

REQUEST FOR QUALIFICATIONS

Issued By:



DEPARTMENT OF PUBLIC WORKS

Issued For:

2016-2017 MASTER ENGINEERING AND RELATED SERVICES CONSULTANT SELECTION

OCTOBER 21, 2015

**Statements of Qualifications must be submitted no later than:
4:00 P.M. CDT on Monday, November 16, 2015**

Late Submittals Will be Rejected

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1.0 – Introduction

The City of Milwaukee Department of Public Works is seeking qualifications from consultants interested in providing engineering and related services for the City of Milwaukee Department of Public Works and potentially other City departments and agencies including, but not limited to: the Department of City Development, Milwaukee Water Works, the Department of Health, the Port of Milwaukee, the Redevelopment Authority of the City of Milwaukee (RACM), the Housing Authority of the City of Milwaukee (HACM), the Milwaukee Economic Development Corporation (MEDC) and the City Attorney's office, on an as-needed basis.

This Request for Qualifications (RFQ) process will result in a list of consultants to provide engineering and related services to the City of Milwaukee on an as-needed basis. Please note it does not guarantee the selected consultants a minimum number of engineering or related service projects per year or throughout the life of the contract. The number of engineering or related service projects will be determined by the individual needs of each City department and agency as well as available funding. Any engineering services for which the City joins with another governmental unit or private party may, at the City's sole discretion, be determined to be outside the scope of this master services consultant selection process. Additionally, the City reserves the right to issue separate RFQs or Request for Proposals for specific engineering services at the City's sole discretion.

Any professional services contracts executed under this RFQ will be funded and administered by each specific contracting City department or agency. Standards and documentation associated with the services shall be appropriate to the funding source and departmental or agency requirements. Therefore, each City department or agency will retain control over the management and execution of its respective projects. Each City department or agency will determine its own needs for engineering and related services, funding sources, and facilitate any other arrangements with the engineering services consultant.

The total cost for each specific service conducted under this master services contract will be determined with the selected consultant based on negotiations for the scope and cost specific to the service(s) being requested. Upon successful scope and fee negotiations, the City of Milwaukee will enter into a professional services contract with the selected consultant. The City department or agency requesting the services will be responsible for making payments for the services performed.

The service period for this RFQ will be two years with the option of extending the service period for one additional six month period upon mutual consent of the City and the selected consultants.

2.0 - Scope of Services

The City of Milwaukee Department of Public Works seeks to select at least three (3) consulting firms for each specific activity listed in this RFQ. Under the General Civil Part A category, at least ten (10) consulting firms will be selected to provide full service engineering support to the Department of Public Works, other City departments and agencies, and for those projects that exceed the small purchase contracting threshold of \$120,000.00 and less than \$400,000.00 (which will become three-party contacts with the Wisconsin Department of Transportation).

Full service engineering firms will be ranked and selected based on total points received in the first five (5) activities listed under the General Civil Part A category. Those firms that wish to be considered to provide full engineering services to the City must indicate so in their Statement of Qualifications (SOQ). Teaming to meet the minimum requirements for selection as a full service firm is discouraged. Being selected as a full service firm does not preclude the firm from being selected for any other of the listed activities in this RFQ. Firms wishing to be selected for any of the first five activities under the General Civil category are not required to also apply for the full engineering services selection.

As consulting firms will be working on an as-needed basis, there is not a specific scope of work in this RFQ document. Instead each firm should attempt to qualify themselves (in their Statement of Qualifications) for each activity (as detailed henceforth) they are qualified to perform and for which they are interested in providing services. Once a City department or agency identifies a need for a service, that department or agency will define the scope of services needed, select a firm off the selected list of qualified firms for that specific service, and then the selected consultant will prepare a task-specific work plan and cost estimate to the requesting City department or agency for review. Upon successful negotiation of the scope and fee, the City of Milwaukee will enter into a professional services contract with the selected consultant under an “actual cost plus fixed fee not to exceed” or “lump sum” basis of payment.

