



**Request for Proposal
Design Engineering and Construction Inspection Services
Village of Shorewood
2022 Alley Reconstruction Program
May 2021**

The Village of Shorewood, Wisconsin is requesting proposals from qualified consultants for design engineering and construction inspection services for the Village's 2022 alley reconstruction project.

Background

Approximately one third of Shorewood properties are served by alleys. Existing alleys are reconstructed with an inverted cross section of 5-inches of asphaltic pavement over 9-inches of dense-graded base course.

The Village's Long Range Plan identifies an alley reconstruction schedule through 2033. Due to other recent project schedule implementation adjustments, the previously planned 2025 program has been re-scheduled for 2022. The selected firm shall design and develop construction drawings for all thirteen (13) [2025-identified alleys](#). It is anticipated the program will be structured with bid alternates; all thirteen (13) alleys identified for design may not necessarily be constructed in 2022.

Schedule

The desired project timeline is outlined below:

Proposals due	Friday, June 18, 2021
Engineering contract award	Tuesday, July 6, 2021
Completion of construction documents	Wednesday, December 1, 2021
Official Notice Publication dates	Friday, January 14, 2021 Friday, January 21, 2021
Construction bid open	Friday, January 28, 2021
Construction contract award	Monday, February 7, 2021

Project Scope

Task 1 Project Management

A project manager shall be identified to coordinate the design process including anticipated meetings with Village staff and public. Meetings listed are with Village staff unless indicated as public meeting.

1. Schedule and convene project kick-off and data compilation meeting.
2. Provide design schedule.
3. Conduct up to three (3) staff project status meetings related to ongoing design activities.
4. Provide monthly design status reports and invoices.
5. Prepare probable cost estimate at each plan submittal phase.

Task 2 Green Infrastructure Evaluation

Designer shall perform analysis of green infrastructure (GI) enhancements to project. Options shall be presented to the Village Board for consideration and possible inclusion in the final project design. Please see the 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. Attend Village Board meeting to present GI alternatives for consideration and scope selection.

Task 3 Engineering and Design Activities

Conduct all design activities related to the reconstruction of identified alleys, including an evaluation of drainage conditions to include existing and proposed storm sewer facilities:

1. Survey activities to capture all necessary and relevant data within the Village right-of-way including but not limited to the following:
 - a. Relevant locations of all utility features.
 - b. Cross sections to assure positive drainage.
2. If necessary, coordinate geotechnical testing activities for pavement design. Village to be invoiced directly by geotechnical consultant.
3. Incorporate approved GI alternatives into design.
4. Prepare and submit plans for staff review at 30%, 60%, 90% and final stages.
5. Coordinate all necessary state permit requirements.

Task 4 Construction Document Preparation and Bid Process

Prepare all the necessary construction documents, including but not limited to:

1. Preparation and printing of full construction drawings
2. Adaptation of Village standard specifications to project as necessary
3. Preparation of Official Notice (Village to publish)
4. Preparation of a construction cost estimate
5. Provision of the final plan set in either shape file, CAD or GDS format
6. Coordination of the public bidding process including but not limited to:
 - a. Manage electronic distribution of plan sets and bid documents
 - b. Attend and conduct bid opening
 - c. Prepare bid tabulation
 - d. Prepare recommendation of the selected contractor following review and evaluation of bids received

Task 5 Construction Activities

Provide necessary construction inspection activities:

1. Construction Inspection Services
 - a. Provide full-time inspection team.
 - b. Maintain daily work logs.
 - c. Act as project contact for residents.
 - d. Provide Electric Record Drawings/GIS compatible shape files.
 - e. Distribute construction notices to area residents.

2. Construction Management Services
 - a. Arrange and conduct preconstruction meeting
 - b. Review contractor payment request(s)
 - c. Review change orders
 - d. Generate Substantial/Final Completion documents (Punch List)
 - e. Final acceptance
 - f. Provide weekly construction updates for public distribution.

Proposal Contents

The proposal should not exceed 20 pages and should address 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. Approach.
 - a. Provide a description of the anticipated design and construction efforts.
 - b. Outline your proposed staffing levels and activities.
 - c. Provide estimated hours for all tasks.

3. Personnel Experience. 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 experience, particularly experience of a similar capacity on projects of comparable size and/or scope

4. Cost.
 - a. Provide an hourly rate for each project team member and a detailed analysis of the direct hours by task and position to satisfactorily provide, at a minimum, the services outlined in the scope of services. Please complete the proposal cost sheet (attached).

- b. Please note that the inspection cost proposal should assume construction of the full project scope. If the awarded construction contract differs from that scope, an adjustment shall be negotiated.
- c. 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.

Selection Criteria

Village staff will consider the following in evaluation of the proposals:

1. Quality and content of the written proposal. General understanding of and agreement with the consultant's approach to the project, including the Village's confidence in the consultant's ability to satisfactorily perform the work (25%).
2. Past record of performance of the consultant and team on similar projects (25%).
3. Qualifications, experience, and diversity of the consultant and project team assigned to the project (25%).
4. Total cost of the overall proposal including consideration of the hourly bill-out rates of proposed staff (25%).

Proposal Submission

1. All proposals shall be submitted by **12:00 p.m. (noon) on Friday, June 18, 2021 to:**
Leeann Butschlick
Shorewood Public Works
3801 N. Morris Boulevard
Shorewood, WI 53211
2. Please provide one (1) hard copy and (1) digital copy of the proposal, marked "Shorewood 2022 Alley Reconstruction Engineering and Inspection Proposal".

Questions regarding this RFP should be directed to Leeann Butschlick at 414.847.2650.