



Engineering Department

**Q19-02
REQUEST FOR PROPOSAL**

**Construction Management and Inspection Services
Bittersweet Drive, Green Valley Place, and Edward Ct Water Main Replacement Projects**

RFP Issuance Date: February 22, 2019

Proposal Due Date: March 12, 2019

The City of West Bend (City) is requesting proposals for Construction Management and Inspection Services for the **BITTERSWEET DRIVE WATER MAIN REPLACEMENT** project and the **GREEN VALLEY PLACE & EDWARD COURT WATER MAIN REPLACEMENT** project. The selected Consultant will be expected to provide all construction management and inspection services associated with the projects as described herein.

Proposals will be received until 10:00 a.m. on March 12, 2019 at:

West Bend City Hall
1115 South Main Street
West Bend, WI 53095

Attention: Stephanie Justmann
City Clerk

Please direct comments or questions regarding this RFP to:

City of West Bend
Engineering Department
1115 South Main Street
West Bend, WI 53095

City Engineer: Max Marechal
cityeng@ci.west-bend.wi.us

Questions should be submitted via email no later than 12:00 pm on Friday, March 08, 2019. Answers will be posted as questions are received. Please visit the City's website (www.ci.west-bend.wi.us) to receive up-to-date information regarding this RFP, including answers to all questions received. It is the responsibility of the Consultant to check the website for new questions and answers prior to submitting a proposal. The names of Consultants submitting questions will not be disclosed. Personal visits and phone calls will not be allowed.

INTRODUCTION

The City is currently seeking firms interested in performing construction management and inspection services for the **BITTERSWEET DRIVE WATER MAIN REPLACEMENT** project and the **GREEN VALLEY PLACE & EDWARD COURT WATER MAIN REPLACEMENT** project.

The **BITTERSWEET DRIVE WATER MAIN REPLACEMENT** project generally consists of the replacement of the existing water main on Bittersweet Drive from Eder Lane to Sylvan Way. Project work will include the replacement of approximately 675 linear feet of existing 6-inch cast iron water main with 8-inch diameter polyvinyl chloride (PVC) pipe. Water service laterals will be reconnected at the main line. The area of excavation for the water main replacement work will be backfilled, and the pavement area patched with hot-mix asphalt meeting City standard specifications.

The **GREEN VALLEY PLACE & EDWARD COURT WATER MAIN REPLACEMENT** project generally consists of the replacement of the existing water main on Green Valley Place from Eder Lane to Sylvan Way, and on Edward Court. Project work will include the replacement of approximately 1,200 linear feet of existing 6-inch cast iron water main with 8-inch diameter polyvinyl chloride (PVC) pipe on Green Valley Place, and the replacement of approximately 260 linear feet of 4-inch diameter cast iron water main with 8-inch diameter polyvinyl chloride (PVC) pipe on Edward Court. Water service laterals will be reconnected at the main line. The area of excavation for the water main replacement work will be backfilled, and the pavement area patched with hot-mix asphalt meeting City standard specifications.

The **BITTERSWEET DRIVE WATER MAIN REPLACEMENT** and the **GREEN VALLEY PLACE & EDWARD COURT WATER MAIN REPLACEMENT** projects are currently out for bid as separate projects, with bid openings scheduled on March 12, 2019 for both projects.

The anticipated award date for both projects is April 1, 2019. However, depending on construction bid prices received, the City's Common Council may elect to reject the bids received for one or both projects. In the event that only one project is awarded, the Construction Management & Inspection consultant solicited via this RFP will only be awarded that same project.

Construction on the **BITTERSWEET DRIVE WATER MAIN REPLACEMENT** project will not begin before June 10, 2019, and shall be substantially completed within 35 calendar days thereafter or by August 30, 2019, whichever comes first. The Design Engineer's estimated contract time for completion for this project is attached to this Request for Proposal.

