

Request for Proposal

Design Engineering Services

**2017 Sanitary Sewer Rehabilitation Project
Jewell St. Lift Station Abandonment & Sewer Extension**

Oak Creek Water & Sewer Utility

Oak Creek, Wisconsin

January 25, 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 two sanitary sewer-related projects as listed below:

- Project I - The 2017 Sanitary Sewer Rehabilitation Project
- Project II - Jewell St. Lift Station Abandonment & Sewer Extension

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 both 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 - The 2017 Sanitary Sewer Rehabilitation project

This project involves the analysis of the Utilities' CCTV five year database for segments with a structural category of Four (4) and Five (5) for developing a construction bid package for system rehabilitation. The entire system has been televised and evaluated on a 5 year cycle ending in 2015. NASSCO industry standards were used for the assessment by OCWS's approximate 160 miles of underground sanitary infrastructure consisting of concrete, clay, PVC, ductile, and truss pipe ranging in size from 4" through 30" and including 3937 manholes. Sanitary

service laterals are considered private; however the actual “wye” connection to mains will be evaluated where possible.

Additionally this project will be bid in 2017 with construction to take place over the winter months to coincide with seasonal low ground water and flows. Coordination with multiple agencies and private entities will be required.

Project II – The Jewell Street Lift Station Abandonment & Sewer Extension Project

This project involves designing a new gravity sanitary sewer main to allow the abandonment of an existing lift station. Coordination with multiple agencies will be required. Additionally easements will need to be obtained for this sanitary sewer extension with a portion of the main qualifying for special assessments.

The goal is to bid and construct this project in 2017 however, final project schedule will be determined during the initial design phase based on easements, permitting, etc.

III. GENERAL SCOPE OF SERVICES

The consultant will provide general consulting services as noted below.

A. Design Services

1. Project I - 2017 Sanitary Sewer Rehabilitation Project (Figure 1)

a. Agency and Utility Coordination

The consultant is to coordinate with various agencies, depending on scope of the project, to resolve conflicts and determine constraints for the project. This coordination may include the need to prepare, apply, and obtain permits, easements 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, Milwaukee Metropolitan Sewerage District, Milwaukee Register of Deeds Office and City of Oak Creek.

b. Data Evaluation

OCWS has cleaned and televised all of the OCWS-owned sewer lines through its general maintenance operations. Consultant shall utilize data compiled by OCWS, including but not limited to, cleaning and inspection videos, NASSCO based pipe evaluation database, and internal GIS mapping system. Materials will be available via an external hard drive for consultant's use.

c. Opinion of Cost

Consultant shall include construction estimates into the project plan. The construction estimates will be used to tailor the bid package to help stay within the Utility's budget. Construction estimates should consider recent market pricing, consultant project experience, contractor estimates, etc. Estimates should include allowance for engineering fees and contingencies.

d. Meetings

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

As draft specifications/plans 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.

The 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.

e. Rehabilitation/Repair System

The consultant will coordinate with the material manufacturers to insure an appropriate design for the recommended repair systems. Repairs will potentially include relays and CIPP or a combination there of.

2. Project II – The Jewell Street Lift Station Abandonment & Sewer Extension 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, Milwaukee County, 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 proposed system extension 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 thus creating a detailed task outline and project schedule.

As draft plans/specifications 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.

The 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 – The 2017 Sanitary Sewer Rehabilitation Project

a. Plans and Specifications

Prepare rehabilitation project plans and specifications as necessary for bidding purposes, regulatory agencies to review, and construction. The plans will include at least a cover sheet showing a general location map of work areas, and plan sheets showing at least plan view of work areas, line segments, and relevant construction details and notes, according to the Engineering Design Manual. The plan sheets should include aerial views and show both permanent and temporary easements. If a particular sanitary segment warrants it, the consultant shall prepare a plan and profile sheet for construction. The construction documents shall be specific enough to sufficiently detail the construction methods and allow for proper layout of construction methods.

Plan Sheets may be 11"x17" sheets included in an appendix if kept legible for bidding and construction. A sample plan sheet is available.

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.

2. Project II - The Jewell Street Lift Station Abandonment & Sewer Extension 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.

For demolition of the existing lift station, include 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. 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.

Plan Sheets shall be 22"x34" (standard D size)

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., Wednesday February 8th, 2017.