All activities a consultant provides services for under this master services contract must comply with the regulatory requirements and guidelines of the City of Milwaukee, the Wisconsin Department of Transportation (WisDOT), the Federal Highway Administration (FHWA), and/or other applicable regulatory agencies depending on the funding source and departmental requirements.

The activities that may be conducted under a professional services contract resulting from this RFQ may include, but are not limited to:

GENERAL CIVIL Part A

1. Traffic and Parking Analysis and Design

Traffic and parking studies including data collection and updating of City’s traffic and parking inventory plans are included under this task. Specific tasks could include the following:

a. Data Collection

- Collect daily traffic counts
- Collect intersection turning movements counts
- Collect vehicle classification counts
- Collect parking occupancy and supply data
- Collect intersection geometric data and controls
- Collect CBD parking and traffic circulation inventory data
- Collect pedestrian data
- Collect accident information
- Collect bicycle data

- b. Traffic Analysis
 - Evaluate traffic calming measures
 - Conduct intersection operations/capacity analyses
 - Evaluate traffic circulation modifications
 - Review traffic and parking impact and analyses presented to City by developers
 - Conduct trip generation studies
 - Conduct vehicle, bicycle and pedestrian safety studies
 - Assemble traffic and parking data in Geographic Information Systems (GIS)
 - Review signing and traffic signal needs
 - Prepare traffic simulation/ animation models to address traffic concern and for public presentation
 - Conduct parking studies

2. Traffic Signal Analysis and Design

The work tasks in this area will involve, but would not be limited to:

- a. Collecting appropriate traffic data and conducting traffic signal warrant analyses as requested
- b. Collecting appropriate traffic data and performing an analysis of existing or proposed traffic signals as an individual signal or in a traffic signal system using a software program(s) as approved by the City, such as Synchro, HCS 2010 or Transyt-7F
- c. Preparing traffic reports for State/Federal Aid projects as determined by WisDOT or its management consultant
- d. The design and preparation of plans for the new construction of traffic signals and systems to be owned and operated by the City, or for the modification of existing traffic signals and systems owned and operated by the City
- e. Performing various studies related to the operation and management of traffic signals and systems

3. Roadway Engineering

Roadway improvement projects may range from resurfacing, to rehabilitation, to new construction. Analysis, designs, plans, specifications, design reports, permitting, environmental documentation and other project documentation shall be performed in accord with City of Milwaukee, WisDOT, and/or FHWA standards based on the type of funding being used. The work tasks in this area will involve, but would not be limited to design of local infrastructure including:

- a. Streets
- b. Alleys
- c. Bicycle facilities (on-street and off-street)
- d. Pedestrian facilities, including proficiency in accessible Americans with Disabilities Act (ADA) pedestrian design
- e. Traffic calming treatments

4. Sewer Design

The work tasks in this area will involve, but would not be limited to hydraulic analysis and design of local infrastructure including:

- a. Sanitary sewers
- b. Storm sewers
- c. Combined sewers

5. Storm Water Management, Planning, Design and Analysis

The work tasks in this area will involve, but would not be limited to:

- a. Storm water management
- b. Drainage design
- c. Flood management – master planning including hydraulic and hydrologic analysis
- d. Channel restoration and design
- e. Inflow and infiltration analysis and sewer modeling
- f. Storm sewer drainage design associated with WisDOT improvement projects
- g. Green infrastructure/bio-swale design

GENERAL CIVIL Part B

6. Survey

Provide survey staff to complete surveys for planning, design and construction, including:

- a. Electronic data collection
- b. Utility location and layout, including property such as water treatment plants and pumping facilities
- c. Line and grade layout for construction activities. Survey staff shall also have experience in the development of Right of Way plats, certified survey maps and Alta surveys

7. Transportation Planning

The work tasks in this area will involve, but would not be limited to:

- a. System, sub-area, and/or corridor planning
- b. Planning scenarios and alternatives, including capacity to create photo and/or video simulations
- c. GIS capacity – data development, mapping, analysis, and data visualization
- d. Grant writing/funding development and recommendation

