



**REQUEST FOR PROPOSALS
FOR PROFESSIONAL ENGINEERING SERVICES**

**RELATED TO DESIGN, PERMITTING, AND CONSTRUCTION
SERVICES FOR THE CITY OF WATERTOWN'S 2018 ANNUAL
STREET AND WATER/SANITARY PROJECTS**

WATERTOWN, WI

**ADVERTISE:
October 9 & October 16, 2017**

**PROPOSAL DEADLINE:
October 23, 2017, 11 a.m. Local Time**

I. Minimum Qualifications

Individuals and/or firms submitting a proposal must meet the following minimum qualifications:

- A. Eligible firms must have staff that is/are registered and licensed in the State of Wisconsin to provide the street reconstruction Engineering services. Specific staff that would be assigned to this project must be identified.
- B. Eligible firms must have at least five (5) years' experience providing engineering services in the State of Wisconsin on street rehabilitation or new street construction projects.
- C. Eligible firms must have at least three (3) years of experience providing engineering services to Wisconsin municipalities.
- D. Eligible firms must have at least three (3) years of experience with roadway design conforming to the "Standard Specifications for Highway and Structure", current edition (herein referred to as "Standard Specifications").
- E. Eligible firms must have prior experience and successfully completed projects involving street rehabilitation design of the nature and scope of this project. Include name(s) and telephone number(s) of contact persons for each project.
- F. Eligible firms must demonstrate working knowledge of Wisconsin State Laws relating to the public bidding laws.
- G. Eligible firms must identify any and all consultants that may assist them in the performance of work pursuant to this Proposal. Said consultants must meet all requirements as noted in Items A - F above.
- H. Eligible firms utilizing third party consultants (engineering, cost estimating, etc.) must have worked together and collaborated on at least one municipal project of similar or greater scope.

II. Proposal Submittals

- A. Eligible firms interested in submitting a proposal must provide six (6) copies of their proposal. Failure to submit Proposals in accordance with the instructions in this Request for Proposal (RFP) may disqualify a firm from any further consideration in the evaluation process. The City reserves the right to reject any and all submittals that fail to meet any material

term, condition, or requirement of procedure. No fax or electronic submissions will be accepted. Said proposal shall provide the following information:

Each copy of the submittal shall contain the following information:

1. Cover Letter - The letter should state the firm's interest in being considered for the project and also include pertinent information for the firm's contact person.
2. Name of firm, type of organization (Proprietorship, Partnership, Corporation, etc.), principal business of this firm and principal specializations, address, year established, and location of principal office. Include resumes for all key personnel, including subcontractor's personnel, detailing their professional background, qualifications, experience, education, certifications, registrations, etc.
3. Multiple Firms - For proposals that involve multiple firms submitting as a single project team; provide a summary of the roles each firm will play and the project management approach that will be used to provide seamless delivery of the end product.
4. Resumes will identify the person, company name and address, and the person's area of responsibility. The person's experience in the particular field should be specifically outlined. Educational and professional qualifications must be identified. Other pertinent information may be provided.
5. Years of relevant experience with firm (and previous employers) - Resumes may be included as part of the supplemental information but cannot substitute for the required summary page. Please indicate the persons possessing the licenses and certifications necessary to perform the type of work being requested. Additionally, a one-page organizational chart for this project shall be provided, indicating the key personnel, their relationship to the overall project and their position within the firm. It is a requirement of the City of Watertown that the key personnel identified during the consultant selection process will participate in and execute the project. Substitution of key personnel after an award of contract will require approval by the City of Watertown as project lead professionals are considered essential.
6. Reference Projects - A listing of no more than five reference projects of similar size and scope shall be provided. Particular emphasis should be placed on innovative, sustainable and cost-effective solutions. Indicate which members being proposed for the project team were involved in the reference projects and what their role in the reference projects was.
7. Provide contact information for the project owners, the nature of the firm's scope of work on the project and the date the contract started and ended. Each project listing shall be no longer than two pages in length.