Construction on the **GREEN VALLEY PLACE & EDWARD COURT WATER MAIN REPLACEMENT** project will not begin before June 10, 2019, and shall be substantially completed within 50 calendar days thereafter or by August 30, 2019, whichever comes first. The Design Engineer's estimated contract time for completion for this project is attached to this Request for Proposal.

Each firm interested in providing Construction Management & Inspection services shall obtain a complete set of project construction documents for each project. These documents are available for download as a digital file in the PDF format at www.questcdn.com.

You may download the digital file for a \$15.00 non-refundable fee (each project) by inputting Quest project # **6151185** (Contract documents & plans for BOTH projects are uploaded to Quest as ONE file: **BITTERSWEET DRIVE WATER MAIN REPLACEMENT** project documents followed by **GREEN VALLEY PLACE & EDWARD CT WATER MAIN REPLACEMENT** project documents) into the Quest website's Project Search field. Please contact QuestCDN.com at 952-233-1632 or info@questcdn.com for assistance in free membership, downloading of documents, and working with this digital project information.

SCOPE OF SERVICES

The selected Consultant will be expected to provide all Construction Management and Inspection services associated with the **BITTERSWEET DRIVE WATER MAIN REPLACEMENT** project and/or the **GREEN VALLEY PLACE & EDWARD COURT WATER MAIN REPLACEMENT** projects, including, but not limited to, the services outlined below for each project:

1. Perform a pre-construction project manual & plan set review, along with a site inspection. The selected consultant shall notify the City and Design Engineer with any questions, comments or discrepancies noted during this review.
2. Conduct a pre-construction conference. The City will provide the selected Consultant with an agenda template to be used for the meeting. The Consultant will also prepare and distribute pre-construction meeting minutes.
3. Review and approve project shop drawings, material submittals, traffic control plans, etc. prior to construction.
4. Coordinate and review material and other construction testing per City of West Bend Standard Specifications for Public Works Construction.
5. Conduct inspections for all phases of construction operations, including equipment and materials.
6. Perform construction staking necessary for the project.
7. Act as the main project contact for contractors, residents and businesses, and provide a 24-hour emergency phone number for contact 7-days per week.
8. Maintain a complete daily diary with contractor activities, on-site labor and equipment, daily completed quantities, and start to finish project photograph diary. **One electronic and one hard copy of all daily reports will be submitted to the City weekly.**
9. Hold weekly progress review meetings. **One electronic and one hard copy of a brief report of items discussed at the weekly meeting should be submitted weekly along with the copies of the daily diaries from the week discussed above.**
10. Review pay requests and prepare recommendations for progress payments.
11. If necessary, prepare Change Orders for work not covered in the contract.
12. Coordinate and conduct a Final Walk-Thru meeting. Based on this meeting, the Consultant will prepare a Punch List for the contractor, listing work left to complete.
13. Conduct final inspection of the project and certify a recommendation for acceptance.
14. Prepare red-line, paper and electronic as-built plans when project is finished, including all as-built survey work.
 - a. Design Engineer will provide the Construction Management Consultant with the electronic CAD project plans and survey data.
 - b. Upon project completion, the selected consultant shall perform a final survey of the project area in order to generate as-built project plans within CAD. Asbuilt quantities, dimensions, etc. shall be provided for ALL quantities, dimensions, etc. shown on the construction plans.
 - c. As-built plans shall be provided to the City no later than 30 days after the Final Walk-Thru meeting. The City will require one hard copy, one electronic PDF copy, and the asbuilt CAD file.
 - d. The Consultant shall also complete the City's structure datasheets and utility inventory forms, which will be provided to the selected Consultant, for work completed on the project.
15. Coordinate with City staff to update the City's benchmark database upon project completion. For example, if a hydrant in the City's benchmark database is removed as part of the project, coordinate with City staff to remove this hydrant from the database.

GENERAL TERMS & REQUIREMENTS

The Consultant shall provide all labor, equipment, and materials necessary for completing the work unless otherwise agreed to in writing.

