Request For Proposal

Design Engineering Services

Howell Estates Subdivision Water Main Relay

Oak Creek Water & Sewer Utility

Oak Creek, Wisconsin

January 25, 2013

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REQUEST FOR PROPOSAL

I. INTRODUCTION

The Oak Creek Water & Sewer Utility intends to retain the services of an engineering consulting firm to perform design services for the Howell Estates Subdivision Water Main Relay construction 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.

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

The project involves the relay of 3600' of cast iron water main as 8" polyvinyl chloride (PVC) water main connecting to existing 8" PVC water main at South Burrell Street, South Austin Street, East Estates Place, and South Jasper Street. Water services will also be relayed as part of this project.

The project also includes abandoning existing 6" cast iron water main and associated water services through the utility easements to the north and south of the project as shown on the overview map. These abandoned services will be relocated as part of the project.

This project will be bid in late June 2013. Therefore the Utility is looking for a committed and aggressive design team.

III. GENERAL SCOPE OF SERVICES

The consultant will provide general consulting services as noted below.

A. Design Services

1. 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, Southeastern Regional Planning Commission, and City of Oak Creek.

2. Pipe System

   The consultant will coordinate with the pipe manufactures to insure an appropriate design for polyvinyl chloride pipe systems.

3. Surveys

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

4. Meetings

   The Consultant shall host bi-weekly meetings with the Utility Engineer to discuss the progress of the project. Additional meetings include a public information meeting with affected property owners, a utility coordination meeting, and pre-construction conference.

5. Public Involvement

   Prepare all exhibits, documentation, and handout materials for an informational meeting.

B. Construction Contract Documents

1. Water Main Plans

   Prepare water main plans and specifications as necessary for regulatory agencies to review, and a contractor to install the water main. The plans will include at least a cover sheet and plan and

profile sheets, connection detail sheets, and relevant construction detail sheets, according to the Engineering Design Manual. The plan and profile sheets should show both permanent and temporary easements. Connection details to existing mains shall be shown on the plans. The construction documents shall be specific enough to sufficiently detail the construction methods and allow for survey layout of the system.

2. 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 zone. The traffic control measures shall be in accordance with the State of Wisconsin and the latest version of the MUTCD.

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 March 8, 2013.

An envelope, plainly marked "Howell Estates Subdivision Water Main Relay

Consultant Services 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 interview time and date, as necessary.

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

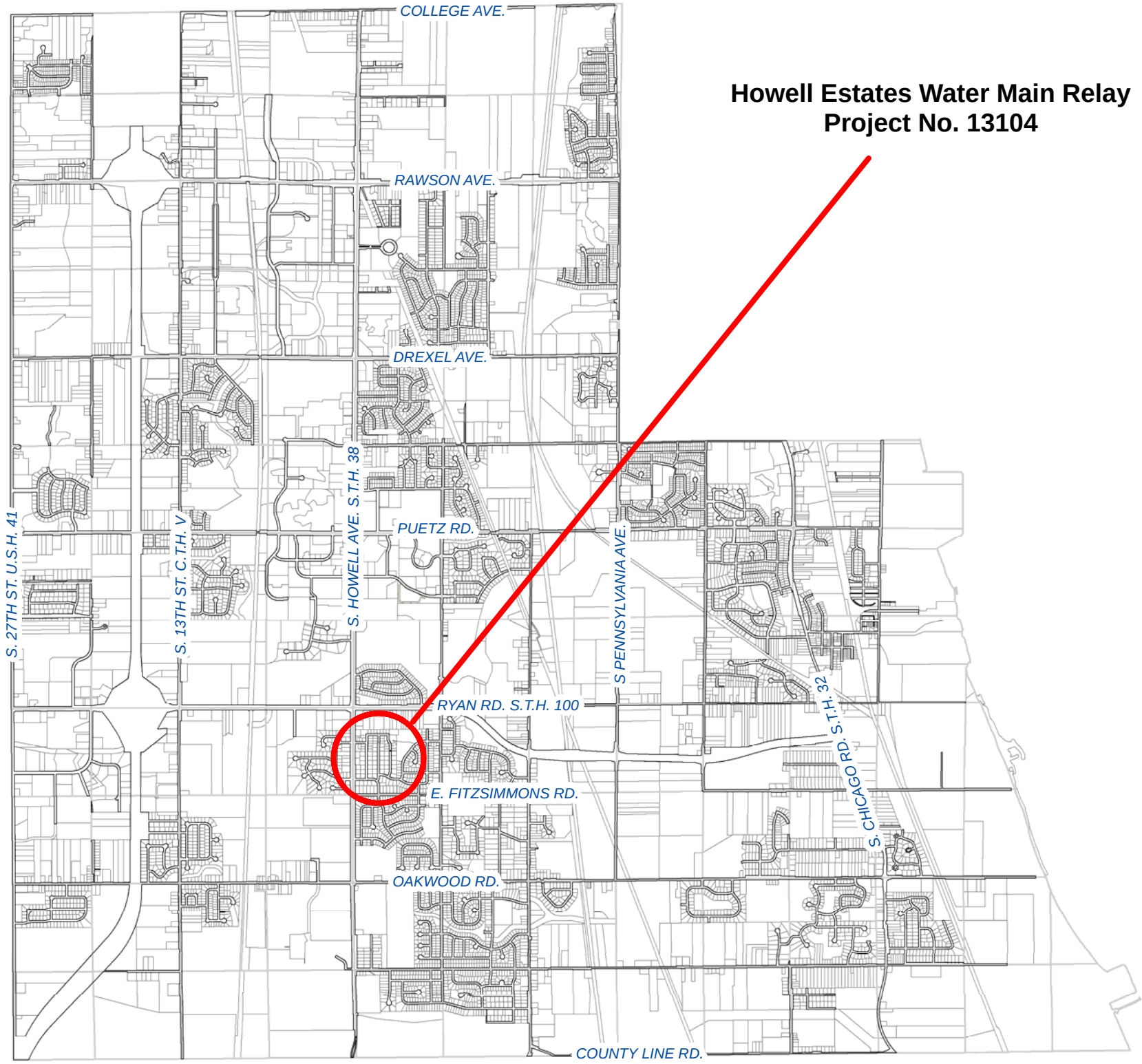
After the firms are ranked, the Utility will begin negotiating with the top-ranked firm. Selection will be based on a combination of price, scope, and qualifications. If agreement is reached, a consulting agreement will be presented to the Utility Commission for approval. If an agreement cannot be reached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

