

# **CITY OF PLATTEVILLE**

## Engineering Design & Studies Services 2021 - 2023 Request for Proposals 11-20



City of Platteville  
75 North Bonson Street  
Platteville, WI 53818

June 2020

## **I. General Community Information**

The City of Platteville is a growing retail, education, and service center in Grant County in southwestern Wisconsin. The city has an estimated population of 12,000 and is expected to grow in the next 7 to 10 years.

## **II. General Information**

The City of Platteville has a 5 year Capital Improvement Plan (CIP) that outlines needed infrastructure projects. The City seeks to have one firm selected as the primary “Engineer” to work with the City staff. The remaining portion of the 2020 – 2024 CIP has been accepted as a planning tool. Projects in 2021 – 2024 are subject to change or elimination based on the direction of the Common Council at the time of budgeting.

These tasks may be in all areas of Municipal Engineering, including but not limited to:

Water: The City currently has 3 wells, 2 above ground storage tanks and 1 ground storage reservoir and two pressure zones with a booster station to transfer water between the pressure zones. We produce about 1,000,000 gallons per day. The water plant currently uses a SCADA system to control pumping, treatment and distribution. All aspects of pumping, treatment and distribution repair, upgrade, planning, cost estimates and replacement of infrastructure will be considered.

Wastewater: The City currently has 4 lift stations and gravity sewers ranging from 6” to 24”. Our Wastewater Treatment Plant is an advanced tertiary activated sludge treatment plant with a design of 2.05 million gallons per day and 3833 pounds per day of BOD. We currently average 1 million gallons per day with 2400 pounds of BOD. We have a SCADA system to control our processes. All aspects of wastewater collection and treatment, including SCADA shall be considered for tasks related to repair, upgrade, planning, cost estimates and replacement of infrastructure.

Streets: The City currently has about 55 miles of local streets. In accordance with the priorities set forth in the CIP the City will need assistance with cost estimates, planning, design, etc., for the repair, upgrade and reconstruction of infrastructure. This will include all appurtenances, including but not limited to sidewalk, signage, striping, signals (if warranted) and overhead lighting.

Storm Sewers: The City has a collection of storm sewers, water ways and ditches to convey storm water. In accordance with the CIP, the City needs assistance with cost estimates, planning, design, etc., for the repair, upgrade and reconstruction of infrastructure in conformance with current DNR standards.

Storm Water Management: Assist the City with review of Storm Water Management Plans to ensure they meet Municipal Code Chapter 47 on a case-by-case basis. Submit MS4 Annual Report to the City for review and approval, then upon approval, to the DNR. Assist with outfall inspections and other MS4 Permit areas of emphasis as assigned and budgeted by the City.

Sidewalks: Sidewalks shall be considered for all reconstruction of City streets. The City will need assistance with prioritization of sidewalks or other pedestrian ways for construction not in conjunction with other infrastructure improvements.

Construction Inspection/Management: There may be multiple projects ongoing within the City at any one time. The firm will be asked to assist the City Staff with conducting construction inspection or project management of different aspects of projects. This shall include but not be limited to assisting with pay requests, leading pre-construction and interim progress meetings, project closeout tasks – such as lien waivers, owner training and project documentation (as-builts, O&M manuals, etc.).

Grant writing: The City may ask for assistance with application for and submittal of grant submittals, paperwork for reimbursement, etc.

Studies: Studies to support any of the above areas may be required. This may include but are not limited to Wastewater Treatment Plant Capacity Review, Sewer Service Area Plan update. This may also include updating the Stormwater Management Plan. Updates and budget estimates for CIP as needed.

Work with UW-Platteville: Coordination of City work with UW-Platteville may be required. Work with Director of Public Works to act as a “client” for Senior Design students with at least one project per semester. Preferably, this will be one of the projects that are in the CIP.

Subdivision review: Review of subdivisions for compliance with Ordinances. Possible construction inspection of developer installation of infrastructure to ensure they are installing the infrastructure according to plans and working with the developer’s engineer to acquire as-builts for the City.