The Consultant shall have visited the site and shall become familiar and satisfied with the general local site conditions that may affect their performance and furnishing of the Work.

Respondents are to list any consultants or subcontractors that will be used to help complete this project.

No reimbursement will be made for any cost incurred in preparing responses to this solicitation.

All proposals shall be binding for sixty (60) calendar days following the proposal submittal date unless the Consultant, upon request of the City, agrees to an extension.

Firms may withdraw their proposals at any time before the due date and time by written request for withdrawal and by presenting proper identification upon request.

Faxed and e-mailed proposals will be rejected. Late proposals will not be accepted and will remain unopened and returned to the sender.

The City intends to award this Work to the lowest responsible, responsive firm who complies with the specifications and scope of services and who, in the opinion of the City, can best meet the requirements of this request. However, price is but one factor to be considered and the award is not required to be made to the lowest bidder. Award will be made to the responsive, responsible firm whose overall proposal is the most advantageous to the City. The City may opt to award a contract for Construction Management & Inspection services to the selected Consultant for one or both projects.

The City of West Bend reserves the right to waive any formalities and to reject any and all proposals deemed to be unsatisfactory or not in the City's best interest. Furthermore, the City reserves the right to cancel any order or contract for failure of the successful firm to comply with the terms, conditions, and specifications of this request and/or contract.

The selected Consultant shall provide a Certificate of Insurance meeting insurance requirements of Section 105.7 of the City of West Bend Standard Specifications for Public Works Construction, latest edition.

The City will pay the selected Consultant on a monthly basis for actual time and expenses incurred on each project, up to the Maximum Not-to-Exceed contractual value provided by the Consultant on the Cost Spreadsheet for each project as part of the proposal submission. Payment for services will be paid to the firm contingent upon the City's acceptance and approval of all work done or services provided.

Each Consultant shall develop the Maximum Not-to-Exceed contractual value for the **BITTERSWEET DRIVE WATER MAIN REPLACEMENT** project based upon **twenty-four (24)** days of inspection. This is based on the Design Engineer's estimated contract time for completion (attached to this Request for Proposal) of 20 probable working days (24 possible work days). For clarification, the construction contract special provisions awards the contractor 35 calendar days to complete their work, with the flexibility to slide this 35-day block anywhere between June 10th and August 30th during the construction season.

Each Consultant shall develop the Maximum Not-to-Exceed contractual value for the **GREEN VALLEY PLACE & EDWARD COURT WATER MAIN REPLACEMENT** project based upon **thirty-four (34)** days of inspection. This is based on the Design Engineer's estimated contract time for completion (attached to this Request for Proposal) of 28 probable working days (34 possible work days). For clarification, the construction contract special provisions awards the contractor 50 calendar days to complete their work, with the flexibility to slide this 50-day block anywhere between June 10th and August 30th during the construction season.

Upon review of the project design documents, if the Consultant feels the number of working days listed for either project is not sufficient, the Consultant shall identify the number of working days they feel is appropriate for the project, explain the additional days needed within the submitted proposal and provide a separate cost for those additional working days.

The City shall be the Owner of any and all of the reports, plans, specifications and documents resulting from the RFP and the selected Consultant shall provide electronic copies and one hard copy of all reports, plans and documents as indicated in this RFP to Owner in a format usable to the City. Awarded firm shall also waive any rights to copyright protection so Owner may reproduce, distribute and use all reports, plans, specifications and documents as it so chooses.