STRUCTURAL / BUILDING FACILITIES

8. Structure Analysis and Design

The work tasks in this area will involve, but would not be limited to the following activities. Analysis, design, plans, specifications, and project documentation shall be performed in accord with City of Milwaukee, WisDOT, and/or FHWA standards based on type of funding being used:

- a. Analysis, design, plan preparation, specifications, and / or cost estimates for new, or the rehabilitation of, fixed and moveable span bridges, retaining wall or other structures
- b. Analysis, design, plan preparation, specifications, and / or cost estimates for new, or the rehabilitation of municipal buildings, parking structures or other structures
- c. Analysis, design and/or peer review of specialty and signature bridges
- d. Forensic investigation of structural failures and adverse behavior of structural elements
- e. Retrofit and structural upgrade design of structures
- f. Inspection and rating of structures

9. Architectural Services

The work tasks in this area will involve, but would not be limited to:

- a. Architectural/engineering(A/E) design services for interior and exterior building projects for City facilities, including all required architectural, structural, HVAC, plumbing, life/safety, fire suppression and electrical design as necessary for their assigned independent projects
- b. Design works involved in these projects includes, but are not limited to, office/building remodeling, Americans with Disabilities (ADA) alterations, and facilities exterior work including masonry repair, re-roofing, window replacement, parking deck restoration and yard paving
- c. Programming, preliminary design, design development, preparation of contract documents (plans and project manual) for bidding construction, preparation of a detailed cost estimate and time schedule based upon the final design, and bidding and construction phase services
- d. Coordination of the project design team for all the above services
- e. Project support functions as needed, including structural engineering, CADD drafting and construction inspection services, to assist City staff on projects

10. Mechanical Engineering Services

The work tasks in this area will involve, but would not be limited to:

- a. Mechanical engineering (ME) design services for the upgrade/replacement of existing and installation of new mechanical systems at various City of Milwaukee buildings, including all HVAC, plumbing, fire suppression and related architectural, structural, life/safety, and electrical design as necessary for their assigned independent projects

- b. Design works involved in these projects includes, but are not limited to, the upgrade/replacement of existing (in whole or part) and installation of new HVAC, plumbing, fire suppression and life/safety systems
- c. Preliminary design work to determine the most effective and efficient systems and equipment or combination thereof, to be installed or replace the existing systems and/or equipment; design development to engineer the interaction of the new equipment with other building systems where applicable
- d. Incorporation of all required equipment accessories into designs; preparation of contract documents (plans and project manual) for bidding construction; preparation of detailed cost estimates and time schedules based upon final designs; and bidding and construction phase services
- e. Coordination of the project design team for all the above services
- f. Project support functions as needed, including structural engineering, CADD drafting and construction inspection services, to assist City staff on projects

ELECTRICAL / COMMUNICATIONS

11. Street Lighting Design

The work tasks in this area will involve, but would not be limited to the planning and design of all aspects of the street lighting system including lighting design, luminaire pole and bracket selection and location, cable size and routing, pipe and conduit installation, transformer enclosure (pad mount or underground) design, any type of correspondence with WE Energies for any needed services, preliminary field investigation and final site layout and the ability to work with street series circuitry

12. Underground Communications and Duct System Design

The work tasks in this area will involve, but not be limited to the planning and design of the City's underground conduit system including plan preparation, utility investigation, specifications, cost estimates, construction management, inspection and providing as-built plans for City underground conduit installations

WATER

13. Water Distribution System

The work tasks in this area will involve, but would not be limited to:

- a. Water main design – field survey and plan preparation
- b. Distribution system hydraulic analysis
- c. Condition assessment review and replacement reporting
- d. Asset management / system analysis
- e. Geographic Information Systems (GIS) development and implementation (ESRI)

- f. GPS integration of distribution system – existing and construction as-building
- g. Construction management, inspection and as-building for water main installation projects
- h. Wisconsin DNR Safe Drinking Water Loan Program submittal process

14. Water Plant Facilities

The work tasks in this area will involve, but would not be limited to:

- a. Water storage tank inspection and evaluation
- b. Inspection, evaluation and design of roofs
- c. Structural inspection, evaluation and modification to buildings and basins
- d. Inspection, evaluation and design of building's mechanical, electrical and plumbing systems
- e. Pump replacements – evaluation and selection
- f. Pumping and energy efficiency studies
- g. Evaluation and design of treatment processes
- h. Asset management
- i. Optimization studies
- j. Automation review and recommendation

PROJECT MANAGEMENT

15. Construction Management

Provide construction management staff to lead, or assist City staff, in construction contract management and coordination and the delivery of City and/or Federal and State Aid infrastructure improvement projects

16. Public Involvement

Provide public involvement support services that include:

- a. Conducting stakeholder and public information meetings with the general public, institutions, civic groups and businesses. Services can include preparing meeting notifications, agendas, handouts, displays, exhibits and PowerPoint presentations, as well as producing documentation from the meetings and summaries of actions
- b. Coordination of community group and property workshop meetings to solicit input and help move the groups towards an understanding of the project issues, and ultimately, informed acceptance or consensus for the project. (Format and conduct of public meetings will, in some instances, need to adhere to the WisDOT's Facilities Development Manual for WisDOT projects.)
- c. Web site preparation; effective use of social media; online survey tools and public participation software and applications
- d. Language translation capabilities (at least Spanish but others may be required – please indicate firm's capacity, if any, in other languages)

- e. Non-traditional public outreach and facilitation including but not limited to event tabling, charrettes, focus groups, youth engagement and in-person stakeholder interviews

ENVIRONMENTAL / HAZARDOUS MATERIAL HANDLING

17. Environmental Analysis / Material Management

Prepare contaminated material management plans and provide environmental analysis, testing and remediation planning including, but not limited to:

- a. Phase I Environmental Site Assessments (ESAs)
- b. Phase II Environmental Site Assessments
- c. Phase III remediation activities
- d. Asbestos and lead testing
- e. Environmental documentation
 - Prepare Environmental Reports, Environmental Assessments, and Environmental Impact Statements in accord with 23 CFR 771
 - Section 4(f) of the Department of Transportation Act (DOT) and Section 6(f) of the Land and Water Conservation Fund Act (LWCA) permitting

HISTORICAL / ARCHAEOLOGICAL

18. Historical / Archaeological Analysis and Consultation

The work tasks in this area will involve, but would not be limited to:

- a. Conducting investigations of proposed project corridors or sites and report on any historically or archaeologically significant resources that may be affected by the proposed action, in accord with the Wisconsin Department of Transportation's Facilities Development Manual Section 106 process for cultural resource documentation
- b. Coordination with the Historic Preservation Commission of the City of Milwaukee and the Milwaukee County Historic Society on projects that have a historic nature or resources that may be considered historic
- c. Prospective consultants are recommended to have staff that is archaeologically certified in the event field work is needed

BICYCLE / PEDESTRIAN FACILITIES DESIGN AND ANALYSIS

19. Pedestrian Transportation Planning, Analysis, Program Delivery and Facilities Design

The work tasks in this area will involve, but would not be limited to:

- a. Planning, analysis and program delivery tasks for the City's pedestrian transportation system (citywide or sub-area), including Safe Routes to School (SRTS)-related work; environmental documentation; grant writing; Smart Trips/Travel Demand Management; placemaking/streetscaping; design guidelines; staff training; and prioritization/performance measures
- b. Design and engineering tasks related to pedestrian facilities including sidewalks, off-street multi-use trails, pedestrian bridges and tunnels, signals and beacons, various physical crossing treatments; pedestrian access to transit stops (fixed route transit and streetcar); signs and markings including wayfinding; placemaking and streetscaping; and facility lighting.
- c. High level of proficiency with accessible pedestrian design and accommodations using ADA Accessibility Guidelines (ADAAG) and Public Rights-of-Way Accessibility Guidelines (PROWAG)
- d. GIS capabilities for asset management development, network analysis, safety and crash analysis, and system and sub-area mapping