An envelope, plainly marked "Design Engineering Services 2017 Sanitary Rehabilitation Project and Jewell Street Lift Station Abandonment & Sewer Extension 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 second 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.

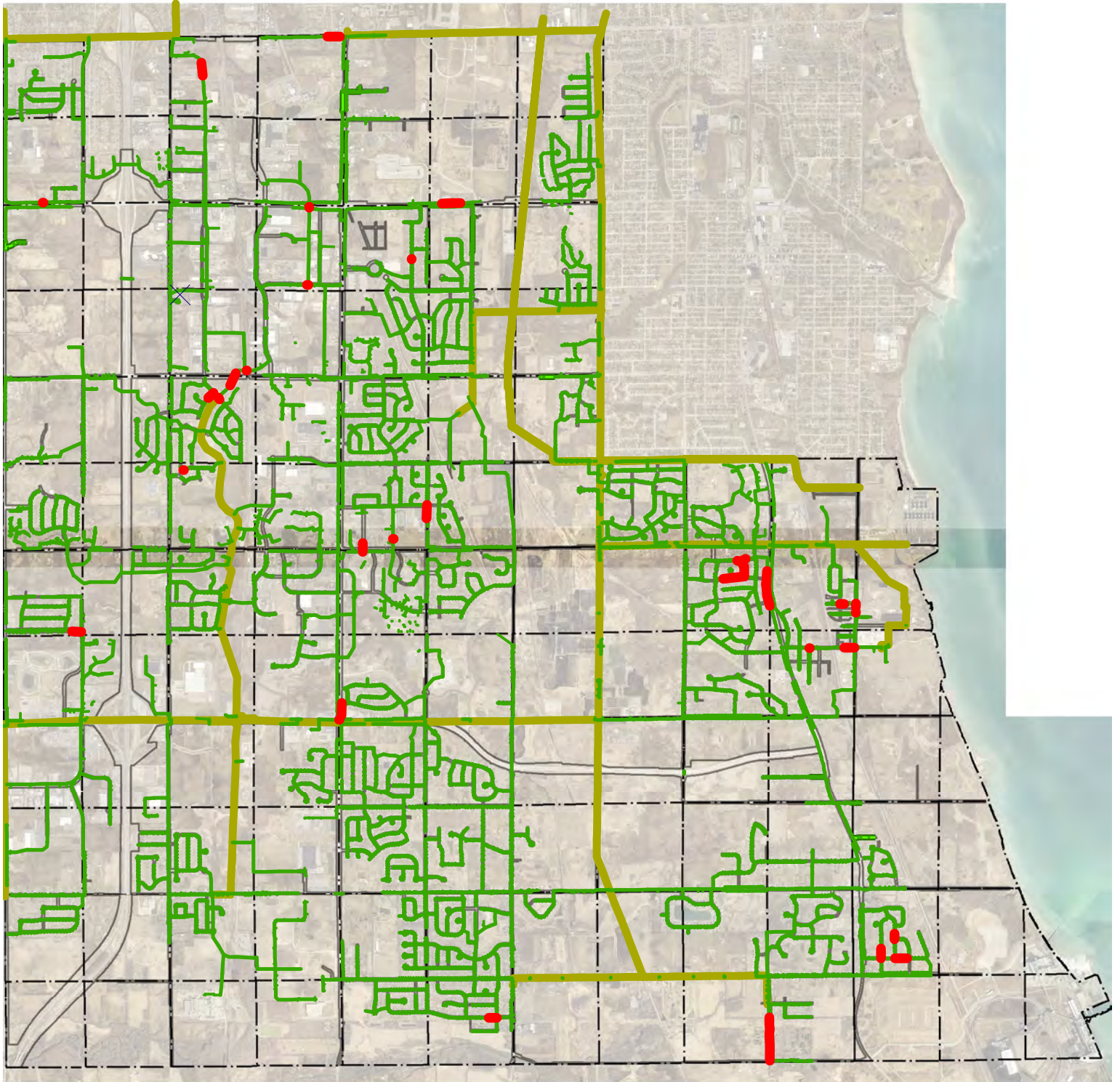
RATING CRITERIA

- 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.

2017 Sanitary Sewer Rehabilitation Project (Figure 1)



Jewel St. Lift Station Abandonment and Proposed Sewer Extension (Figure 2)