SUBMISSION REQUIREMENTS

Proposals must be received in the office of the City Clerk, 1115 S. Main Street, West Bend, Wisconsin, 53095, by **10:00 a.m. on Tuesday, March 12, 2019.**

Sealed proposals shall be clearly labeled:

Q19-02: Construction Management and Inspection Services Bittersweet Drive, Green Valley Place, and Edward Ct Water Main Replacement Projects

The Consultant shall submit four (4) complete SEALED proposals to the City of West Bend. One digital copy of the proposal shall also be provided to the City by the Consultant on a CD, DVD, memory stick, or other support commonly used with current computer technology. Submitted proposals shall include the following:

1. Technical Proposal containing all information as outlined in Exhibit A – Proposal Submittal Information.
2. Draft Service Agreement covering all the terms, conditions, and specifications for the performance of all work for this request. The firm agrees that this contract shall be subject to changes that may be required by the City.

PROPOSAL REVIEW

Submitted proposals will be reviewed by City Staff using the proposal evaluation form provided in Exhibit D. The selected Consultant will be contacted by the Engineering Department after the City's review is complete.

LIST OF ATTACHMENTS

- Exhibit A – Proposal Submittal Information
- Exhibit B – Proposal Form
- Exhibit C – Cost Spreadsheet: Bittersweet Drive
- Exhibit D – Cost Spreadsheet: Green Valley Place & Edward Ct
- Exhibit E – Contract Time for Completion Forms

EXHIBIT A

Q19-02

Construction Management and Inspection Services Bittersweet Drive, Green Valley Place, and Edward Ct Water Main Replacement Projects

PROPOSAL SUBMITTAL INFORMATION

Technical proposals should, at a minimum, include the following information, in the order as listed below:

1. Completeness of Proposal

- 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 the Request for Proposal (Exhibit B).

2. Personnel Experience

- a. Brief history of firm.
- b. Project team organizational chart.
- c. Proposed staff assigned to the project and their project role. Identify the primary Inspector who will be assigned to the project. The Primary Inspector assigned to the project shall have a minimum of four (4) years of inspecting watermain and roadway infrastructure projects. This Inspector identified in the proposal shall be assigned to the project, and shall be consistent throughout construction. The Consultant shall discuss any proposed staff changes on the project with the City, who shall ultimately approve of such changes. At a minimum, re-assigned project staff shall have a similar level of experience as the staff identified within the proposal.
- d. For each staff assigned, submit their resume (limit two pages), including their area of expertise, certifications and licenses, and list specific, relevant experience with construction management and/or inspection of similar project in the last five years.
- e. List of subcontractors and their personnel experience.

3. Approach

- a. Firm's observations on each project, and/or key points in the construction process.
- b. Explain your firm's approach to the inspection, quality control of materials, testing, and construction specifications.
- c. Firm's estimated construction timeline regarding project benchmarks and staging.
- d. Proposed staffing levels and activities, including estimated hours per assigned staff.

4. Reliability of Firm

- a. Examples of specific knowledge and expertise related to this type of work.
- b. Provide at least 3 references of similar size projects (preferably government accounts) that have been done by your firm in the last five years. References are to include the firm's name, contact person, address, and telephone number and email address of owners for which your firm and assigned key personnel have provided similar services. Include the start date and stop date for each reference for each project.

5. Cost

- a. Firm's hours, rates, and maximum not-to-exceed total cost separately for each project to provide, at a minimum, the tasks listed in Exhibits C & D for costs associated with each project separately. The firm may use their own layout, style, etc. but must include, at a minimum, the given inspection services, estimated inspection hours, rates, and estimated total cost separately for each project.
- b. There will be no reimbursement for travel time, meals, mileage, or other expenses. All incidental costs should be included within the Hourly Rates provided.

EXHIBIT B

Q19-02

Construction Management and Inspection Services

Bittersweet Drive, Green Valley Place, and Edward Ct Water Main Replacement Projects

PROPOSAL FORM

Complete this page and include it with your sealed response to this request. Please insert it as the first part of your Technical Proposal.

I have read this Request for Proposals (RFP), all attachments, addenda (if any) and exhibits issued for this project and understand their contents and requirements, and am committing to provide the appropriate personnel, equipment and facilities to perform the scope of services as defined in the request for proposal.