8. Design Approach – A description of the anticipated project approach including technical and management factors that will lead to a superior design and operation. Respondents are encouraged to use this section of the submittal to address potential improvements to the scope of services requirements outlined above. Competitive advantages or special capabilities of project teams should be highlighted in this section as well as the intended methods to ensure:
 - Cost effectiveness
 - Ability to meet budgets and schedules
 - Effective project management
 - Environmental soundness and neighborhood compatibility
 - Stringent quality control
9. Scope of Work – A detailed description of the scope of work to be performed for the project. This should include a project approach including technical and management factors that will lead to a superior design and operation. It should also define the tasks that will be performed for the fee provided in the fee proposal.
10. Fee Proposal – Proposed Lump Sum Fee for the services described in the Scope of Work. Fee Proposal shall include a level of effort, in man-hours, for each task included in the scope of work, the associated labor costs and a listing of direct expenses.

The Awarding Authority is the City of Watertown who shall reserve the right to reject any or all proposals, waive minor deviations, or award this proposal as deemed to be the best interest of the City.

The successful individual or firm shall have the minimum insurance coverage with the City of Watertown listed as an additional insured as called for in Article 6 – Bonds and Insurance, Section SC-6.03 Contractor's Liability Insurance (SC-6.03 attached to this proposal).

- i. General Liability: Bodily Injury & Property
- ii. Professional Liability: Errors & Omissions: \$1,000,000 each occurrence;
and
- iii. Worker's Compensation: In accordance with Wisconsin State Law.

III. Evaluation Criteria

- A. **EXPERIENCE AND QUALITY OF LIKE WORK:** Proposals should demonstrate related experience in providing Engineering services for similar projects. The proposal shall include a minimum of four (4), but no more than five (5) similar projects with references.
- B. **CONSULTANT TEAM:** Consultant's proposed project organization and staffing shall demonstrate experience and qualifications in providing requested services.
- C. **DESIGN APPROACH:** Proposals shall include a description of consultant's approach for this project. A description of the anticipated project approach including technical and management factors that lead to a superior design and operation.
- D. **SCHEDULE:** The consultant's proposed time-line shall be provided in the proposal if it differs from the City's proposed time-line as found Section VI., Time and Progress. Prior experience with adhering to proposed schedules shall be demonstrated. The proposal shall demonstrate the firm's ability to undertake this project in a timely manner with respect to other on-going projects.
- E. **COST:** Each applicant shall submit their total cost for Professional Fee and Reimbursement Expense on company letterhead. **COSTS ARE TO BE BROKEN OUT PER TASK.**
- F. **INTERVIEW:** If the City's selection committee deems interviews are necessary, the short-listed firms will be notified by telephone of the interview time and duration. Interview will be capped at 30-minutes maximum; please allot at least 5 minutes for questions and answers. The City will provide the short-listed firms with any prepared questions or topics to be addressed during the interview.

If the City's selection committee conducts interviews with the short-listed firms, they will do so on **Friday, October 27, 2017** in Room 2044, Second Floor, City Hall, 106 Jones Street, Watertown, WI 53094.

Upon Completion of all the interviews and Public Works Commission approval, the selected firm will be notified by telephone.

- G. **EVALUATION:** The City of Watertown will use Quality Base Selection (QBS) Process to determine the successful proposal. City staff will review all proposals for completeness. The Evaluation Team will be made up of the City Engineer, Engineering Project Manager, Civil Staff Engineer, the Water Systems Manager, the Street Superintendent, and the Assistant Street Superintendent. The City of Watertown will use the following format to evaluate the proposals and award the contract:

Evaluation Criteria	Weight
Experience and Quality of Like Work with References	25%
Consultant Team, Team Personnel	20%
Design Approach	10%
Schedule	10%
Interview	10%
Cost	25%
TOTAL	100%

IV. Inquires

No oral interpretations will be made to any potential respondent as to the meaning of any requirements specified with this Request for Proposal (RFP). In preparing its proposal, the Consultant shall rely only on what has been communicated in writing, and no oral communication shall become the basis for any subsequent protest of the selection process. No questions, written or emailed, will be answered after the close of business on **October 18, 2017**. Any technical questions pertaining to this RFP shall be directed in writing to:

Jaynellen J. Holloway, P.E., City Engineer
City of Watertown
106 Jones Street
Watertown, WI 53094
Email: jaynellenh@cityofwatertown.org.
No telephone questions will be answered.

