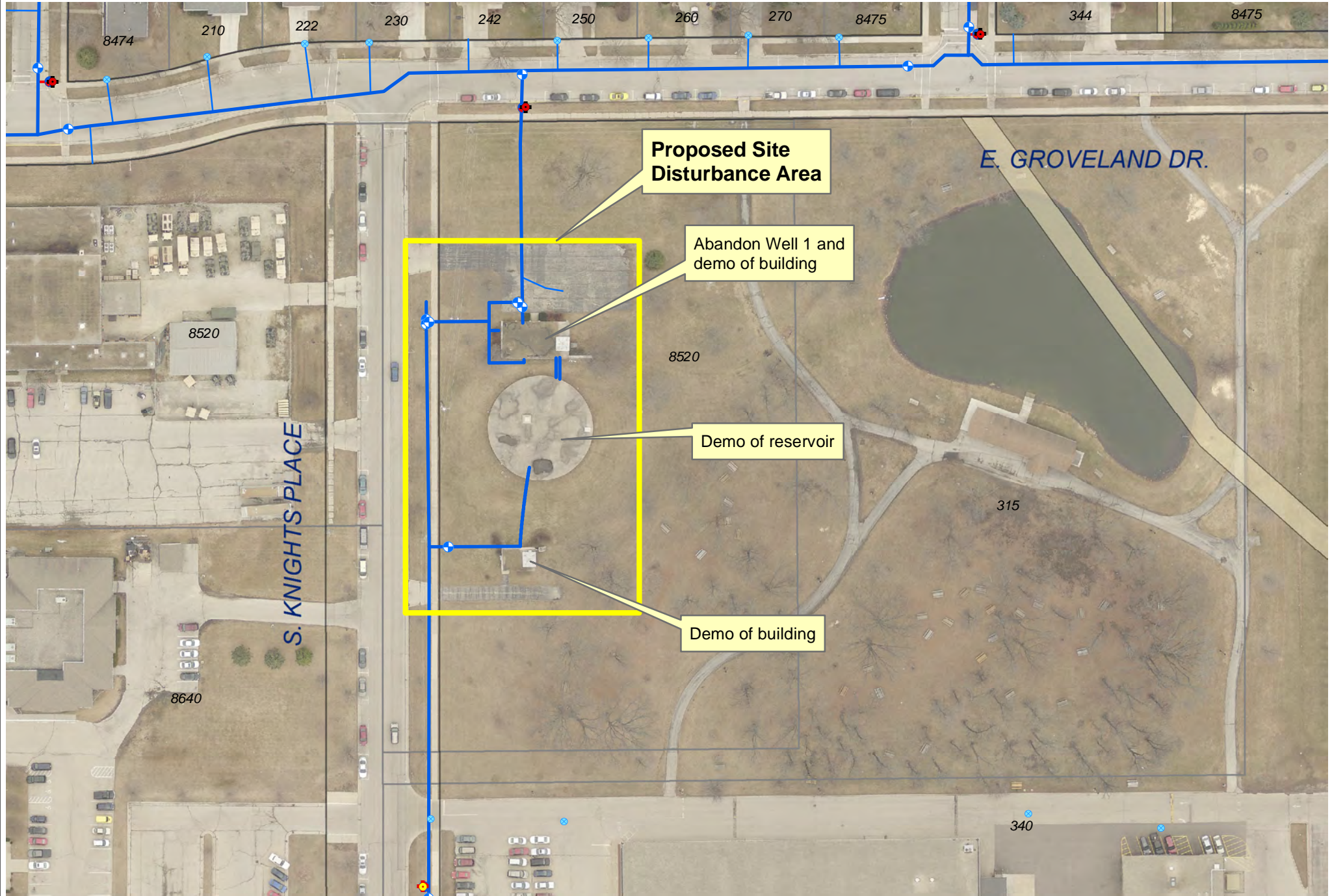


Figure 2: **Cut-In Valves and Loop Projects**