Company: _____

Address: _____

Signature (Manual Signature): _____

Name (Type or Print): _____

Title: _____

Date: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

EXHIBIT C

**Q19-02A
BITTERSWEET DRIVE WATER MAIN REPLACEMENT
CONSTRUCTION MANAGEMENT & INSPECTION SERVICES**

COST SPREADSHEET

Company Name:				
Staff Name				
Project Role	Construction Manager	Primary Inspector	Surveyor	Other (Provide Title)
Rate (\$/hr)				

Task	Estimated Hours			
Project Management				
Project Meetings				
Pre-Construction				
Weekly Progress				
Final Walk-Thru				
Project Manual Review				
Pre-Construction Site Inspection				
Construction Staking				
Construction Inspection				
Change Order/Pay Requests				
Final Quantity Measurements				
Final Documentation				
As-Built Plans & Documents				
Subtotals				

Maximum Not-to-Exceed Total	
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Prepared By: _____

Signature: _____

Date: _____

EXHIBIT D

Q19-02B

**GREEN VALLEY PLACE & EDWARD COURT WATER MAIN REPLACEMENT
CONSTRUCTION MANAGEMENT & INSPECTION SERVICES**

COST SPREADSHEET

Company Name:				
Staff Name				
Project Role	Construction Manager	Primary Inspector	Surveyor	Other (Provide Title)
Rate (\$/hr)				

Task	Estimated Hours			
Project Management				
Project Meetings				
Pre-Construction				
Weekly Progress				
Final Walk-Thru				
Project Manual Review				
Pre-Construction Site Inspection				
Construction Staking				
Construction Inspection				
Change Order/Pay Requests				
Final Quantity Measurements				
Final Documentation				
As-Built Plans & Documents				
Subtotals				

Maximum Not-to-Exceed Total				
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Prepared By: _____

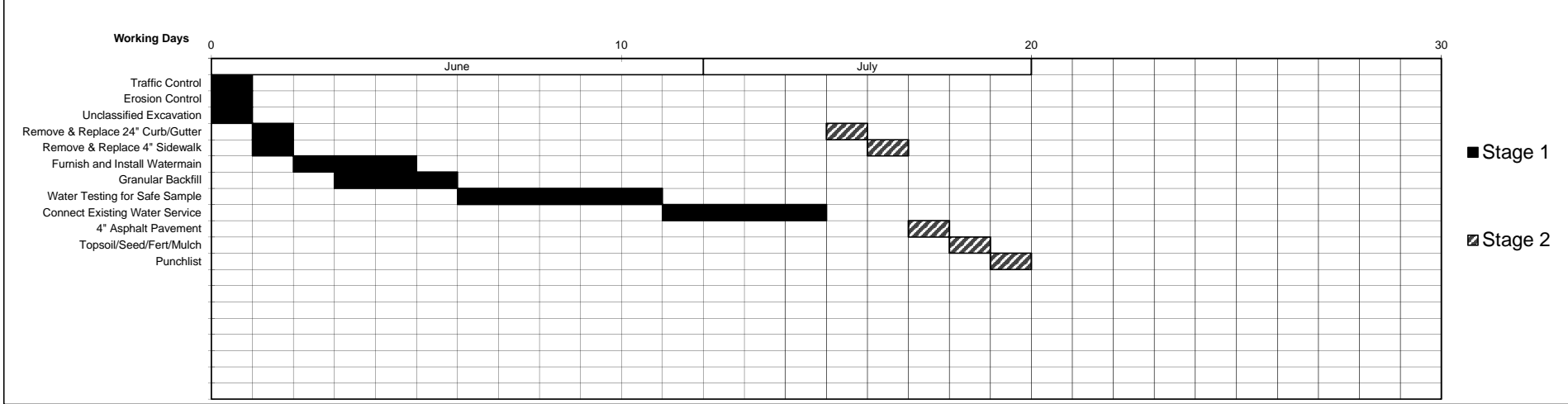
Signature: _____

Date: _____

CONTRACT TIME FOR COMPLETION - FINAL

Wisconsin Department of Transportation DT1923 04/2011

Project ID 19-02	Highway Bittersweet Drive	Project Title Water Main Replacement	Date of Letting March 12, 2019
Work Type Water Main Replacement	County Washington	Project Limits Eder Lane to Sylvan Way	Probable Date of Beginning June 10, 2019



