The City of West Bend (City) is requesting proposals for engineering planning and design services for the **ROLFS AVENUE EXTENSION** project. The proposed project consists of the design of a connector street from Rolfs Avenue to Schmidt Road. The selected Consultant is expected to complete all work efforts necessary to facilitate design and regulatory agency approval of the proposed project improvements as described herein.

Proposals will be received until 10:00 a.m. on February 14, 2017 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

All questions should be submitted via email no later than 12:00 pm on Friday, February 10, 2017. Answers will be posted as questions are received. Please visit the City’s website ([www.ci.west-bend.wi.us](http://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.
PROJECT SPECIFICS

The ROLFS AVENUE EXTENSION project work generally consists of the design and construction of a City connector street between Rolfs Avenue and Schmidt Road in the approximate location shown in Exhibit 1. Both Schmidt Road and Rolfs Avenue are currently under the City’s jurisdiction. The proposed connecting segment will cross property owned by Washington County (County). The County has agreed to transfer, at no cost to the City, all interest in County-owned lands necessary for the construction of the Rolfs Avenue Extension.

After the Rolfs Avenue Extension has been constructed and is open for use by the public, the City will permanently discontinue the use of that part of Schmidt Road and Unnamed Road, as described as follows, as City streets by transferring all title and interest thereto to the County:

1. That portion of Rolfs Avenue Right-of-Way north of but not in the Rolfs Avenue Extension area.
2. Schmidt Road north of East Washington Street to south right-of-way of Rolfs Avenue Extension as it intersects with Schmidt Road near Creek Road.
3. All of Unnamed Road and Unnamed Road Right-of-Way, except Rolfs Avenue Extension.
4. Schmidt Road right-of-way between Creek Road and East Washington Street, except Rolfs Avenue Extension and Rolfs Avenue Extension right-of-way.

The County has agreed to grant specific and necessary easements to City utilities within those portions of Schmidt Road and Unnamed Road to be transferred to the County, specifically:

1. Two, 20 foot wide permanent municipal easements, each encompassing and centered on the existing sanitary sewer line and existing water main line, currently laying in Schmidt Road and Unnamed Road, and the hydrants on the north side of the Unnamed Road.
2. Necessary right-of-way at least 80 feet in width along the City’s final alignment of Rolfs Avenue Extension and Temporary Limited Easements (TLEs) before and during construction.

The City and County have entered into an agreement requiring that the Rolfs Avenue Extension be open for travel by the public no later than December 31, 2019. It is the City’s intention that all work associated with the design phase of the Rolfs Avenue Extension be completed in 2017. The City is currently planning to construct the Rolfs Avenue Extension in 2018. However, this construction phase may need to be shifted to 2019, depending on the City’s 2018 Capital Projects Budget.

SCOPE OF SERVICES

The selected Consultant is expected to complete all work efforts necessary to facilitate design and approval from all necessary regulatory agencies for the proposed project improvements associated with the ROLFS AVENUE EXTENSION project, including but not limited to the following:

1. Planning & Design Services
   a. Prepare roadway extension plans and specifications, design documentation, permit applications (federal, state, and/or local), traffic management plan, stormwater and erosion control analyses and design, utility coordination, and construction cost estimates.
      i. If needed, the Consultant shall also prepare exceptions to standards, design study report, railroad coordination, wage rates, and/or any necessary hydraulic models.
      ii. Determine if any environmental documents will need to be obtained for this project, and include those work efforts within the proposal.
      iii. If needed, conduct any and all historical and/or archeological studies on affected lands.
iv. The Consultant shall be responsible for any geotechnical and/or survey information needed to facilitate design work.

v. Coordinate with public utilities (including gas, electric, fiber optic, etc.) prior to finalizing the project design.

vi. Perform any necessary traffic pattern analysis or traffic count required by the Wisconsin Department of Transportation relating to the Rolfs Avenue Extension.

vii. Obtain required federal, state and local permits and approvals for the construction of the Rolfs Avenue Extension, including conducting public hearings, public informational meetings and informing affected businesses of the change in traffic pattern resulting from the closing of a portion of Schmidt Road.