Following the closure of questions on **October 19, 2017**, a single response will be prepared for all questions received, and circulated to all recipients of this RFP.

V. Scope

A. PROJECT UNDERSTANDING: The purpose of this Request for Proposals is to secure consulting services for surveying, design, technical specifications, and permitting for the reconstruction of a few blocks of streets, the removal and replacement of water mains, complete with roadway restoration on a couple of streets, removal and replacement of sanitary sewers on one street, complete with roadway restoration, a sanitary sewer spot repair in one location, and a shared use path along Carriage Hill Drive in Watertown, WI.

B. SCOPE OF WORK: The 2018 Annual Street and Water/Sanitary Program shall consist of:

Street Design: The rehabilitation of the existing HMA pavement, which typically includes full pavement removal and replacement. The project will include storm drainage improvements such as full curb & gutter removal and replacement, catch basin removal and replacement, and storm sewer main line removal and replacement. Other improvements include necessary sidewalk repair including installation of barrier free ramps to meet ADA compliance at intersections, new sidewalk connections to existing sidewalk, and necessary drive approach. New infill sidewalk shall be planned and designed for N. Water Street between Margaret Street north to the bridge.

Water Main, Complete with Roadway Restoration: The rehabilitation of the existing water main, which typically includes full removal and replacement of the existing water main, valves, hydrants, service laterals, fittings, curb and corporation stops, and all appurtenances. The scope of work shall include the rehabilitation of the existing HMA pavement, which typically includes full pavement removal and replacement. The project will include storm drainage improvements such as full curb & gutter removal and replacement, catch basin removal and replacement, and storm sewer main line removal and replacement. Other improvements include necessary sidewalk repair including installation of barrier free ramps to meet ADA compliance at intersections, new sidewalk connections to existing sidewalk, and necessary drive approach.

Sanitary Sewer, Complete with Roadway Restoration: The rehabilitation of the existing sanitary sewer, which typically includes full removal and replacement of the existing sanitary sewer pipe, manholes, service laterals, fittings, and all appurtenances. The scope of work shall include the rehabilitation of the existing HMA pavement, which typically includes full pavement removal and replacement. The project will include storm drainage improvements such as full curb & gutter removal and replacement, catch basin removal and replacement, and storm sewer main line removal and replacement. Other improvements include necessary sidewalk repair including installation of barrier free ramps to meet ADA compliance at intersections, new sidewalk connections to existing sidewalk, and necessary drive approach. Additionally, specifications and a typical detail sheet for one sanitary sewer spot repair is required on Mary Street.

Shared Use Path: The Firm shall create design for an eight foot (8') wide concrete shared use path with one foot (1') aggregate shoulders. The Firm shall prepare, submit, and received approval of all permits needed for the project. The City anticipates the following permits and/or studies needed: DNR wetlands, potential DNR Waterway, and Hydrologic and Hydraulic study to determine if there is a change in height of regional flood. **NOTE:** The City of Watertown will perform and provide all necessary surveying for this specific project and will cover the permit fees. **NOTE:** A wetland determination has already been submitted for the "artificial" wetlands north of Mary Knoll Lane.

All necessary permits shall be prepared and submitted including but not limited to a SWPP/NPDES, DNR water construction permit, and DNR sanitary sewer construction permit. The City of Watertown will cover all permit fees, but the completion, submittal, and approval of all permits is the responsibility of the Firm.

