

# Request for Proposal

## Design and Construction Management Services Buntrock Avenue Water Main Extension and Betterment of Service Loop

### Buntrock Avenue Main Street to Seminary Drive



12/20/2019

Village of Thiensville  
250 Elm Street  
Thiensville, WI 53092

## **1.0 Project Description**

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### **1.01 Introduction**

The purpose of this “Request for Proposal” (RFP) is to solicit professional engineering firms for detailed proposals to perform the survey, engineering design, preparation of bid documents, construction management, and construction review for the Buntrock Avenue Water Main Project.

The project will consist of the following:

- The project involves installing approximately 1,500 feet of 12 inch PVC Water Main
- Required valves and hydrants
- Pressure reducing valve station
- Jack & bore and casing pipe under railroad
- Tee and valves for future extension to North Orchard street by developer
- Up to 8 additional residential laterals
- Pavement and landscape restoration

This project will be bid in March - April 2018. Therefore, the Village is looking for a committed and aggressive design team.

The project once constructed will be turned over to the City of Mequon Water Utility. A project map is included with this RFP, which identifies construction limits

### **1.02 Project Scope**

The scope of the design services will consist of the following:

- Preliminary survey
- 30%, 90%, & final plan preparation
- Water Main design - plan/profile Including pressure reducing station
- Traffic control/detour design & plan
- Erosion control design & plan
- Pavement marking plan
- DNR permits and review including form 3300-260
- Railroad permitting (Consultant should plan on applying for appropriate railroad permits as early as possible in the design process)
- Mequon Water Utility review with standard specifications
- Public information meeting & exhibit preparation
- Utility coordination
- Final construction cost estimates
- Final construction quantities
- Bid and specification preparation
- Bid advertisement
- Plan distribution
- Respond to inquiries and issue addendums
- Recommendation for bid award
- Contract preparation
- Construction staking
- Construction inspection
- Construction Management
- As built survey and as built plan completion including AutoCAD and GIS shape files

The Village will require 30% plans, 90% plans and final plans along with final quantities and estimated construction costs. Consultant must attend the design kickoff meeting, 60% review meeting, and the 90% review meeting with staff. One public informational meeting may be scheduled at Village Hall. The consultant will be required to attend and answer any questions.

The Village will be using the design consultant for construction survey and inspection services. A construction survey cost estimate and inspection cost estimates shall be provided based on the concept drawing provided by the Village.

### **1.03 Information Provided**

- 1) The Village will supply sanitary, water, and storm sewer as built of the corridor.

### **1.04 Milestone 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.

January 16, 2020 proposals due  
January 20, 2020 Consultant selection at Village Board meeting  
February 14 2020 30% plans due  
March 6, 2020 90% plans due  
March 13, 2020 Final Plans due  
March 17, 2020 Construction bidding first advertisement  
April 7, 2020 bBid Opening  
April 20, 2020 Award Construction  
May-August Construction

### **2.01 Process for Selection**

Engineering firms submitting responsive and responsible proposals in response to this RFP will have their proposals reviewed by the Village Public Works Director and Village Administration with the final selection being made by the Village Board of Trustees of the Village of Thiensville. Once selected and approved by the Village Board, the Village will negotiate the proposal to a final form and it will be presented to the Village Board for its final approval at the next regularly scheduled meeting.

### **2.02 RFP Questions and Clarifications**

All questions, comments or clarifications shall be submitted to Andy LaFond, Director of Public Works at the following address and/or phone number:

Andy LaFond  
250 Elm Street  
Thiensville, WI 53092  
(262) 242-3720  
(262) 242-4743 (fax)  
[alafond@village.thiensville.wi.us](mailto:alafond@village.thiensville.wi.us)

If there are any changes needed to the RFP, it shall be issued in the form of addendum to the RFP.

### **2.03 Method of Award**

The Contract for design and construction management services will be awarded based on the proposal determined to be the most advantageous to the Village, at their sole discretion, after consideration of the requirements set forth in this RFP. The price proposal amount and scope of services may be finally negotiated between the Village and successful proposer before execution of the contract.

## **3.0 Selection Process**

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### **3.01 Due Date, Time, and Location**

Proposals in response to this RFP must be received by email, mail, or in person no later than 10 AM, central standard time, on January 16, 2020 at the following address:

Water Main Extension and  
Betterment of Service Loop RFP  
Village of Thiensville  
250 Elm Street  
Thiensville, WI 53092

Proposals may be submitted by email to [villagehall@village.thiensville.wi.us](mailto:villagehall@village.thiensville.wi.us). Proposals received after the time and date due will not be considered and will be returned unopened at the conclusion of the selection process.

### **3.02 Examination of the Site**

Each Proposer shall visit the sites and shall become fully acquainted with the conditions and limitations as they exist. Failure of any Proposer to visit the sites shall in no way relieve the Proposer from any obligations with respect to its proposal. It is understood that tender of a proposal carries with it the agreement to all items and conditions referred to in this RFP.

### **3.03 Proposal Format**

Each company shall submit the proposal to the Village on their own form and shall only include the components listed above and those additional requirements listed in Section 4.0 of this RFP.

## **4.0 Specific Proposal Requirements**

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### **4.01 Cover Letter**

Provide a Proposal cover letter that identifies the name, address, telephone number, facsimile number, e-mail, and contact person for the proposer.

### **4.02 Key Personnel**

Provide evidence that clearly demonstrates the qualifications of the key personnel proposed for the project. Proposers are free to provide information concerning any and all members they consider to be "Key Personnel" but must, at a minimum, provide the information listed below:

**4.02.1** Identify the project manager to be assigned to the project and any key inspectors or engineers that will be working on the project, and provide a copy of his or her resume. Identify and briefly describe any projects this person is currently assigned to, their expected completion dates and any projects this person may be simultaneously assigned to during the course of this Project.

**4.02.2** Provide current hourly rates of personnel that will be working on this project.

#### **4.03 Project Schedule**

Provide a proposed project schedule that achieves the milestones identified in Section 1.04 of this RFP.

#### **4.04 Costs**

The proposal shall include the complete cost for services as identified in Section 1.0. The total cost shall also be broken down into individual expenses as identified below. The contract for design and construction management services will be on a time and material basis, not as a lump sum fee.

1. Preliminary survey
2. Preliminary Design
3. Final Design
4. Bidding
5. Construction Survey
6. Construction Inspection
  - a. Include hourly inspection rate
  - b. Hours budgeted for construction inspection
  - c. Total inspection cost
7. Construction Management
  - a. Include hourly management rate
  - b. Hours budgeted for construction management
  - c. Total management cost
8. As-built survey & as-built plan completion

The Village of Thiensville has an agreement with the City of Mequon for cost reimbursement of the betterment of service portion of the project design and construction. The selected firm will be required to detail and separate costs for additional design features such as laterals and North Orchard extension.

Detail the firm's quality control program and ability to keep projects on schedule and within budget.

Discuss the design team's approach for this project, including any potential improvement to the scope

#### **4.05 References**

Identify a minimum of three (3) projects that your firm has completed in the past three (3) years that are similar to this project. Briefly describe the role the proposer's key personnel had in the project. Identify the owner and provide the name, address and telephone number of a person knowledgeable about the project and the performance of the proposer's key personnel.