ITEM ANALYSIS

Item	Contract Quantity per Stage					Total Quantity	Unit	Production Rate	Working Days (per Stage)	Stage 1		Stage 2		Stage 3		Stage 4		Stage 5	
	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5					Begin	End	Begin	End	Begin	End	Begin	End	Begin	End
Traffic Control	1					1	LS	1	1 / / / /	0	1								
Erosion Control	1					1	LS	1	1 / / / /	0	1								
Unclassified Excavation	1					1	LS	1	1 / / / /	0	1								
Remove & Replace 24" Curb/Gutter	30	30				60	LF	100	1 / 1 / / /	1	2	15	16						
Remove & Replace 4" Sidewalk	45	45				90	SF	500	1 / 1 / / /	1	2	16	17						
Furnish and Install Watermain	670					670	LF	300	3 / / / / /	2	5								
Granular Backfill	670					670	LF	300	3 / / / / /	3	6								
Water Testing for Safe Sample	5					5	DAYS	1	5 / / / / /	6	11								
Connect Existing Water Service	15					15	EA	4	4 / / / / /	11	15								
4" Asphalt Pavement		348				348	TON	1000	/ 1 / / /			17	18						
Topsoil/Seed/Fert/Mulch		50				50	SY	500	/ 1 / / /			18	19						
Punchlist		1				1	EA	1	/ 1 / / /			19	20						

Month	Date		Days			Possible Work Days	Probable Working Days		
	Begin	End	Month	Total	Holiday		%	Month	Total
			0	0		0	50	0	0
			0	0		0	50	0	0
			0	0		0	50	0	0
			0	0		0	50	0	0
			0	0		0	50	0	0
June	6/10/2019	6/30/2019	21	21		15	80	12	12
July	7/1/2019	7/14/2019	14	35	1	9	85	8	20
			0	35		0	85	0	20
			0	35		0	50	0	20
			0	35		0	50	0	20
			0	35		0	50	0	20

REMARKS

Total quantities for the remove and replace items are doubled to show that there will be 2 separate operations, one for removal and a 2nd for replacement

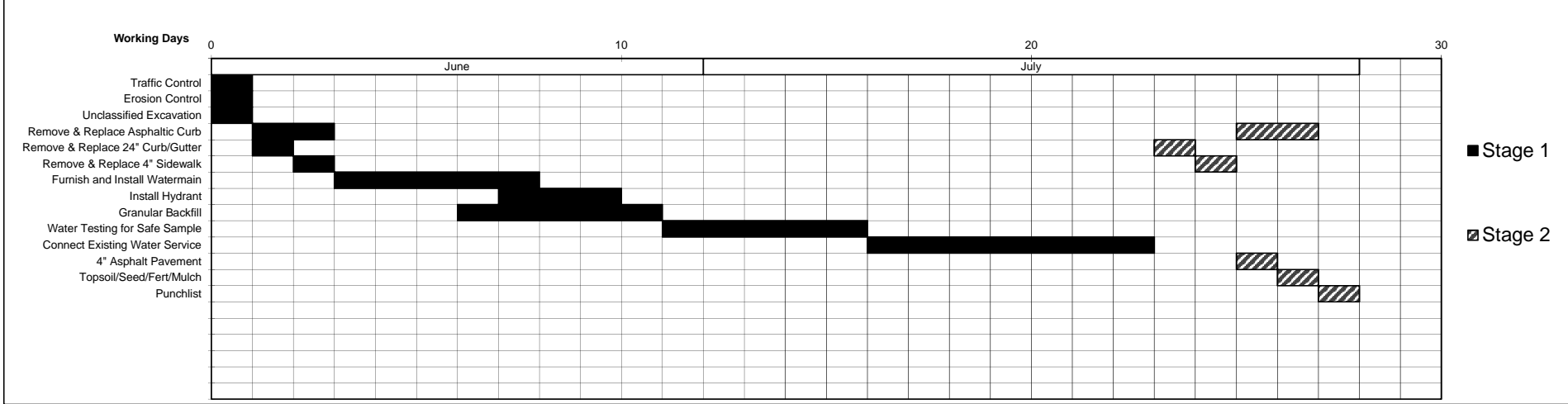
Calendar Days	35
Working Days	20
Completion Date	
Prepared By	JT Engineering