Engineering: Work with City Engineering staff to assist with updates to maps, GIS, review of Ordinances and other tasks.

### **III. Specific Information**

The City of Platteville wants to hire a firm to do the following:

1. Design projects in the 2021 CIP, except for the following:
  - a. Business 151 HSIP – design by IIW

2. Be prepared to design projects in the 2022 - 2023 CIP:
3. Construction Inspection/Management of designed projects.
4. Review of subdivisions for meeting City specifications – as time/budget permits
5. Assist with other projects as time/budget permits, including but not limited to traffic studies, storm water studies, PASER evaluations, other miscellaneous projects.

The contract will be written as a time & materials-based contract with specific projects budgeted. The contract will have a performance clause that will allow the City to terminate the contract prior to December 31, 2023 for non-performance or if the performance of the A-E firm is not satisfactory. The intent is to have option years for 2024 and 2025. The City or A-E firm may opt out of the option years with 60 days' notice.

The contract will also be written to allow flexibility for the City to be able to go out to solicit proposals for individual projects. Some grant agencies require a competitive process for the solicitation and hiring of an Architect-Engineer firm. The multi-year contract will not restrict the ability of the City to meet these requirements.

#### **IV. Project Timeline**

The city anticipates selecting a firm in July 2020. The submissions will be reviewed in late June and we anticipate interviewing a shortlist of up to 3 firms July 1-2 with selection by the Common Council on July 28.

#### **IV. Proposal Requirements and Evaluation Criteria**

##### **Submittal Format:**

Proposals should be organized in a manner that allows for complete review of the elements. Submittals should be submitted or delivered by 4:30 p.m. on Monday June 22, 2020 to the City of Platteville, Attn: Director of Public Works, 75 N. Bonson Street, Platteville, WI 53818.

The proposal should be labeled “11-20 Engineering Design & Services 2021 - 2023” and consist of the following elements:

1. One original copy of the proposal.
2. One electronic version submitted either on flash drive or by email.

##### **Criteria:**

In a concise manner, consultants must submit proposals, which, at a minimum, include the following:

1. Firm name, address, telephone, fax number and e-mail of the Contact Person.
2. Brief history of the firm – please limit to one page.

3. A one-page statement of your interest, qualifications and familiarity with Platteville's facilities, infrastructure and geography.
4. Identification of key personnel to be assigned to various services, including outside consultants. Please provide an organization chart with the roles & responsibilities of each identified person with resumes of key personnel.
5. Indicate the location of the office from where specific services will be provided.
6. Provide a list of municipalities and contact persons with contact information for those municipalities where you perform "Municipal Engineer" services.
7. Provide a list of all projects completed or underway in 2020.
8. Provide a list of grants administered. If more than 20, please limit to the last 2 years with representative grant types/categories.
9. Provide the following information for a 2019 Wisconsin municipal project in each of the below listed categories.
  - a. Address & phone number of contact person
  - b. Brief functional description
  - c. Engineers Estimate
  - d. Bid Price
  - e. Dollar value of Change Orders
  - f. Final Cost
  - g. Engineering Costs
    - i. Design Cost
    - ii. Contract Administration Cost
    - iii. Construction related services costs, including project inspection
    - iv. Project construction time
    - v. Sample drawings (.PDF format – 11 x 17 is acceptable)
    - vi. The role that key personnel in #4 above had in the project
  - h. Categories:
    - i. Comprehensive site development project – including water and sanitary sewer extensions, urban street, storm sewer, erosion control
    - ii. Urban street reconstruction – including underground utilities
    - iii. Rehab of sanitary sewer facilities – including interceptors and Wastewater Treatment Plant (WWTP) facilities.

