



Request for Proposal – Issued 11/19/2019
SOUTHEAST AREA COMBINED SEWER IMPROVEMENTS
ENGINEERING DESIGN SERVICES
Village of Shorewood

PROPOSAL REQUESTED

The Village of Shorewood (Village) is requesting proposals from qualified firms to provide project management and engineering design for the proposed Southeast Area Combined Sewer Improvement (SEACSI) program. The contract will be administered by Department of Public Works staff.

PROJECT BACKGROUND AND SUMMARY

During the late afternoon and early evening hours of July 22, 2010 approximately eight inches of rain fell on the Village causing widespread flooding and property damage. Sewer system failures occurred in the Village's separate and combined sewer service areas. This was at least the sixth such notable rain event since 1997 which caused extensive property resulting from basement back-ups.

As a result of this storm event, a [Comprehensive Facility Plan](#) was commissioned to develop capacity alternatives in mid-2011. The recommended alternative – new storm sewer construction in the combined area – was ultimately determined to be cost prohibitive and infeasible from a regulatory perspective. The eventual preferred recommendation included a mix of combined sewer capacity increase and relief sewers. In [2014 a study](#) was conducted by Milwaukee Metropolitan Sewerage District (MMSD) to evaluate potential combined sewer alternatives; an independent cost review of the combined sewer area (CSA) improvement alternatives was commissioned by the Village in 2015.

A consultant-led [Combined Sewer Service Area Environmental Assessment](#) was conducted by the Village in 2016 and published as MMSD completed an evaluation of the effectiveness of additional Metropolitan Interceptor Sewer (MIS) capacity on Edgewood Avenue to improve combined sewer service to the Village of Shorewood and City of Milwaukee. The Village's consultant engineer drafted a [supplementary memo to the CSAEA](#) outlining revised recommendations utilizing the proposed MMSD improvement as the foundation for planned municipal system improvements.

The Village's 2019 Long Range Financial Plan included a proposed four phase program for the CSA improvements ([Exhibit A](#)); the 2020 LRP condensed the sewer work to three phases ([Exhibit B](#)). Please note the Lake Drive sewer improvements are anticipated to be included in a WisDOT let project currently scheduled for 2025/2026. That project is in early scoping phase and it has not been determined whether underground utility improvements will be constructed with roadway or under separate contract in year prior.

PROJECT DESCRIPTION

The Southeast Area Combined Sewer Improvement Program was developed to reduce the risk of basement backups in the Village combined sewer service area. As currently proposed, the program includes the installation of approximately 11,000 of sewer pipe with the intent of reducing the risk of basement backup:

- 5,129 feet of 24-inch pipe
- 1,794 feet of 30-inch pipe
- 1,900 feet of 42-inch pipe
- 1,356 feet of 66-inch pipe
- 1,110 feet of 72-inch pipe

The project will also include associated pavement rehabilitation or reconstruction and the installation of approximately 686 feet of water main, including 12 municipal service connections. Please see [Exhibit C](#) for project plan and cost estimate detail.

The Village of Shorewood seeks to retain a consulting engineer to provide project management and engineering design through all phases of the proposed SEASCI program:

Phase I	construction anticipated 2022
Phase II	construction anticipated 2023
Phase III	construction anticipated 2025 or 2026 (possibly in conjunction with reconstruction of WisDOT STH 32).

PROJECT SCOPE

The consultant will provide all necessary resources to complete the work described in the project scope. Tasks in the project scope are anticipated to occur between February 2020 and February 2025(26).

Project Management and Coordination

The consultant will provide a single project manager responsible for coordinating a team of professional engineers to provide the services outline in the tasks below. The Project Manager shall oversee the project from design thru bidding. The Project Manager will act as the primary contact to the Village.

Task 1 Project Management

A project manager shall be identified to coordinate the design process including anticipated meetings with Village staff, MMSD staff and the public. Meeting minutes shall be drafted and sent to the Village for review and approval. Meeting minutes shall be delivered no more than one week after the meeting has occurred.

1. Schedule and convene project kick-off and data compilation meeting.
2. Provide design schedule.
3. Conduct monthly project status meetings, provide monthly design status reports and invoices.
4. Coordinate interaction with MMSD consultant designer and District staff.
5. Prepare for and attend up to three (3) public information meetings, including one project public information meeting for each phase of construction.
6. Prepare probably cost estimate by phase at each plan submittal stage.

Task 2 Analysis of Shorewood SWMM model and project planning

Review each of the proposed Project phases listed above and determine applicability through review of SWMM model. Determine constructability of each Project phase as currently proposed. The proposed pipe capacity must convey a 10-year reoccurrence interval using NOAA Atlas 14. The Consultant shall use Southeastern Wisconsin Regional Planning Commission distribution curve. The Consultant shall verify that the proposed design event is contained within the sanitary sewer system. A 25-year reoccurrence interval shall be modeled and the impacts documented. The 25-year reoccurrence interval flow shall not impact lateral connection on private property.

