

City of Washburn

REQUEST FOR PROPOSALS

FOR

Bayfield Street Utilities Reconstruction Project

Submittal Deadline: 4:00 p.m. Thursday, May 14, 2020

REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information

The City of Washburn is requesting proposals from qualified firms or individuals, hereinafter referred to as “firms”, to provide design and construction oversight services for the Bayfield Street Utilities Reconstruction Project. The Design will include all new Water and Sanitary Sewer facilities within Bayfield Street from Thompson Creek to Superior Avenue. This project will be constructed using the Wisconsin Department of Transportation’s (WisDOT) contractor and all design efforts and products must be coordinated with WisDOT and be incorporated into the overall project contract documents. The project limits are Thompson Creek to Superior Avenue but will be designed and constructed under two phases. The first phase will be from Thompson Creek to Washington Avenue and the second phase will be from Washington Avenue to Superior Avenue. The services requested under this RFP would start immediately upon approval of a contract.

There is no expressed or implied obligation for the City of Washburn to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

To be considered, six (6) copies of a proposal must be received at the City Clerk’s Office, 119 Washington Avenue, P.O. Box 638, Washburn, Wisconsin 54891 by 4:00 P.M. on May 14, 2020. The City Administrator reserves the right to reject any or all proposals submitted.

During the evaluation process, the City of Washburn reserves the right to request additional information or clarifications from firms, or to allow corrections of errors or omissions. At the discretion of the City of Washburn, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City of Washburn reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Washburn and the firm selected.

B. Term of Engagement

The term of the proposed contract will be for the duration of the project as defined by the City of Washburn but shall not extend beyond December 31, 2027. The City of Washburn does expect the work on the requested services for Bayfield Street to begin immediately upon selection of the approved firm.

There is no guarantee that once the plans and specifications are received by the City of Washburn that continuing with implementation of the project will be authorized for bid or that any bids received on the project, or portions thereof, will be accepted.

C. Subcontracting

Firms submitting proposals may consider subcontracting portions of the engagement to small firms or firms owned and controlled by socially and economically disadvantaged individuals. If this is to be done, that fact and the name of the proposed subcontracting firms must be clearly identified in the proposal. Following the award of the contract, no additional subcontracting will be allowed without the express prior written consent of the City of Washburn.

II. NATURE OF SERVICES REQUIRED

A. General

The City of Washburn is soliciting for qualified firms to provide design and construction services for the replacement of the water and sanitary sewer systems along Bayfield Street from Thompson Creek to Superior Avenue. The services shall include coordination with WisDOT to incorporate this work into an overall contract for the corridor.

Primary items that should be part of the services include:

- Design of replacement water and sanitary systems complete with piping, valves, service lines to Right-of-Way, and appurtenances.
- Coordination with WisDOT on design development through construction documentation as outlined in Appendix A.

B. Scope of Work to be Performed

The scope of services to be performed by the consultant pursuant to this RFP include, without limitation, the following engineering services

concerning the Project:

1. Preliminary Engineering

- Conduct field investigations, surveying, geotechnical investigation review and data collection.
- Assist with environmental and permit efforts.
- Participate and attend Public Involvement Meetings.

2. Design Engineering

- Coordinate all design and contract document preparation efforts with WisDOT.
- Preparation of preliminary and final engineering design documents including plans, specifications, contract documents, and cost estimates.
- Submit final design plans, specifications, and other documents to City, WisDOT and applicable agencies for review and approval to meet the deadlines identified in Appendix A.
- Prepare all permit and approval applications for the project as required, including, without limitation, Wisconsin Department of Transportation, DNR or other required permits.

3. Construction Engineering

- Attend a pre-bid conference, respond to technical questions from potential bidders, and issue addenda, as required.
- Attend a pre-construction meeting(s).
- Provide engineering support during construction including submittal reviews, applications for payment, change order preparation, etc.
- Review the selected contractor's progress payment requests and certify that amounts/quantities claimed accurately reflect work performed and materials supplied during the payment period.
- Provide services related to change orders such as preparation of change order proposal description and justification documentation, assistance with negotiation of change orders with contractor, making recommendations to City regarding any change orders, and processing the formal change order documents.
- Provide construction inspection services as provided in consultant's contract.