b. Prepare the actual legal contract pages and specifications for the construction project bid documents. The specifications shall refer to the City Standard Specifications.

c. Prepare and submit a Final Estimate of Probable Construction Costs for the project concurrently with the submission of the final project plans & specifications.

d. Prepare and submit a completed Contract Time for Completion form (Wisconsin Department of Transportation form DT1923) concurrently with the submission of the final project plans & specifications.

e. All submittals made to the City shall be in the form for both paper and electronic copy.

f. Anticipated Design Phase Milestones:
   
   i. **Project Kickoff**: meeting between City staff & Consultant after award of contract to coordinate project design.

   ii. **~60% Design Complete**: The Consultant shall submit the design and preliminary Construction Cost Estimate to the City (electronic version and three hard copy plan sets and specification booklets). The City will review the plans and estimate, and provide comments and feedback on the overall design concept before authorizing the Consultant to proceed with the final design. The Consultant and City staff will meet at this stage, if necessary, to discuss the Consultant’s submitted plans and the City’s review comments.

   iii. **~90% Design Complete**: The Consultant shall submit the design and corresponding Construction Cost Estimate to the City (electronic version and three hard copy plan sets and specification booklets). The City will review and analyze the plans and estimate, and provide comments and feedback prior to the finalization of the plans. The Consultant and City staff will meet at this stage to discuss the Consultant’s submitted plans and any City comments prior to finalizing plans.

2. Bidding Phase Services

   a. Prepare the Notice to Bidders, which shall be provided to the City for review and publication.

      i. The City will publish the Notice to Bidders and distribute plans and bid documents to Contractors (via the Quest system on-line).

   b. Consultant shall answer Contractor questions regarding project plans and specifications.

   c. City staff will also facilitate the opening and review of bids received, and presentations to City Council to award the construction contract. City staff and the selected Consultant will remain in contact throughout the Bidding Phase.

3. Land Transfer Services

   a. Coordinate with City and County staff to facilitate the transfer of County-owned lands necessary for the construction of the Rolfs Avenue Extension. It is anticipated that the selected Consultant will need to provide the County with the proposed roadway alignment and corresponding right-of-way-dimensions.

   b. If necessary, assist the City with the condemnation or other legal processes for right-of-way or other easements from any affected property owners other than Washington County. These
services are not anticipated to be needed, but will be dependent upon the Consultant’s final roadway alignment.

c. Perform all survey work and create all documents necessary for the City’s vacation of the following:
   i. That portion of Rolfs Avenue Right-of-Way north of but not in the Rolfs Avenue Extension area.
   ii. Schmidt Road north of East Washington Street to south right-of-way of Rolfs Avenue Extension as it intersects with Schmidt Road near Creek Road.
   iii. All of Unnamed Road and Unnamed Road Right-of-Way, except Rolfs Avenue Extension.
      - The City will need to retain two, 20 foot wide permanent municipal easements, each encompassing and centered on the existing sanitary sewer line and existing water main line, currently laying in Schmidt Road and Unnamed Road, and the hydrants on the north side of the Unnamed Road.

4. Construction Phase Services
   a. The City will obtain construction management and inspection services for this project through a separate request for proposals released concurrently with the construction contract.
   b. Attend a pre-construction meeting, which will be coordinated by the City’s selected Construction Management Consultant.
   c. Issue project design/contract document clarifications as required during the construction process.
      i. Should they arise during the construction process, the selected Consultant shall be responsible for the correction of design errors or omissions (unless they are the result of unforeseen or exceptional circumstances).
   d. Attend a final project walk-through for final inspection (if requested by City).

