

Request For Proposal
Design Engineering and Inspection Services
Sycamore Tower Repainting

Oak Creek Water & Sewer Utility

Oak Creek, Wisconsin

January 31, 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 and inspection services for the Sycamore Tower Repainting 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 and inspection 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.

Questions, clarifications, and site visit requests 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

Sycamore Water Tower is a 200,000 gallon spheroid whose exterior coating is in need of rehabilitation. The project involves the exterior repainting of Sycamore Water Tower located at 2611 West Sycamore Ave., Oak Creek, WI 53154.

III. GENERAL SCOPE OF SERVICES

The consultant will provide general consulting services as noted below.

A. Design

1. Technical Specifications and Contract Documents

Prepare technical specifications and contract documents for regulatory agencies to review, and a contractor to paint the exterior of the water tower.

B. Inspection

1. Provide inspection strategies and alternatives to insure timely project prosecution and compliance with technical specifications.

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 project team including design and inspection personnel that will be used on the project. Include resumes and clearly show all projects of similar size and scope handled by the project team within the last three years. Only projects accomplished by the project 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 project 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. Demonstrate 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 project 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 project 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, February 15, 2013.

An envelope, plainly marked "Sycamore Water Tower Repainting 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 project 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.

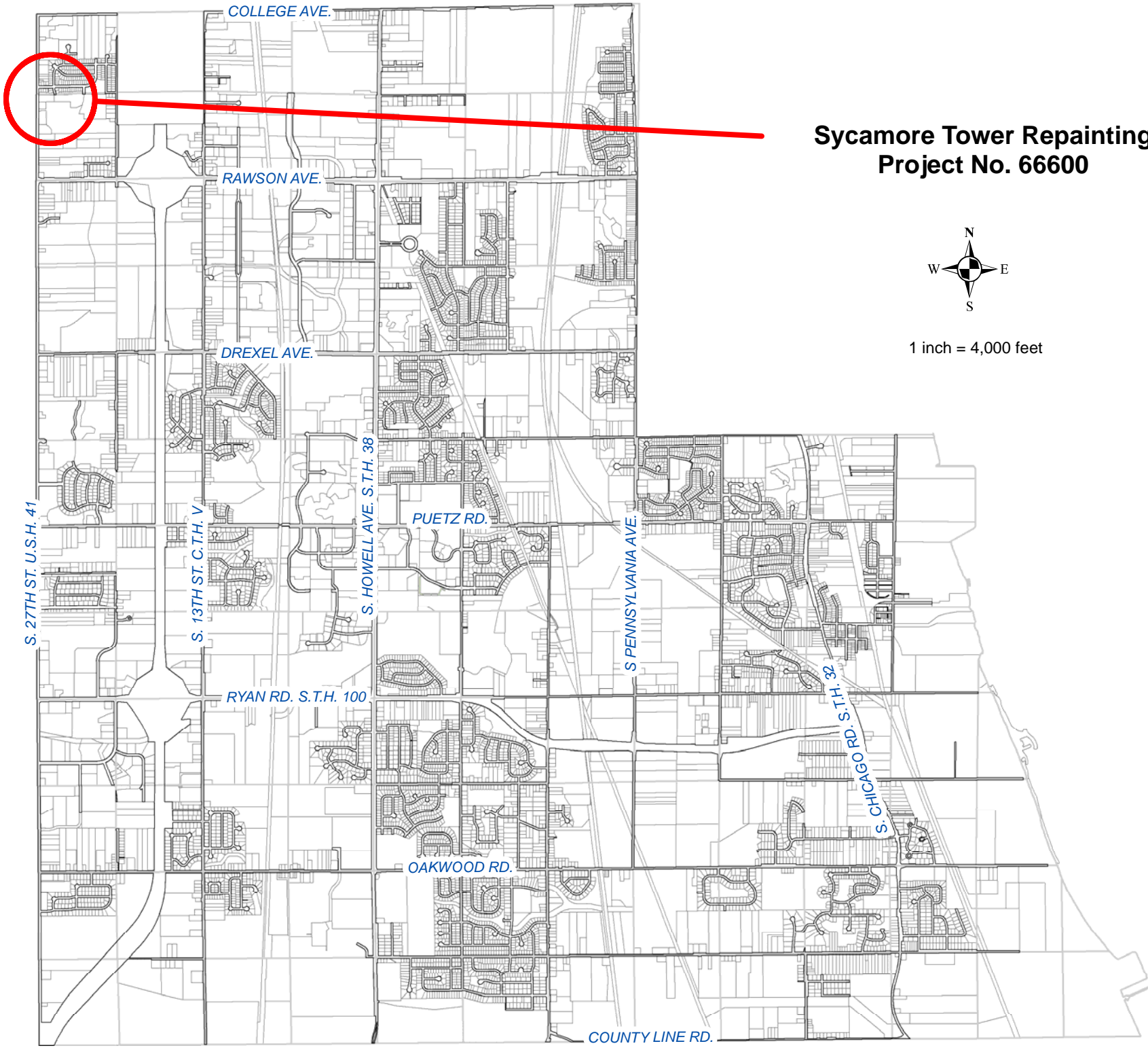
RATING CRITERIA

- Qualifications of the project 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.



Sycamore Tower Repainting Project No. 66600



1 inch = 4,000 feet