Project Table:

Street	At:	Towards:	Approx. Length	Exist. Width	Boring No.	Scope
Kathryn Court	W. Spaulding St.	Termini	450'	28'	3	Water Main, Complete with Roadway Restoration (see above)
Nelson Lane	W. Spaulding St.	Termini	500'	28'	3	Water Main, Complete with Roadway Restoration (see above)
Sand Street	W. Arcade Av.	W. Leonard St.	700'	28'	3	Street Design (see above)
N. Water Street	Margaret St.	Bridge	1200'	32'	5	Street Design (see above)
Dakota Street	Mary St.	Clark St.	675'	28'	3	Sanitary Sewer, Complete with Roadway Restoration (see above)

						above)
Mary Street	Dakota St.	84' East	84'	26'	0	Sanitary Sewer, Complete with Roadway Restoration (see above)
Carriage Hill Dr.	Endeavour Dr.	W. Main St.	3700'	Future 8'	3	Shared Use Path (see above)

C. Tasks

Task 1. Project Team Meeting and Communication

The consultant will be responsible for coordinating the following meetings and communications with the Project Team:

- A. Meet with the City of Watertown Public Works Division (Engineering, Street Department, and Water/Wastewater) to review scope and work plans, establish schedule and define specific design features (1 meeting).
- B. **Proposal Alternate: Obtain soils information on streets as directed by City staff. Locations will be chosen by City staff. Twenty (20) total soil borings and pavement cores of 3' depth shall be included, with exception on N. Water Street where cores of 8' depth shall be required. The number of soil borings on each street are noted in the project table above.**
- C. Provide a preliminary cost estimate for the total project with break outs for Street Design; Water Main, Complete with Roadway Restoration; Sanitary Sewer, Complete with Roadway Restoration; Shared Use Path; and Alternate - with suitable backup quantity takeoff and cost information. Cost estimates shall be prepared on the basis of available current pricing.
- D. Prepare construction plans and technical specifications and cost estimates in accordance with City of Watertown specifications and regulations for:
 - (i) Roadway plans. Typical cross-sections and details required to show the work. Plans shall be drawn to a 1"=40' scale.
 - (ii) Maintenance of traffic and traffic control.
 - (iii) Modification of traffic control devices (signage and pavement markings).
 - (iii) ADA sidewalk ramp construction, including replacement of existing sidewalk and retaining walls, as necessary.
 - (iv) Erosion Control plan with standard detail drawings.
- E. Final design package shall include reproducible construction drawings in ".dwg" and "pdf" formats; technical specifications in Word and "pdf" formats; (the City will provide front end specifications), Bid Form items in Word and "pdf" formats; and final cost estimate with break outs for each type of design as described in Section V. Scope in Excel and "pdf" formats. Submit all plans, technical specifications and cost estimate for review and approval by the City of Watertown, Attention City Engineer.

Task 2. Design Engineering

- A. Design Engineering: The consultant shall obtain topographic survey data to provide drawings for each street. The reconstruction of each street will be dependent on existing storm drainage patterns, number of times the road has been resurfaced, width and existing condition. Storm water drainage improvements will be added and manholes rehabilitated as needed. Curb and gutter is to be removed and replaced. Curb and gutter and other storm drainage structures should be designed and adjusted to create positive drainage. New curb will be installed at all radii on non-curb street intersections. Sidewalk will be removed and replaced as needed, primarily for ADA ramps. No right-of-way acquisition or easement will be required. **As an alternate proposal, a sample of soil borings will be required in each project area, as directed by the City staff.**

Streets with existing curb and gutter will require a limited topographical survey consisting of the following:

- Point cross section data every 50 feet in addition to all high point and low points of the roadway
- Full survey at all intersections, extending 50 feet from the center of the intersection in all directions
- All structures within the roadway (castings, water valves) with elevation data
- Public and Private Utility data within and outside roadway (fire hydrants, poles, signs, valves, catch basins, manholes, curb stops, pull boxes, fiber optic lines, telephone lines, electric lines, cable lines, gas lines, trees, fences, etc.)
- Driveway openings and material
- Sidewalk if applicable
- For streets with proposed sidewalk, include full right-of-way width topographical survey in areas of proposed sidewalk

Utility Conflicts: Utility conflicts, identification, and resolution shall be the responsibility of the Firm to identify utility conflicts within the public right of way and applicable easements, and resolve said conflicts for the projects include in Section V. Scope, Project Table.