20. Bicycle Transportation Planning, Analysis, Program Delivery and Facilities Design

The work tasks in this area will involve, but would not be limited to:

- a. Planning and analysis tasks for the City's bicycle transportation system (citywide or sub-area), including Safe Routes to School (SRTS)-related work, bike sharing system expansion, trail corridor planning, environmental documentation, design guidelines, staff training, and prioritization/performance measures
- b. Design and engineering tasks related to bicycling facilities including on-street facilities (bike lanes, raised bike lanes, separated/protected bikeways, intersection treatments, bicycle boulevards); off-street multi-use trails including crossings, bridges and tunnels); bicycle signals; bicycle parking; public bike sharing stations; signage and marking plans including wayfinding; transit/bicycle compatibility (fixed route transit and streetcar); and facility lighting
- c. GIS capabilities for asset management development, network analysis, safety and crash analysis, system and sub-area mapping
- d. High level of proficiency with both long-standing design guidelines and standards and innovative planning and design guidelines

REAL ESTATE

21. Real Estate Appraisal, Negotiation and Relocation

Acquire right of way through appraisals, negotiations and relocation assistance, as necessary, in accordance with Chapter 32 of the Wisconsin State Statutes, the WisDOT's Facilities Development Manual, and, the related provisions of the Wisconsin Administrative Code for City of Milwaukee and Wisconsin Department of Transportation projects

GEOTECHNICAL

22. Geotechnical Analysis and Design

The work tasks in this area will involve, but not be limited to the following activities. Field services, laboratory services, investigation and analysis, and recommendations shall be performed in accordance with City of Milwaukee, WisDOT, American Society for Testing and Materials (ASTM), Load and Resistance Factored Design (LRFD), the current edition of the International Building Code (IBC), and/or other relevant specifications based on the type of application:

- a. Perform field services including soil sampling (including proper hole abandonment or backfilling to any applicable standards), permeability testing, pressuremeter testing, piezometer installation, vibration monitoring, geophysical surveys, and determine groundwater level
- b. Perform laboratory services including consolidation testing, triaxial testing, shear testing, permeability testing, swell testing, unconfined compressive strength, soil classification through sieve analysis, Atterberg limits, Volatile Organic Compound (VOC) vapors, Polynuclear Aromatic Hydrocarbons (PAHs), environmental considerations
- c. Conduct investigations for soils and groundwater and perform analysis to provide site-specific design parameters such as lateral design requirements, recommended type of foundation, recommended type of retaining wall, estimated settlement, site preparation considerations, construction considerations, seismic considerations, etc. for bridges, buildings, roadways, underground utilities, retaining walls and embankments
- d. Prepare reports summarizing results of geotechnical and environmental testing and analysis and providing conclusions and recommendations

3.0 - General Conditions

1. Insurance

Any professional services contract entered into with consultants selected under this RFQ shall require the consultant to carry the necessary liability insurance during the terms of this contract or any extension thereof. A Certificate of Insurance shall be provided to the City as evidence thereof naming the City as an additional insured for public liability and property damage, and providing for a thirty (30) day notice to the City prior to termination or cancellation of the policy. The City reserves the right to require review and approval of the actual policy of insurance before it executes this agreement

2. Office of Small Business Development Participation

Any non-WISDOT professional services contract entered into with consultants selected under this RFQ may require disadvantaged business participation as certified under the City's Office of Small Business Development program. The level of participation under each professional service contract shall be established at the time services are required and is expected to vary based the type of engineering services required. However, it is DPW's goal to achieve an 18% average participation rate on non-WisDOT services procured under this RFQ. Small Business Enterprise (SBE) participation will not be used as a criterion to rank and select firms for this master services contract