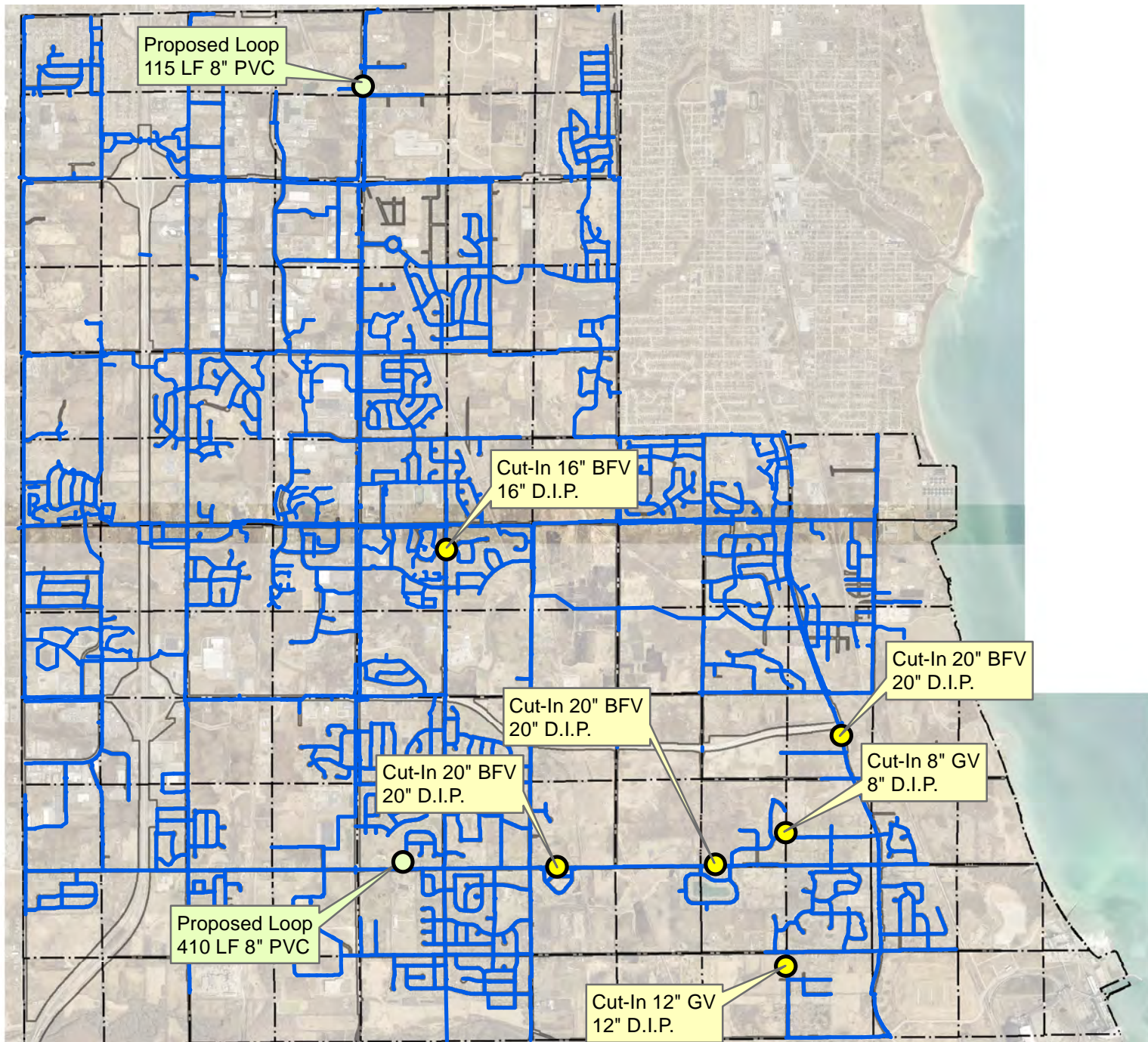


Figure 3: Ridgeview Drive Water Main Loop



1 inch = 300 feet

