Engineering Department

Q17-04
REQUEST FOR PROPOSAL

Engineering Planning & Design Services
8th Avenue Reconstruction

RFP Issuance Date: February 14, 2017
Proposal Due Date: March 3, 2017

The City of West Bend (City) is requesting proposals for engineering planning and design services for the 8TH AVENUE RECONSTRUCTION project. The proposed project consists of the reconstruction of 8th Avenue (including sanitary sewer, storm sewer and water mains) from Chestnut Street to Washington Street. The selected Consultant is expected to complete all work efforts necessary to facilitate design, regulatory agency approval, and bidding of the proposed project improvements as described herein.

Proposals will be received until 10:00 a.m. on March 3, 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

Questions should be submitted via email no later than 12:00 pm on Wednesday, March 1, 2017. 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.
PROJECT SPECIFICS

The 8TH AVENUE RECONSTRUCTION project work will be performed as two separate projects. The 8TH AVENUE RECONSTRUCTION – CHESTNUT STREET TO WALNUT STREET will be performed in 2018. The 8TH AVENUE RECONSTRUCTION – WALNUT STREET TO WASHINGTON STREET will be performed in 2019. Approximate limits for each project are shown in Exhibit 1. The Consultant shall prepare one separate, complete project package for each project. The scope of work for each project is generally described below.

8TH AVENUE RECONSTRUCTION – CHESTNUT STREET TO WALNUT STREET

Project limits shall be on 8th Avenue from the Chestnut Street/8th Avenue intersection north to the 8th Avenue/Walnut Street intersection. The 8th Avenue/Walnut Street intersection shall be included in the project work. The north side of the Chestnut Street/Walnut Street intersection shall be included. The project length is approximately 950 linear feet.

Roadway reconstruction work will consist of the widening of the street to a face-of-curb to face-of-curb width of 36 feet. Work shall consist of the complete reconstruction of the aggregate base course, pavement, and curb & gutter. Driveway approaches shall be replaced. The consultant shall also inspect the existing sidewalk and curb ramps for necessary repairs, and include those repairs within the contract documents.

Reconstruction work will include the replacement of approximately 900 linear feet of existing 6-inch diameter cast iron water main (as shown on the attached Water System As-Built Maps) with 8-inch diameter polyvinyl chloride (PVC) pipe, including replacement of all appurtenances (hydrants, valves, etc). Water service laterals shall be replaced from the main to the property line.

Approximately 960 linear feet of existing 8-inch diameter vitrified clay sanitary sewer (as shown on the attached Sanitary System As-Built Maps) shall be replaced with 8” PVC pipe, including the replacement of five sanitary manholes. Sanitary sewer extending north of Walnut Street approximately 140 linear feet to Manhole # 1268 shall also be included within this project work. Sanitary service laterals shall not be replaced (only re-connected) as part of this project, as they are the responsibility of the property owners.

No storm sewer is currently present on 8th Avenue from Chestnut Street to Poplar Street (as shown on the attached Storm System As-Built Maps). The storm sewer system on 8th Avenue from Poplar Street to Walnut Street shall be completely replaced, including the intersections of 8th/Poplar and 8th/Walnut. The Consultant shall analyze the current system and make recommendations, with corresponding cost estimates, as to possible storm sewer reconfigurations. A 6” diameter underdrain shall also be installed along 8th Avenue as part of this project.

8TH AVENUE RECONSTRUCTION – WALNUT STREET TO WASHINGTON STREET

Project limits shall be on 8th Avenue from the north side of the 8th Avenue/Walnut Street intersection north to the south side of the 8th Avenue/Washington Street intersection. The project length is approximately 1700 linear feet.

Roadway reconstruction work will consist of the widening of 8th Avenue from Walnut Street to Hickory Street to a face-of-curb to face-of-curb width of 36 feet. 8th Avenue from Hickory Street to Washington Street currently has a face-of-curb to face-of-curb width of 36 feet. Work shall consist of the complete reconstruction of the aggregate base course, pavement, and curb & gutter. Existing pavement markings (cross walks, stop bar, double yellow lines) shall be re-installed. Driveway approaches shall be replaced.
The consultant shall also inspect the existing sidewalk and curb ramps for necessary repairs, and include those repairs within the contract work.

Reconstruction work will include the replacement of approximately 1700 linear feet of existing 6-inch diameter cast iron water main (as shown on the attached Water System As-Built Maps) with 8-inch diameter polyvinyl chloride (PVC) pipe, including replacement of all appurtenances (hydrants, valves, etc). Water service laterals shall be replaced from the main to the property line.