1. Review XPSWMM model, design reference information and capital planning efforts to date.
2. Collection of additional data as needed.
3. Evaluate constructability as currently proposed.

4. If the proposed design capacity cannot achieve the design criteria as outlined above, the consultant shall recommend modifications to proposed sewer improvements as necessary.
5. Model final design to confirm level of protection for the Village.
6. Prepare a planning analysis report documenting the assumptions of the design including level of service that will be provided to the Village and recommended construction phasing.
7. Attend Village Board meeting to present design memo.

Task 3 Green Infrastructure Enhancements

Designer shall perform analysis of green infrastructure (GI) enhancements to project. Alternatives, or a series thereof, shall be presented to the Village Board for consideration and possible inclusion in the final project design(s). Please see [Shorewood Guidebook for Green Infrastructure](#) for additional information.

1. Evaluate design opportunities to incorporate GI and identify applicable GI best management practices.
2. Produce GI assessment summary (at 60% design) which calculates water capture and estimates GI cost per gallon thereof.
3. Evaluate funding mechanisms and opportunities.
4. Propose phasing options identifying enhancements which may be constructed or installed with subsequent funding.
5. Attend Village Board meeting to present GI alternatives for consideration and approval.

Task 4 Engineering Design

Consultant will conduct design activities related to the installation of all phases (1-3) of proposed sewer improvements, Village-identified water facilities and the reconstruction or restoration of project area roadways:

1. Perform field survey activities to capture necessary and relevant data within the Village right-of-way including but not limited to the following:
 - a. Relevant location of water system features
 - b. Underground utilities, including Village electrical system for possible relocation
 - c. Sewer manholes, inlets, catch basins for repair or replacement
 - d. Sidewalk grades to assure positive drainage in terrace and carriage walk areas
 - e. Sufficient radius information to achieve smooth transitions to adjacent streets
2. Manage and direct all public utility coordination activities.
3. Prepare and submit a construction strategy and schedule with identified list of critical issues.
4. Prepare and submit a flow control plan.
5. Incorporate approved GI alternatives into design.
6. Prepare and submit plans for staff review at 30%/60%/90% and final design.
7. Coordination with adjoining municipal entities, including MMSD and City of Milwaukee and UW-Milwaukee as appropriate.
8. Coordination with design team for the MMSD Edgewood Road Near Surface Collector project. Assume 3 meetings.
9. Coordination of necessary permit requirements:

- a. MMSD
 - b. Wisconsin DNR WPDES permit for land disturbance in excess of 1 acre
10. Apply Complete Streets approach for roadway design, integrating elements that support safe travel for people of all ages and abilities whether walking, bicycling, using public transportation or driving.

Construction Services

Task 5 Construction Document Preparation and Bid Process

Prepare necessary construction documents for all phases of proposed sewer improvements, including but not limited to:

1. Detailed topographic survey
2. Preparation and printing of full construction drawings (8 copies)
3. Development of construction staging plan
4. Adaption of Village standard specifications to project as necessary
5. Publication of the appropriate notices
6. Preparation of a construction cost estimate
7. Provision of the final plan set in either shape file, CAD or GIS format
8. Manage distribution of plan sets and bid documents (bids to be submitted to the Director of Public Works) for all phases of construction.
9. Attend and conduct bid openings for all phases of construction (2-3 dependent upon WisDOT project).
10. Prepare recommendation of the selected contractor following review and evaluation of bids received for all phases of construction.

ESTIMATED PROJECT TIMELINE

RFP Issued	November 20, 2019
Proposals due	January 8, 2020
Firms notified of interview	January 17, 2020
Interview week	January 27, 2020
Village Board approval of contract	February 18, 2020
Presentation of planning analysis report	May 2020
Completion of project design	October 2021
Completion of construction drawings	November 2021

The above schedule for review by the Village is subject to change. The Village will not be legally obligated to adhere to the dates for interviews, recommendations and/or award. Interviews will be with staff and members and the Board chairperson of the recommending Board Committee. Interested firms are strongly encouraged to contact the Department of Public Works to schedule a pre-proposal systems review.

PROPOSAL CONTENT

The proposal shall include the following:

1. Transmittal Information.
 - a. Firm's name, address, telephone number and contact person.
 - b. Firm's confirmation of understanding of the project and commitment to provide the appropriate personnel, equipment and facilities to perform the scope of services as defined in this document.
2. Qualifications.
 - a. Provide a description of the firm's background and history with emphasis on municipal engineering services.
 - b. Identify municipal engineering services which firm members are qualified to perform.
3. Project Team. Identify the individuals who will serve as the Project Manager and other key personnel. For each project team member please submit a BRIEF description of the following:
 - a. Name
 - b. Proposed responsibilities
 - c. Professional registrations
 - d. Description of related past municipal experience
4. Rates.
 - a. Complete the Cost Proposal Form. Fees submitted as part of your proposal may be subject to negotiation.
 - b. Please note there will be no reimbursement for travel time, meals, or mileage; these incidental costs should be included in the hourly rates. Only document reproduction costs will be reimbursable.
5. Contract
 - a. Please attach a copy of your standard contract for these types of services in the email submitting the proposal.
6. Insurance
 - a. The proposal must include either a description of the firm's insurance or a certificate of insurance outlining the firm's insurance policies which evidence compliance with the requirements noted in the *Terms and Conditions* section of this RFP.