3. Indemnification and Defense of Suits

Any professional services contract entered into with consultants selected under this RFQ shall require the consultant to defend, indemnify, and hold harmless the City of Milwaukee. In case any action in court, claim, or proceeding before an administrative agency is brought against the City or any of its officers, agents, or employees for the failure, omission, or neglect of the consultant, in whole or in part, to perform any of the covenants, acts, matters, or things by this agreement undertaken or for injury or damage caused by the negligence of the consultant, its officers, agents and employees, the consultant shall defend, indemnify, and save harmless the City and its officers, agents, and employees from all losses, damages, costs, expenses, judgments, or decrees arising out of such action. Provided however, that in no event shall consultant's total liability for loss (indemnity or defense) exceed consultant's prorata share of all fault causing any injury or loss. The City shall tender the defense of any claim or action at law or in equity to the consultant or the consultant's insurer, and upon such tender, it shall be the duty of the consultant or the consultant's insurer to defend such claim or action without cost or expense to the City or its officers, agents, or employees. The consultant shall be solely responsible for the conduct and performance of the services required under the professional services contract and for the results therefrom. This clause is not intended to have the consultant be responsible for the negligent errors or acts of the City, its officers, agents and employees or anyone else of whom they are responsible

4. Records, Audits and Confidentiality

- a. Any professional services contract entered into with consultants selected under this RFQ shall require the consultant is to establish and maintain an original project file incorporating all project materials for future reference by the City. The consultant is to provide copies of all data, calculations, and reports, as may be requested by the Commissioner of Public Works. All materials produced under the contract are to become and/or remain the property of the City of Milwaukee. The City may utilize such material in any manner or purpose, as it desires without the further permission, approval or compensation to the consultant. The consultant may not use or publish any materials produced under the contract without the written permission of the Commissioner. When required, Consultant shall execute a Critical Infrastructure Confidentiality Agreement as it relates to Milwaukee Water Works facilities

- b. The consultant shall maintain books; records, documents and other evidence directly pertinent to performance the professional services contract in accordance with accepted applicable, professional practices. The City, or any of its duly authorized representatives, shall have access to such books, records, documents, papers, or any records of the consultant which are directly pertinent to this agreement, for the purpose of making audits, examinations, excerpts and transcriptions
- c. The City and the consultant shall comply with the *Public Records Law of Wisconsin* and the consultant will assist the City in conforming to the law. Except as otherwise authorized, those records shall be maintained for a period of seven (7) years after receipt of the final payment under the professional services contract
- d. All data and information pertaining to this RFQ shall be treated by the Proposer and its agents as confidential. The Proposer and its agents shall not disclose or communicate the aforesaid matters to a third party or use them in advertising, publicity, propaganda, and/or in another job or jobs, unless written consent is obtained from the City
- e. All material submitted pursuant to this RFQ shall become the property of the City of Milwaukee. Submittals shall be kept confidential and will not be released until the consultant selection process is complete with the exception of the Consultant Selection Committee

5. Non-Discrimination and Equal Employment

Any professional services contract entered into with consultants selected under this RFQ shall require the consultant to agree to not willfully refuse to employ, to discharge, or to discriminate any person otherwise qualified because of race, color, religion, sex, sexual orientation, age, disability, national origin or ancestry, lawful source of income, marital status, creed, or familial status; to discriminate for the same reason in regard to tenure, terms or conditions of employment not to deny promotion or increase in compensation solely for these reasons; not to adopt or enforce any rule or employment policy which discriminates between employees on account of race, color, religion, sex, creed, age, disability, national origin or ancestry, lawful source of income, marital status, or familial status; not to seek such information as to any employee as a condition of employment; not to penalize any employee or discriminate in the selection of personnel for training, solely for training, solely on the basis of race, color, religion, sex, sexual orientation, age, disability, national origin or ancestry, lawful source of income, marital status, creed, or familial status

6. Subcontracting

Unless identified in the response to this RFQ, none of the services to be performed under professional service contracts shall be subcontracted without the prior written approval of the City. If any services are subcontracted, the performance of such services shall be specified by the professional services contract and shall be subject to each of the provisions contained therein. A prime consultant that enters into a professional services contract under this RFQ shall be responsible for all services performed under the contract by sub-consultants

7. Other

The City of Milwaukee shall not be liable for any costs incurred by the consultant in responding to this RFQ