Information Furnished by the City: The City of Watertown has limited information including as built drawings of existing water mains, sanitary sewers, storm sewers, and GIS maps of the areas.

Design Criteria: The Consultant shall prepare plans and technical specifications which are consistent with standard design practices, meet the overall design requirements of the City of Watertown, and preserve the integrity of the environment. The Consultant shall provide the City with reproducible construction drawings in “.dwg” and “.pdf” formats; technical specifications in Word and “.pdf” formats; (the City will provide front end specifications), Bid Form items in Word and “.pdf” formats; and final cost estimate with break outs for each type of design as described in Section V. Scope in Excel and “.pdf” formats.

The following design criteria are described by technical discipline and shall be followed unless deviation is approved by the City.

- A. All design work shall consist of showing all new or modified roadways, drives, curbs, sidewalks, structures, fences, and removal of existing features where required. All grades shall be designed so as to have a reasonable slope intercept.

B. Proposal Alternate: The Consultant shall be fully responsible for obtaining sufficient soil borings and interpretation necessary to adequately design the proposed work.

C. City standards shall be followed for roadway and utility design where applicable.

D. All design shall be compatible with current City and WisDOT Standard Specifications.

Drawing Requirements: All drawings shall be prepared in a professional manner in accordance with the following criteria:

A. The Engineer's Drafting Standards shall be used as the basis for drawing requirements unless otherwise directed by the City. The plans shall be designed in English units and drawn to 1"=40' scale.

B. Preliminary plans may be prepared and submitted electronically in ".dwg" and ".pdf" formats. Drawing revisions, which are normally anticipated following review of preliminary plans shall be performed by the Consultant without additional compensation except for changes in scope.

C. Include Maintenance of Traffic Control Plans.

D. Final design drawings shall be prepared and submitted electronically in ".dwg" and ".pdf" formats and include a cover sheet prepared by the Consultant listing all drawings included.

Right of Way Services: It is not anticipated that any additional right of way will be required.

Technical Specifications: All technical specifications shall be prepared in a professional manner in accordance with the following criteria:

A. Current WisDOT Standard Specifications shall be followed insofar as practical.

B. All retyping of the specifications shall be accomplished by the Consultant.

C. Plans and Specifications – The City will gather and finalize all plans and specifications to solicit for bidding.

Bidding Administration: Whereas, the City will advertise for bids and place bidding documents up on QuestCDN, the Consultant shall provide staff and support necessary to address technical questions as they pertain to the plans and technical specifications.

Length of Service: The Consultant's services shall be required up to and through the bid/contract award. The Consultant is not required to attend the bid opening, prepare a bid tab, prepare a bid analysis or prepare a recommendation of award. The Consultant shall provide staff and support necessary to address technical questions as they pertain to the plans and technical specifications through bid/contract award.

Responsibilities of the City: The City will closely follow progress of the work and will provide the following:

A. Supply the Consultant with available as built drawings of City utilities.

B. Transmit instructions, receive information, interpret and define the City policies and provide decisions in a timely manner.

- C. Provide access to public lands as required by the Consultant.
- D. Promptly notify the Consultant when the City observes or becomes aware of any deviation in the project.
- E. Review progress drawings and technical specifications and offer in writing decisions pertaining thereto in a timely fashion.

VI. Time and Progress

A. TIME AND PROGRESS: It is understood and agreed that TIME IS OF THE ESSENCE in respect to the work contemplated hereunder, and the Firm agrees to do the work covered by the contract in conformity with the provisions set forth herein and to prosecute all work with all due diligence, so as to complete any work required under the contract within the shortest reasonable period of time.