5. Services Associated with Removal of Surplus Fill Material
   a. It is anticipated that the construction of the Rolfs Avenue Extension will require a significant amount of removal of surplus fill material. The selected Consultant shall coordinate with City staff to prepare a Request for Proposals package, separate from the Rolfs Avenue construction package, for the sale and removal of surplus fill required prior to the construction of the Rolfs Avenue Extension.
   b. The selected Consultant shall supply the City with final earthwork removal quantities, geotechnical borings, erosion and sediment control measures required, and other such drawings/documents necessary for the City to complete the separate Request for Proposals package for the sale and removal of surplus fill material by October 1, 2017.
   c. The Request for Proposals package will be released by the City. City staff will review all submitted proposals, in coordination with the selected Consultant, and shall select a Contractor to perform this work.
   d. The selected Consultant shall provide Construction Management Services specific to the removal of the fill material:
      i. Coordinate a pre-construction meeting specific to the surplus fill removal to be attended by the Consultant, the Contractor, City staff, and County staff if necessary.
      ii. Act as the City’s representative as the main point of contact for the Contractor.
      iii. Provide oversight of the Contractor as needed.
      iv. Stake all grading limits and provide other necessary documents (such as cut sheets) for the Contractor.
      v. Provide the City with as-built drawings and quantities of material actually removed.
GENERAL TERMS & REQUIREMENTS

The Consultant shall provide all necessary 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.

The City will pay the Consultant on a monthly basis for actual time and expenses incurred on the project up to the Consultant’s “Not-To-Exceed” contractual value (which shall be provided by the Consultant as part of the proposal submission).

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 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.

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.

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

PROPOSED SCHEDULE

The following proposed schedule is provided as a general forecast for this project. The Consultant shall use these dates to prepare their own schedule with applicable milestones:

- February 14, 2017 – Proposals Due
- March 6, 2017 – Award of Consultant Contract at City Council Meeting
- March 7, 2017 - September 30, 2017: Project Planning & Design Services, Land Transfer Services
- October 1, 2017: Final approved plans, specifications, contract documents, permits, final estimate of probable construction costs, and completed contract time for completion form provided to City
- October 1, 2017 – March 30, 2018: Sale of Material Services
- January 3, 2018 – March 30, 2018*: Bidding Phase Services
  *Note that this item may be delayed until 2019 depending on funding availability.
- April 2, 2018 – October 31, 2018*: Construction Phase Services, Land Transfer Services
  *Note that this item may be delayed until 2019 depending on funding availability.
- November 2018* – Anticipated opening of Rolfs Avenue Extension to the public.
  *Note that this item may be delayed until November 2019 depending on funding availability.
- December 31, 2019 – Final deadline for Rolfs Avenue Extension completion and opening for public use per City/County Agreement
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, February 14, 2017.

The Consultant shall submit three (3) 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 currently computer technology.


Submitted proposals shall include the following elements:

1. **Demonstration of Project Understanding & Firm Experience**
   
   The Consultant shall demonstrate their understanding of the scope of services requested in this proposal. The Consultant shall also detail the firm’s past experience in roadway design that demonstrates their ability to successfully provide the requested services.

   The Consultant shall include the experiences of the firm’s key individuals who will be assigned to this project. The Consultant shall also provide a list of references for similar projects that includes the contact information of the Project Manager in charge of those projects.

   The Consultant shall provide a complete list of any and all portions of the project that the Consultant plans to sublet, along with the details of the sub-consultant firm’s experience in similar projects and the experience of the individual employees who will be assigned to this project. In addition, the Sub-Consultant shall provide a list of references for similar projects.

2. **Schedule & Not-To-Exceed Fee**
   
   The Consultant shall provide the firm’s observations on the project, estimated hours of assigned personnel, and proposed staffing level.

   Based on the provided proposed schedule, the Consultant shall provide their schedule in a spreadsheet outlining the tasks to be performed, type of personnel assigned to the project, estimated man hours and hourly rates to be used by the Consultant in order to develop a maximum not-to-exceed fee for undertaking the project.

3. **Draft Service Agreement**
   
   The Consultant shall provide the City with a Draft Service Agreement to undertake the project work efforts to be provided under the Scope of Services of this Request for Proposal.

4. **Certificate of Liability Insurance**
   
   The Consultant shall include their company’s certificate of liability insurance with their proposal, including Professional Errors and Omissions Insurance with a minimum coverage limit of not less than $1,000,000.

**ATTACHMENTS**

- Exhibit 1 – Project Location Map