Approximately 1040 linear feet of existing 8-inch diameter vitrified clay sanitary sewer (as shown on the attached Sanitary System As-Built Maps) shall be replaced with 8” PVC pipe, including the replacement of six sanitary manholes. Sanitary service laterals shall not be replaced (only re-connected) as part of this project, as they are the responsibility of the property owners. The Consultant shall assist the City in determining the northern limit (either at Cedar Street or at Washington Street) of the sanitary sewer replacement. The City will provide the Consultant with a televised video showing the condition of the sanitary sewer from Cedar Street to Washington Street.

No storm sewer is currently present on 8th Avenue from Walnut Street north to Elm Street, or from Cedar Street north to Washington Street (as shown on the attached Storm System As-Built Maps). Storm sewer on the west side of the 8th /Hickory intersection shall be replaced. The storm sewer system on 8th Avenue from Elm Street to Cedar Street (as shown on Exhibit 2) shall be completely replaced, including the intersection of 8th/Cedar and potentially the storm sewer within the alley between 7th & 8th Avenues. The Consultant shall analyze the current storm system and make recommendations, with corresponding cost estimates, as to possible storm sewer reconfigurations. A 6” diameter underdrain shall also be installed along 8th Avenue as part of this project.

**SCOPE OF SERVICES**

The selected Consultant is expected to complete all work efforts necessary to facilitate design and approval from all necessary regulatory agencies associated with the 8TH AVENUE RECONSTRUCTION project, as generally described below:

1. **Planning & Design Services**
   a. Prepare sanitary sewer, water main, and street rehabilitation 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. Obtain all necessary permits in accordance with local, state, and/or federal regulations.
   b. Prepare the actual legal contract pages and specifications for the construction project bid documents. The specifications shall refer to the City Standard Specifications.
      i. The Consultant shall prepare two separate complete plan sets and contract document packages: one for the 8th Avenue Reconstruction from Chestnut Street to Walnut Street
c. For each project, prepare and submit a Final Estimate of Probable Construction Costs for the project concurrently with the submission of the final project plans & specifications. Interim cost estimates should be completed and submitted as described in the “Anticipated Design Phase Milestones” section.

d. For each project, 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 of 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 corresponding Construction Cost Estimate to the City (electronic version, four plan sets and two specification booklets). The City will review and analyze 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 shall also 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, four plan sets and two 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 shall also meet at this stage to discuss the Consultant’s submitted plans and any City comments.

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 facilitate the opening and review of bids received, and presentations to City Council to award the construction contract. City staff will remain in contact with the selected Consultant throughout the bidding phase.

3. **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 and 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 staff).
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.

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

- March 3, 2017 – Proposals Due
- March 20, 2017 – Award of Consultant Contract at City Council Meeting
- March 21, 2017 - October 31, 2017: Project Planning & Design Services
- November 1, 2017: Final approved plans, specifications, contract documents, permits, final cost estimate, and anticipated construction schedule provided to City
- January 1, 2018 – March 31, 2018: Bidding Phase Services – 8th Ave: Chestnut to Walnut
- April 1, 2018 – October 31, 2018: Construction Phase Services – 8th Ave: Chestnut to Walnut
- January 1, 2019 – March 31, 2019: Bidding Phase Services – 8th Ave: Walnut to Washington
- April 1, 2019 – October 31, 2019: Construction Phase Services – 8th Ave: Walnut to Washington

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 Friday, March 3, 2017.

The Consultant shall submit five (5) 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.
Sealed proposals shall be clearly labeled: **Q17-04: ENGINEERING PLANNING & DESIGN SERVICES - 8th AVENUE RECONSTRUCTION.**

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 street, sanitary sewer, and water infrastructure design that demonstrates their ability to successfully provide the requested services.

   The Consultant shall include the experience 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, 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
- Water System As-Built Map Numbers 1119-141-N & 1119-141-S
- Sanitary System As-Built Map Numbers 1119-141-N & 1119-141-S
- Storm System As-Built Map Numbers 1119-141-N & 1119-141-S
Abandoned mains and laterals are not shown on this map. Information shown on this map is intended as a guideline and is not intended to be used directly for design or field work. The user shall be responsible for verification of all information in the field.
Abandoned mains and laterals are not shown on this map.