Depending on the funding source for specific engineering services, there may be other requirements and provisions the consultant will have to adhere to during the conduct of the engineering services. Such requirements will be identified in the professional services contract

The City of Milwaukee reserves the right to accept or reject any or all submittals and to waive irregularities in submittals which would best serve City of Milwaukee interests

4.0 – Submittal

1. Number of Submittals

- a. Prospective firms are directed to submit:
 - One (1) - original hard copy
 - One (1) - electronic PDF version (CD or flash drive)
 - One (1) - copy for EACH activity selected in the Activity Qualifications Checklist

No later than 4:00 P.M. (CDT), on Monday, November 16, 2015. Proposals received after the deadline shall be returned to the sender unopened. The submittal shall be labeled “Qualification Submittal to Provide Master Contract Engineering and Related Services” and be submitted to:

Mr. Jeffrey S. Polenske, P.E.
City Engineer
841 North Broadway, Room 701
Milwaukee, WI 53202

2. Format

- a. Prospective firms are directed to complete the **Activity Qualifications Checklist** (Attachment 1) to call out the activities for which they are providing qualifications. If the prospective consultant checks the first five boxes related to activities under “GENERAL CIVIL Part A”, they will be considered a “Full Service” consulting firm. Each activity selected shall be clearly identified in the proposal (i.e., Table of Contents, tabs, etc)
- b. Firm Identification
 - Provide the name and address of submitting firm
 - Indicate if the firm(s) is licensed to operate in the state of Wisconsin.
 - Provide name, title, phone number and E-mail address of the individual(s) authorized to negotiate a contract for the firm

- Indicate if the firm has, or plans to maintain, a full time project office in Milwaukee
 - Indicate if the firm is certified under the City of Milwaukee Office of Small Business Development program for non-WISDOT work
 - Provide a general description of the firm’s areas of expertise
- c. Firm Background, Qualifications and Experience for Each Activity Selected
- Identify the firm’s experience for each activity called out in the Activity Qualifications Checklist for which the firm is interested in providing services. Provide a description of at least three representative projects including responsibilities and client contact information
- d. Project Manager
- Identify the proposed Project Manager (name, phone number, E-mail address, office location) for each activity called out in the Activity Qualifications Checklist (Attachment 1) for which the firm is interested in providing services. (Project managers can be used on multiple activities)
 - Provide the proposed project managers’ project management experience for those activities including descriptions of at least three representative projects and client references (may be the same projects identified in “c”)
- e. Firm’s Key Staff Members (Up to Three)
- Identify up to three key staff members (name, phone number, e-mail address, office location) for the activities called out in the Activity Qualification Checklist for which the firm is interested in providing services. Provide the description of at least three representative projects for the key staff members and the key staff members’ involvement for each representative project. Provide client references (may be the same projects identified in “c”)
- f. Submittal Length (Maximum pages for each subject)
- Firm Identification/Cover Letter.....1 page
 - Firm Background, Qualifications and Experience.....2 pages
 - Representative Projects for Activities Selected5 pages
 - Project Manager(s).....2 pages
 - Project Manager’s Representative Projects3 pages
 - Key Staff Member(s) (Up to three).....2 pages
 - Representative Projects of Staff Member(s)5 pages
- g. Although additional documents / attachments may be submitted, they should not be excessively long or in an elaborate format. They are not to be used in place of responding to the questions in the Request for Qualifications document. Unnecessary attachments beyond those sufficient to present a complete, comprehensive and effective response should not be included

If representative project manager's and staff member's resumes are to be included in the submittal they must be located in the submittal's appendix and be limited to no more than two (2) pages for each representative

5.0 - Requests for Clarification

1. Any requests for clarification pertaining to this RFQ shall be received by the City in writing or electronically by 4:00 P.M. (CDT) on Monday, November 2, 2015, and addressed to:

Mr. Benjamin Schultz
City of Milwaukee, Department of Public Works
841 North Broadway Street, Room 920
Milwaukee, WI 53202
Benjamin.schultz@milwaukee.gov