- Complete contract closeout process including substantial completion walk-through, development of a “punch list,” final completion walk-through, and recommendation for final payment.
- Advise City and the contractor of the dates for any warranty periods established in contract documents.
- Maintain files and document tracking system throughout the entire project.
- Coordinate with the contractor, WisDOT and City for final testing and startup of facilities.
- Prepare and submit to City and WisDOT as-built drawings upon completion of construction.

4. Other Items

It is anticipated that other Project-related tasks could arise during the preliminary engineering and/or design engineering phases. These tasks may include, without limitation, geotechnical investigations, site specific reports, and other evaluations. City’s public works director will perform the role of project manager (the “Project Manager”). The Project Manager will work closely with the consultant team and answer questions, make decisions, provide guidance, and assist in coordination as needed. All available information the City has will be available to the consultant team selected to perform the Services. Information may include, without limitation, tax maps, aerial photos, and as-built drawings.

Interested firms shall submit information on the following:

1. Background information on the firm
2. A full explanation of the services offered
3. Prior experience of Water and Sanitary Sewer plans in the form of project examples
4. A detailed list of staff that will be involved and the qualifications of each
5. References of previous similar projects including a contact name and phone number and the name of the related project
6. Evidence of availability and accessibility to the City of Washburn
7. The rate schedule that would apply if the firm were selected
8. Proposed terms of agreement
9. Possible project funding sources including, but not limited to

grants.

10. Statement of the firm's values and practices.

C. Standards

All firms submitting proposals to the City of Washburn shall provide proof that they are fully licensed and insured.

D. Compensation

Compensation for services shall be negotiated upon selection of firm.

III. DESCRIPTION OF THE GOVERNMENT

A. Name and Telephone Number of Contact Persons

The firm's principal contact with the City of Washburn will be Scott Kluver, City Administrator, 715-373-6160 Ext. 4.

B. Background Information

The City of Washburn serves a population of 2,117 in Northeastern Bayfield County. The City's fiscal year begins on January 1 and ends on December 31. Further information about the City of Washburn can be obtained on the City's website www.cityofwashburn.org

Any questions regarding this RFP or its process should be directed to the previously mentioned individual.

IV. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are to be submitted:

Request for proposal issued **April 14, 2020**

Due date for proposals **May 14, 2020**

B. Notification and Contract Dates

Selected firm notified (anticipated) **June 15, 2020**

Contract date (anticipated)

July 15, 2020

- C.** Firms should send labeled proposals “Design/Engineering Services – “Bayfield Street Utilities Reconstruction Project” to the following address:

City of Washburn - City Clerk
119 Washington Avenue
P.O. Box 638
Washburn, WI 54891

V. EVALUATION PROCEDURES

A. Proposal Evaluation

Evaluation of submitted proposals and final selection shall be by the City of Washburn Common Council.

B. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for technical qualifications. The following represent the principal selection criteria, which will be considered during the evaluation process.

1. Mandatory Elements

- a. The firm has no conflict of interest with regard to any other work performed by the firm for the City.
- b. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.
- c. The firm submits a copy of its licenses and insurance.

2. Technical Qualifications

- a. Demonstration of experience and qualifications of staff.
- b. Demonstration of past experience and performance on comparable government engagements.
- c. Demonstration of past experience and performance of

obtaining grants and other funding.

- d. Demonstration of past experience and performance coordinating efforts with WisDOT.
- e. Proposed methods and approach in serving the City of Washburn

3. Proposed schedule of compensation.

C. Oral Presentations

During the evaluation process, the City of Washburn may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the City of Washburn may have on a firm's proposal. Not all firms may be asked to make such oral presentations. No reimbursement for such presentations will be provided.

D. Final Selection

The City of Washburn will recommend a firm to the Washburn City Council based upon the above criteria.

It is anticipated that a firm will be selected by June 15, 2020. Following notification of the firm selected, it is expected a contract will be executed between both parties by July 15, 2020 or shortly thereafter.

E. Right to Reject Proposals

The City Administrator reserves the right to reject any or all proposals, without prejudice and/or waive any irregularities if deemed in the best interests of the City.

By responding to this RFP an individual respondent accepts the process outlined in this RFP and fully acknowledges that the final determination of the Washburn City Council is binding and without appeal.

The Washburn City Council reserves the right to accept the proposal considered most advantageous to the City of Washburn. All respondents accept this process in submitting a proposal.