It is of utmost importance that the following timetable be adhered to:

PHASE	COMPLETION DATE
Consultant Proposals Due	October 23, 2017 at 11 a.m. Local Time
Interviews (If needed)	October 27, 2017
To Public Works Commission for Approval	October 31, 2017
To Common Council for Approval	November 7, 2017
Contract Signed	November 10, 2017
Project Scope Meeting	November 10, 2017
Surveying/ Borings	December 8, 2017
Preliminary Design Due	January 5, 2018
Final Design Due	January 19, 2018
Advertisement for Bids	January 24, 2018 & January 31, 2018
Open Bids	February 7, 2018
Bid Results and Analysis to Public Works Commission	February 13, 2018
Contract Award Resolution to Common Council	February 20, 2018
Award Letter Issued	February 23, 2018

Please note this timeline is not meant to hold the Firm responsible for conditions over which it has no control, but is intended to provide the Consultant with direction on how the project must progress using high quality standards necessary to implement a first class and workmanlike project and meet the City's timeline.

VII. Other

A. COORDINATION OF WORK REQUIRED: Unless specifically identified as work to be provided by the City staff, the Firm shall furnish supervision and all labor, equipment, supplies, materials (except as otherwise noted herein), and perform satisfactorily the professional services at the frequencies and during the times as specified herein. The professional service shall include all functions normally considered a part of completing this work in a satisfactory manner. Compensation to cover any and all expenses shall be included in the proposed project cost.

B. **DEFAULT:** The City may, by written notice to the Firm, terminate the right to proceed as to the whole or any part of the contract (1) if the Firm fails to perform the services within the time specified or any extension thereof, (2) so fails to make progress as to endanger performance of the contract in accordance with its terms, or (3) the Firm fails to perform any other provisions of the contract. The Firm shall not be subject to this provision if failure to perform the contract arises out of any cause beyond its control and without any fault or negligence by the Firm or subcontractors.

C. **EXTRA WORK:** During the period of this contract there may be occasions when extra services are required which are not a part of this contract. The Firm shall indicate the hourly rate to be paid for extra work on a separate sheet of paper in their proposal. Rates for any expense items related to extra work shall also be indicated on the Project Information Sheet (i.e., copy/duplication, telephone calls, lodging, mileage, etc.). The hourly rates provided shall be inclusive of all labor, overhead, and profit. Costs for services provided in these situations will be negotiated at the time of each occurrence and will be based on the rates quoted. Any such work must have pre-approval of the City contract administrator. The City will not be responsible for additional invoices for work or materials that did not have written pre-approval.

D. **STATUS OF FIRM:** The Firm and its employees at all times shall be considered as independent contractors and not as City employees. In delivering services, the Firm shall exercise all supervisory control and general control over all day-to-day operations, including control over all workers' duties, payment of all wages to its employees, and the right to hire, fire, and discipline all employees. As an independent contractor, payment to the Firm under this contract shall not be subject to any withholding for tax, social security, or other purposes, nor shall the Firm or employees of the Firm be entitled to any City of Watertown fringe benefit programs.

E. **EMPLOYEES OF FIRM:** The Firm shall at all times be responsible for the conduct and discipline of its employees and/or any subcontractor or persons employed by the Firm. All workers must have sufficient knowledge, skill, and experience to properly perform the work assigned to them. Any worker employed by the Firm, who in the opinion of the City Contract Administrator, does not perform work in a skilled manner, or acts in a disorderly or intemperate manner, or engages in sexual harassment or other forms of inappropriate behavior as defined by the City Contract Administrator, shall, at the written request of the City Contract Administrator, be removed immediately from the project and shall not be utilized again in any portion of the work without approval of the City Contract Administrator.

F. **LAWS AND MUNICIPAL ORDINANCES:** The Firm shall keep fully informed of all laws and municipal ordinances and regulations in any manner affecting those engaged or employed in the work, or the equipment and materials used in the work, and all orders and decrees of bodies or tribunals having any jurisdiction or authority over the same. The Firm shall at all times observe and comply with all such existing laws, codes, ordinances, regulations, orders, and decrees.

G. **CITY CONTRACT ADMINISTRATOR:** The City Engineer, or his/her designated representative, shall be the City Contract Administrator. The City Contract Administrator will approve payments, oversee schedules, and generally be responsible for overseeing the execution of the contract.

END OF SECTION