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**REQUEST FOR PROPOSALS
FOR PROFESSIONAL ENGINEERING SERVICES**

**RELATED TO DESIGN AND CONSTRUCTION SERVICES
FOR THE REHABILITATION OF
WATERTOWN PUBLIC LIBRARY STAIRS AND SIDE MONUMENTS
WATERTOWN, WI**

ADVERTISE:

February 7 & February 14, 2017

PROPOSAL DEADLINE:

February 28, 2017, 3:00 p.m. Local Time

MANDATORY PRE-PROPOSAL MEETING:

**Wednesday, February 16, 2017 at 2:00 p.m. Local Time
Watertown Public Library
100 S. Water Street
Watertown, WI 53094**

PROPOSAL NOTIFICATION DEADLINE:

Friday, February 24, 2017

I. Opening of Proposals

A. All sealed proposals shall be received at:

Watertown Public Library
100 S. Water St.
Watertown, WI 53094
ATTN: Peg Checkai, Library Director

B. All sealed proposals shall have clearly written at the bottom of the envelope:

**Watertown Public Library Stairs and Side Monuments Rehabilitation
Project RFP**

C. Request for Proposal Due Date and Time:

Tuesday, February 28, 2017 on or before 3:00 p.m. local time.

D. Consultant shall be notified within 30 days of approval.

II. Mandatory

A. All Vendors must attend the Mandatory Pre-proposal meeting to be held on **Thursday, February 16, 2017** at 2:00 p.m. local time at 100 S. Water Street, Watertown, WI 53094.

B. You must notify the Library Director via email if you plan to propose on this project no later than close of business on **Friday, February 24, 2017**.

III. 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 Structural Engineering and geotechnical 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 geotechnical and structural rehabilitation or 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 prior experience and successfully completed projects involving geotechnical and structural design of the nature and scope of this project. Include name(s) and telephone number(s) of contact persons for each project.

- E. Eligible firms must demonstrate working knowledge of Wisconsin State Laws relating to the public bidding laws.
- F. 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 - E above.
- G. 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.

IV. Proposal Submittals

- A. Eligible firms interested in submitting a sealed proposal must provide an original and twelve (12) copies of their proposal. Consultants shall also submit one (1) digital disc version that is compatible with Microsoft Office 2010 software. The Consultant shall sign and date the proposal by an authorized individual with the Consultant. 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 Library Board 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 sealed 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 Watertown Public Library Board of Trustees 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 Watertown Public Library Board of Trustees 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.

Proposal Packet: Provide one original that includes the following information:

 - A proposal summarizing your fee/cost structure, along with supporting documentation
 - Example of Consultant's standard contract
 - The Service Fee Proposal shall be delivered in its own separate envelope and included within the rest of the proposal submission package.

The Awarding Authority is the Watertown Public Library Board of Trustees 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 Watertown Public Library and 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.

V. 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. 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 interviews are needed, 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 Watertown Public Library Board of Trustees will provide the short-listed firms with any prepared questions or topics to be addressed during the interview.

The Watertown Public Library Board of Trustees' selection committee will conduct

interviews with the short-listed firms sometime during the week of March 27, 2017 at the Watertown Public Library, 100 S. Water Street, Watertown, WI 53094.

Upon Completion of all the interviews and Watertown Public Library Board of Trustees approval, the selected firm will be notified by telephone.

- G. EVALUATION: The Watertown Public Library Board of Trustees will use Quality Base Selection (QBS) Process to determine the successful proposal. Staff will review all proposals for completeness. The Evaluation Team will be made up of the Library Director, the City Engineer, and the selected members of the Watertown Public Library Board of Trustees. The Watertown Public Library Board of Trustees 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%

VI. Inquires

No oral interpretations will be made to any potential respondent as to the meaning of any requirements specified with this Request for Proposal. 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 **February 22, 2017**. Any technical questions pertaining to this RFP shall be directed in writing to:

Peg Checkai, Library Director
Watertown Public Library
100 S. Water Street
Watertown, WI 53094
Email: pcheckai@watertownpubliclibrary.org

No telephone questions will be answered.

Following the closure of questions on **February 22, 2017**, a single response will be prepared for all questions received, and circulated to all recipients of this RFP on or before February 24, 2017.