## **V. Selection Process**

The City of Platteville will evaluate the proposals using the following criteria:

Firm History and resource capability to perform required services  
 Evaluation of assigned personnel  
 Familiarity with local area geography and facilities  
 Ability to relate to project requirements  
 Analysis of subjective statements  
 Reference Check  
 Engineering Experience:

- Utilities
- Storm water management
- Transportation

- Structural
- Architectural
- Mechanical
- Electrical
- Landscaping
- Contract administration
- Permits
- Environmental
- Survey/mapping
- Planning

Grant writing and administration

Cost – Include in a separate envelope or in a separate file for the electronic version your proposed costs per hour for different categories of personnel for 2021 and expected cost increases for 2022 and 2023. Indicate which cost categories your key personnel are assigned. Cost for option years 2024 and 2025 – if desired, shall be agreed upon prior to the start of each option year.

## **VI. Contact Information**

It is anticipated that a recommendation regarding the selection of a firm will be completed by the City of Platteville in July 2020.

Questions regarding this proposal can be directed to:

Howard B. Crofoot, P.E.

Director of Public Works

City of Platteville

75 N. Bonson Street, P.O. Box 780

Platteville, WI 53818

608-348-9741 x 2240

[crofooth@platteville.org](mailto:crofooth@platteville.org)

## **VII. Additional Information**

The City of Platteville reserves the right to reject any and all proposals for any reason at its sole discretion, to negotiate the terms and conditions of the eventual contract with the company awarded the project, and to impose additional conditions as necessary.

The contents of this packet are for informational purposes only and the representations made herein are without warranty. Prospective bidders should rely exclusively on their own investigations and analysis.

The City of Platteville will honor confidentiality requests to the extent possible. If you feel certain aspects of your proposal are proprietary in nature, please indicate so.

Thank you for your consideration and interest in Platteville.

Preliminary Scope: The following have been identified from recent history or anticipated needs. Please check the boxes for the services your firm customarily provides. Also, indicate those services that would be subcontracted to another consultant and indicate the subconsultant preferred. Not all services may be requested, nor will requests be limited to those services identified.

### **Utilities**

- ☐ Water/Sewer Extensions
- ☐ Computer System Controls (SCADA)
- ☐ Water System modeling (name of model)\_\_\_\_\_
- ☐ WPDES Permit
- ☐ WWTP Alterations/Studies
- ☐ Lift Stations
- ☐ Water Plant Alterations/Studies
- ☐ Water Tower Location Studies/Design
- ☐ Water Well Location Studies/Design

### **Storm Water Management**

- ☐ Storm Drainage Studies
- ☐ Storm Drainage Designs
- ☐ Storm Water MS4 Permit requirements and reports
- ☐ Storm Water Ordinance updates

### **Transportation**

- ☐ Pavement Design
- ☐ Traffic Studies
- ☐ Traffic Impact Analysis
- ☐ Traffic Signal Timing Analysis

- ☐ Bike paths
- ☐ Sidewalk/multiuse pathways

### **Contract Administration**

- ☐ Engineer Estimates
- ☐ Council Presentations/Public Information Meetings
- ☐ Bidding
- ☐ Award Recommendation
- ☐ Change Orders
- ☐ Pay Requests

### **Construction Management**

- ☐ Project Monitoring
- ☐ As-Builts
- ☐ Inspections
- ☐ Contract Close Out tasks
- ☐ Material Testing
- ☐ Soil Boring/Testing
- ☐ Concrete
- ☐ Asphalt
- ☐ Surface Treatments

### **Permits**

- ☐ DNR
- ☐ Corps of Engineers
- ☐ DOT



**Environmental**

- ☐ Studies
- ☐ Phase I & II Assessments
- ☐ Wetland Delineation
- ☐ Wetland Mitigation
- ☐ LUST Sites
- ☐ Impact Statements

**Surveying/Mapping**

- ☐ GPS
- ☐ RLS
- ☐ Construction Layout
- ☐ GIS
- ☐ Platting

**Planning**

- ☐ 5 Year Capital Improvement Plans
- ☐ TIF
- ☐ Subdivision Utility Extensions
- ☐ Annexations
- ☐ Reviews of Above

**Grants**

- ☐ DNR
- ☐ DOT
- ☐ Other State \_\_\_\_\_
- ☐ Federal

☐ Administration of Above

**Other**

☐ Structural

☐ Architectural

☐ Mechanical

☐ Electrical