The City of Milwaukee shall make every effort to respond to such requests. Any responses shall be made available to all prospective firms through the City of Milwaukee website on Monday, November 9, 2015. It is the prospective firm's responsibility to check the City's website for these responses. However, requests for clarification shall not be cause to extend submittal deadline

6.0 - Procurement Schedule

1. The following is the projected timetable for submission, evaluation, and acceptance of proposals to perform the necessary services:

Availability of RFQ	October 26, 2015
Written Requests for Clarification (due by 4:00P.M., CDT).....	November 2, 2015
Response to Requests for Clarification.....	November 9, 2015
Submittal Due Date (Due by 4:00 P.M., CDT).....	November 16, 2015
Oral Interviews (if necessary).....	December 2, 2015
Notification of Selected Firm(s)	December 14, 2015
Service Period Commencement.....	January 1, 2016
Service Period Completion	December 31, 2017

7.0 - Evaluation Criteria / Selection Procedure

1. The criteria listed below will be used to evaluate submittals and select consultants for future services under the master services contract include, but are not limited to:
 - a. Firm, Project Manager, and firm qualifications and experience in individual scope activities
 - b. Firm experience in and familiarity with the City of Milwaukee including the ability to perform services effectively and efficiently under short notice
 - c. SBE participation will not be used as a criterion to rank and select firms for this master services contract

DPW will select an unspecified number of firms for future services under the master services contract, based on qualifications presented in the submittals received, that meet City and/or WisDOT requirements for any or all activities mentioned in the Scope of Services. Proposals will be evaluated based on content, not aesthetics

If necessary, selected firms will be invited to make an oral presentation and/or be interviewed to aid the Consultant Selection Committee in making final selections for firms to provide future services under the master services contract. When individual services become necessary during the master services contract period, a professional services contract shall be negotiated with the firm most qualified to perform those services from the list of master services consultants. In the event that a contract cannot be negotiated, contract negotiations shall proceed with the next best qualified firm for those services.

ATTACHMENT 1

Request for Qualifications
For
2016-2017 Master Engineering and Related Services Consultant Selection

City of Milwaukee
Department of Public Works

Activity Qualifications Checklist

Please Return this Checklist with your Submittal

NOTE 1: Prospective consultants are directed to check all boxes that apply to the activities for which your firm wants to submit qualifications. Prospective consultants can submit qualifications for as many activities as they desire.

NOTE 2: If prospective consultants want to apply for consideration as a “Full Service” consulting firm, they must check all five (5) boxes related to the activities under “GENERAL CIVIL Part A” and submit qualifications for each activity.

Name of Consulting Firm:

GENERAL CIVIL Part A

- 1. Traffic and Parking Analysis and Design
- 2. Traffic Signal Analysis and Design
- 3. Roadway Engineering
- 4. Sewer Design
- 5. Storm Water Management, Planning, Design and Analysis

GENERAL CIVIL Part B

- 6. Survey
- 7. Transportation Planning

STRUCTURAL / BUILDING FACILITIES

- 8. Structure Analysis and Design
- 9. Architectural Services
- 10. Mechanical Engineering Services

ELECTRICAL/COMMUNICATION

- 11. Street Lighting Design
- 12. Underground Communications and Duct System Design

WATER

- 13. Water Distribution Systems
- 14. Water Plant Facilities

PROJECT MANAGEMENT

- 15. Construction Management
- 16. Public Involvement

ENVIRONMENTAL / HAZARDOUS MATERIAL HANDLING

- 17. Environmental Analysis / Material Management

HISTORICAL / ARCHAEOLOGICAL

- 18. Historical / Archaeological Analysis and Consultation

BICYCLE / PEDESTIRAN FACILITIES DESIGN AND ANALYSIS

- 19. Pedestrian Transportation Planning, Analysis, Program Delivery, Facilities Design
- 20. Bicycle Transportation Planning, Analysis, Program Delivery, Facilities Design

REAL ESTATE

- 21. Real Estate Appraisal, Negotiation and Relocation

GEOTECHNICAL

- 22. Geotechnical Analysis and Design