CONSTRUCTION YEAR: 2019

CONTRACT TIME FOR COMPLETION - FINAL

Wisconsin Department of Transportation DT1923 04/2011

Project ID	19-03	Highway	Green Valley Place & Edward Court	Project Title	Water Main Replacement	Date of Letting	March 12, 2019
Work Type	Water Main Replacement	County	Washington	Project Limits	Eder Lane to Sylvan Way	Probable Date of Beginning	June 10, 2019



ITEM ANALYSIS

Item	Contract Quantity per Stage					Total Quantity	Unit	Production Rate	Working Days (per Stage)	Stage 1		Stage 2		Stage 3		Stage 4		Stage 5	
	Stage 1	Stage 2	Stage 3	Stage 4	Stage 5					Begin	End	Begin	End	Begin	End	Begin	End	Begin	End
Traffic Control	1					1	LS	1	1 / / / / /	0	1								
Erosion Control	1					1	LS	1	1 / / / / /	0	1								
Unclassified Excavation	1					1	LS	1	1 / / / / /	0	1								
Remove & Replace Asphaltic Curb	1,145	1,145				2,290	LF	600	2 / 2 / / /	1	3	25	27						
Remove & Replace 24" Curb/Gutter	55	55				110	LF	600	1 / 1 / / /	1	2	23	24						
Remove & Replace 4" Sidewalk	340	340				680	SF	500	1 / 1 / / /	2	3	24	25						
Furnish and Install Watermain	1,450					1,450	LF	350	5 / / / / /	3	8								
Install Hydrant	3					3	EA	1	3 / / / / /	7	10								
Granular Backfill	1,450					1,450	LF	300	5 / / / / /	6	11								
Water Testing for Safe Sample	5					5	DAYS	1	5 / / / / /	11	16								
Connect Existing Water Service	28					28	EA	4	7 / / / / /	16	23								
4" Asphalt Pavement		715				715	TON	1000	/ / 1 / / / /			25	26						
Topsoil/Seed/Fert/Mulch		200				200	SY	500	/ / 1 / / / /			26	27						
Punchlist		1				1	EA	1	/ / 1 / / / /			27	28						

Month	Date		Days			Possible Work Days	Probable Working Days		
	Begin	End	Month	Total	Holiday		%	Month	Total
			0	0		0	50	0	0
			0	0		0	50	0	0
			0	0		0	50	0	0
			0	0		0	50	0	0
			0	0		0	50	0	0
June	6/10/2019	6/30/2019	21	21		15	80	12	12
July	7/1/2019	7/26/2019	26	47	1	19	85	16	28
			0	47		0	85	0	28
			0	47		0	50	0	28
			0	47		0	50	0	28
			0	47		0	50	0	28

REMARKS

Total quantities for the remove and replace items are doubled to show that there will be 2 separate operations, one for removal and a 2nd for replacement

Calendar Days	47
Working Days	28
Completion Date	
Prepared By	JT Engineering

CONSTRUCTION YEAR: 2019