VII. Scope to Prepare Design Plans and Specifications and Construction Oversight for the Watertown Public Library Stairs and Side Monuments Rehabilitation Project

A. Project Understanding

The purpose of this Request for Proposals is to secure consulting services for three (3)

phases of work:

- 1) Prepare bid documents, including engineer's estimate, to: Remove the stone side monuments and stairs and excavate to the different foundation bearing levels.
- 2) At this point the Consultant is to make a determination based on further examination of the soils and foundation whether to save and reuse the foundation and if a drain system should be implemented in this area, and
- 3) Prepare bid documents, including engineer's estimate, to:
 - a) Provide costs to clean and restore existing different foundation bearing levels to reset the stone side monuments and stairs back in place, or
 - b) Provide costs to replace the footing and foundation, anticipating the worst case, and set the stone side monuments and stairs onto the new footing and foundation.

B. Assessments

A previous investigation of the site was conducted earlier this year and a report assessing the situation is attached to this Request for Proposal (See Report by Struc Rite Design, Inc.).

C. Scope of Work

The rehabilitation design shall include, but not be limited to, preparation of bid documents, including engineer's estimate for Phase 1 and 3 work, to remove the stone side monuments and stairs and excavate to the different foundation bearing levels; at this point the Consultant is to make a determination based on further examination of the soils and foundation whether to save and reuse the foundation and if a drain system should be implemented in this area; and the Consultant shall then prepare design and specifications, including engineer's estimates, for one of the following based on further examination of soils and foundation:

- 1) Provide costs to clean and restore existing different foundation bearing levels to reset the stone side monuments and stairs back in place, or
- 2) Provide costs to replace the footing and foundation, anticipating the worst case, and set the stone side monuments and stairs onto the new footing and foundation.

Bidding documents shall include the following language: "Contractor is responsible for preparing and submitting all necessary permits including but not limited to a Work with the Public Right-of-Way permit and a Building permit. City permits must be taken out, but no fee will be charged on City permits".

D. Tasks

Task 1. Project Team Meetings and Communication

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

- A. Attendance at the following:
 - Kick off meeting with the Watertown Public Library Board of Trustees (1 Each) and
 - Present Phase 2 findings and recommendations to the Watertown Public Library Board of Trustees (1 Each).
- B. Development and maintenance of a detailed project schedule encompassing design and specifications for excavation work; evaluation of excavation and determination of soils and foundation; design and specifications for

rehabilitation/construction tasks needed to set or reset stone side monuments and stairs. The up-to-date schedule is to be provided to the Library Director.

Task 2. Project Development and Final Design

The consultant shall be responsible for developing and submitting a scope of work associated with bid document preparation for the removal of the stone side monuments and stairs and excavation to the different foundation bearing levels. The Consultant shall evaluate the excavation, further examine the soils and foundation, and determine whether to save and reuse the foundation. The Consultant shall also determine if a drain tile system should be implemented in this area. The Consultant shall then prepare design and specifications, including engineer's estimates, for one of the following based on further examination of soils and foundation:

- 1) Provide costs to clean and restore existing different foundation bearing levels to reset the stone side monuments and stairs back in place, or
- 2) Provide costs to replace the footing and foundation, anticipating the worst case, and set the stone side monuments and stairs onto the new footing and foundation.

Task 3. Funding

- A. The firm will identify any local, state, and federal funding options for this project which the Library can use in the rehabilitation of the stone side monuments and stairs.

Task 4. Bidding and Negotiation

After acceptance by the Watertown Public Library Board of Trustees of the Bidding Documents and the most recent opinion of probable Construction Cost and upon written authorization from the Library Director to proceed, the Consultant shall:

- Assist the Library Director with issuing Addenda as appropriate to clarify and correct or change the Bidding Documents
- Provide information or assistance needed by the Library Director in the course of any negotiations with prospective contractors
- Consult with the Library Director as to the acceptability of subcontractors, suppliers, and other individuals and entities proposed by prospective contractors for those portions of the Work as to which such acceptability is required by the Bidding Documents

Task 6. Construction Oversight

- A. Attend required pre-construction conference
- B. Review and approve or deny shop drawings and change orders
- C. Provide full time construction oversight during construction activities
- D. Provide weekly or daily construction updates as needed with site photographs in a PDF format. (An electronic file of all photos taken should be supplied to the Library Director upon project completion)
- E. Hold weekly on-site construction meetings with project partners and construction foreman and prepare meeting minutes. (An electronic file of all meeting minutes should be supplied to the Library Director upon project completion)

Task 7. As-Built Plans and Certificates of Compliance

- A. Field survey for preparation of As Built Plans
- B. Prepare and submit Final As Built Plans

END OF SECTION