TERMS AND CONDITIONS

Payment Terms

All invoices for services will be processed within 30 days, pending verification and the receipt of any required documentation of services provided in accordance with the terms of the agreement.

Insurance

The successful firm shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance policies required by the contract, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the Village. Such insurance shall be primary. Prior to execution of the written contract, the successful firm shall furnish the Village with a Certificate of Insurance listing the Village as an additional insured and upon request, certified copies of the required insurance

policies. The Certificate shall reference the contract and provide for thirty (30) days advance notice of cancellation or nonrenewal during the term of the agreement. Failure to submit an insurance certificate, as required, can make the contract voidable at the Village's discretion. Additionally, the Firm shall not allow any subcontractor to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor and approved by Village of Shorewood.

Nondiscrimination

In connection with the performance of work under this agreement, the Firm agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry. This provision must be included in all subcontracts.

Assignment or Subcontract

The contract may not be assigned or subcontracted by the firm without the written consent of the Village. If all or a portion on the contract work is proposed to assigned or subcontracted, the name of the individual(s) to complete the work, address and firm proposed shall be submitted within the scope of the proposal.

Independent Contractor Status

The firm agrees that it is an independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

Amendments to Contract

This contract may be modified only by written amendment to the contract, signed by both parties.

Waiver

One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

Indemnification and Defense of Suits

The firm agrees to indemnify, hold harmless, and defend the Village, its officers, agents and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the firm, its employees, agents or subcontractors.

Contract Period

This will be a multi-year agreement covering all phases of the SEACSI program, currently anticipated to be 2020-2026.

Termination of Contract

To be defined in the contract document.

Professional Services Contract

If your proposal is accepted and a contract is issued, then this Request for Proposal and all documents attached hereto including any amendments, the firm's technical and price proposals, and any other written offers/clarifications made by the firm and accepted by the Village, will be incorporated into a contract between the Village and the firm, it shall contain all the terms and conditions agreed on by the parties

hereto, and no other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

The submission of a proposal shall be considered as a representation that the firm has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable State, Federal and Local regulations that affect, or may at some future date affect the performance of this contract.

Acceptance of this proposal will take place only upon award by the Village Board, execution of the contract by the proper Village officials, and delivery of the fully-executed contract to the firm. Acceptance may be revoked at any time prior to delivery of the fully-executed contract to the successful firm. The contract may be amended only by written agreement between the firm and the Village of Shorewood.

SELECTION CRITERIA

A selection committee will be comprised of the Village Manager, Director of Public Work, Assistant Director of Public Works, and a member(s) of the Village Board of Trustees. The following will be considered in evaluation of the proposals:

1. Qualifications
2. Past record of performance of the firm, project manager and consultant team, including references from communities under contract for municipal engineering services.
3. Familiarity and understanding of the firm with the Village of Shorewood.
4. Experience, technical competence and diversity of the consultant team assigned to the project.
5. Proximity of the project manager and key members of the consultant team to the Village of Shorewood.
6. Cost.

INSTRUCTIONS TO FIRMS

Submittal Instructions

1. Please provide five (5) hard copies and (1) digital copy of the proposal to:
Leeann Butschlick, Director of Public Works
3801 N. Morris Boulevard
Shorewood WI, 53211

Deadline: Wednesday, January 8 2020
3:00 P.M. CST

2. Proposals will be accepted on or before the deadline identified above. Proposals received after that date and time will be rejected. Proposals will not be opened publicly.
3. Questions regarding this RFP should only be directed to staff member identified above. Contact with elected officials, committee members and other staff members is grounds for disqualification.

This RFP does not commit the Village to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The Village reserves the right to accept or reject any or all proposals received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of the Village of Shorewood to do so.

Amendments

Amendment of proposals may be done as follows:

By Village: Proposals may be amended by the Village in response to need for further clarification, specifications and/or requirements changes, new opening date, etc. Copies of the amendment will be mailed to prospective vendors.

By Firm: Proposals may only be amended after receipt by the Village by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the Village.

Proposals may be withdrawn only in total, and only by a written request to the Village prior to the time and date scheduled for opening of proposals.

Contract Administration

The staff member is the primary contact for contract administration of this proposal:

Leeann Butschlick, Director of Public Works
lbutschlick@villageofshorewood.org
414-847-2650

In the absence of the primary contract, the secondary contract for contraction administration is:

Joel Kolste, Assistant Director of Public Works
jkolste@villageofshorewood.org
414-847-2650

END