VI. AVAILABLE INFORMATION

The Utility has made the following information available on the Internet to assist in the consultant's evaluation and preparation of their proposal:

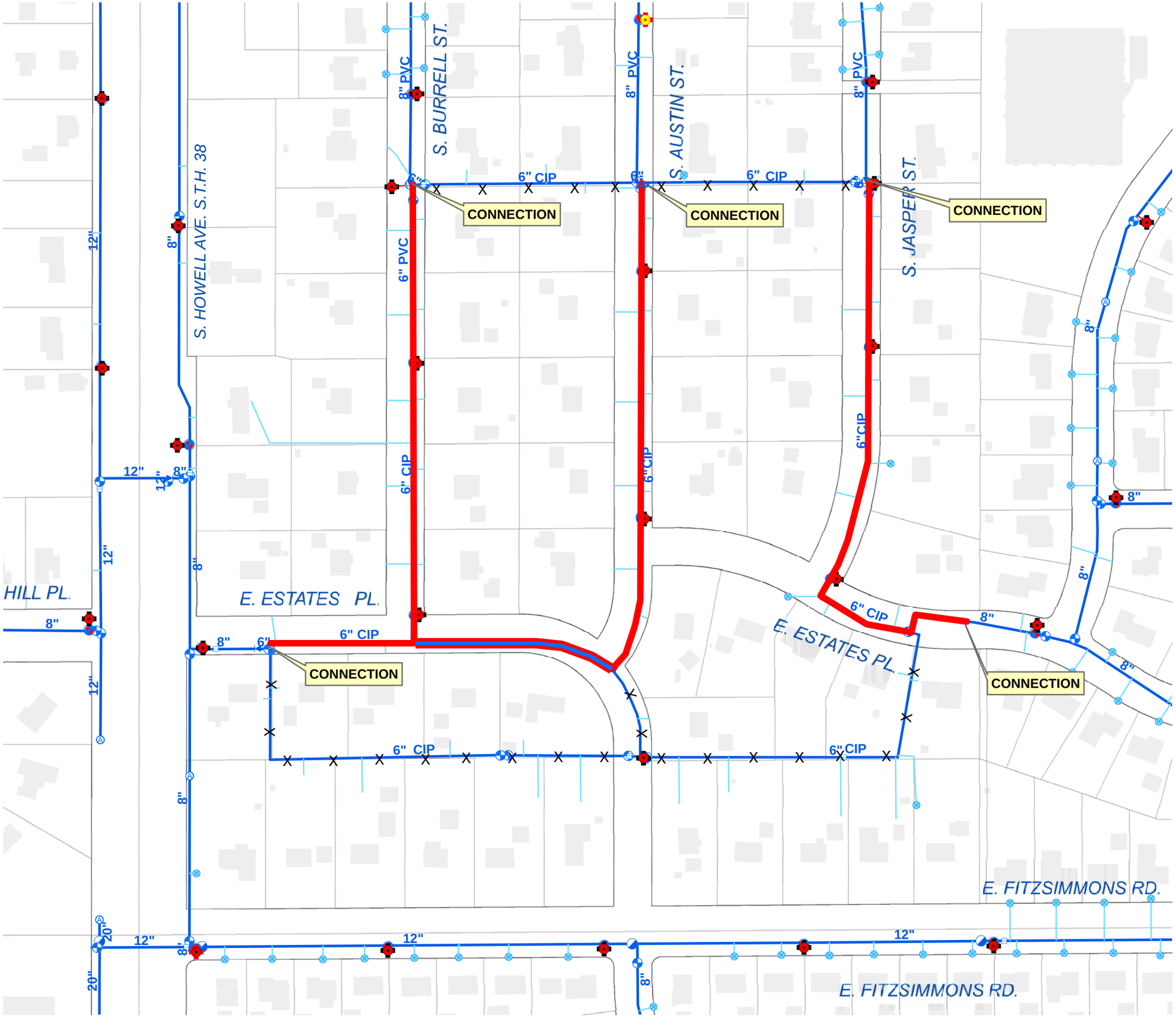
Engineering Design Manual
http://www.oakcreekwi.org/engineering/index.htm

Howell Estates Water Main Relay
Project No. 13104



1 inch = 4,000 feet

Howell Estates Water Main Relay
Project No. 13104



N
W E
S

1 inch = 150 feet

Proposed New Water main

Water mains to be relayed

Water mains to be abandoned

OAK CREEK WATER and SEWER UTILITY