

Request for Qualifications

****(Revised)****

Issued By:

City of Milwaukee - Department of Public Works (DPW)

Issued For:

BEER LINE B BICYCLE TRAIL EXTENSION

Project I.D. 2984-34-01

--Engineering and design activities related to development of a bicycle trail extension in an urban area located along an abandoned railroad corridor from East Capitol Drive to North Richards Street, in the City of Milwaukee--

Statement of Qualifications must be submitted no later than 4:00pm CST on May 17th, 2013.

LATE SOQS WILL BE REJECTED

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1. GENERAL INFORMATION

a. Introduction

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a Statement of Qualification for the Beer Line B Bicycle Trail Extension project.

b. Scope

Project Description-The successful Engineering firm shall provide engineering and administrative services necessary to assist the City of Milwaukee with the preliminary design through completion of a final design, specifications, letting of the project, and administration during construction.

The design would consist of converting an existing rail road corridor to a 10' wide, approximately 0.5 mile long bicycle trail extension from North Richards Street north to East Capital Drive. Part of the design would also include real estate acquisition for a portion of land along the rail road corridor. Also included in the design will be rain gardens and terraces for storm water runoff, integrate reclaimed materials and railroad artifacts in order to create a "Gateway" element into the nearby Riverworks Business District.

Design Phase:

1. Preliminary Design Report: Develop a report that includes the following:
 - a. Obtain any Federal, State or Local Approvals or Reports needed.
 - b. Review existing conditions and develop a project development plan.
 - c. Survey/Right-of-Way mapping (Topo and boundary survey and ROW delineation.) Final ROW mapping. All ROW must be researched. Reliance on the digital mapping available alone will not be accepted for final design.
 - d. Legal descriptions and maps for land acquisitions.
 - e. Real Estate Services-the acquiring of real estate for the construction of the project is federally funded and will be in accordance with the Relocation Act. Having a consultant (or their sub) that is familiar with this process is extremely important to the City of Milwaukee and the timing of this project.
 - f. Meet all Federal, State, and Local Standards
 - g. Develop a preliminary construction costs estimate for the project. Provide final design costs estimate. The final design will include final plans, specifications, estimate, and all contract documents for competitive bid. Provide anticipated costs for construction engineering oversight.
 - h. Identify anticipated permitting and environmental impacts. Identify costs associated with obtaining the necessary permits.
 - i. Provide proposed schedule for final design and construction of the project as identified in the preliminary design report.

- j. Coordination with regards to making sure the existing railroad bridge crossing Capitol Drive will be structurally sound.
2. Permitting
 - a. Identify all necessary Federal, State and Local permits that will need to be filed during final design. Report: The Preliminary Design Report shall be consistent with WisDOT requirements and specifications, AASHTO, WisDOT Facilities Development Manual and Wisconsin Bicycle Facility Design Handbook.
 3. Utility Coordination that meets the requirements of the WisDOT funding.
 4. Monthly Progress Reports:
 - a. The consultant shall develop a progress reporting system capable of tracking project status. Written reports must be submitted at a minimum of one per month. The report must, at a minimum include:
 1. Work Accomplished during the period and to date
 2. Estimate of percentage complete of specified work
 3. Any information needed by the City of Milwaukee Board or other agency to complete the project and avoid delays.

The purpose of this trail extension would be to provide safe pedestrian access from residential neighborhoods to nearby commercial areas. The proposed bicycle extension would also provide outdoor public green space for pedestrians to gather.

All must be in accordance with Wisconsin DOT standards and in accordance with the Sponsor's Guide to Non-Traditional Transportation Project implementation.

The project should be completed by January 31, 2015, approximately 20 months.

c. Procuring and Contracting Agency

The RFQ is issued by the City of Milwaukee-DPW and the Wisconsin Department of Transportation while utilizing Federal Funding. The person responsible for managing the procurement process is Ben Schultz, Project Manager.

The contract resulting from this RFQ will be administered by the City of Milwaukee's Department of Public Works. The contract administrator will be Ben Schultz, Project Manager.

d. Definitions

Agency – City of Milwaukee, Department of Public Works

DPW – Department of Public Works

Proposer/Vendor – Firm submitting a Statement of Qualification in response to this RFQ

State – State of Wisconsin

DOT – Department of Transportation

Consultant – Proposer awarded the contract for this RFQ

e. Request for Qualification Schedule

Date of Issuance of RFQApril 26, 2013
Request for ClarificationMay 3, 2013
Written Responses for ClarificationMay 10, 2013
SOQ Due Date.....May 17, 2013
Evaluation, Ranking of SOQs and Notifications.....May 28, 2013
Notice to Proceed.....June 4, 2013

f. Request for Clarifications

Any request for clarification pertaining to this RFQ should be made in writing or electronically by the specified date to:

Jeffrey S. Polenske, City Engineer
841 North Broadway, Room 701
Milwaukee, WI 53202
Jeffrey.Polenske@milwaukee.gov

The City of Milwaukee shall make every effort to respond to these requests. Any responses shall be made available to all prospective firms through the City of Milwaukee Website. However, request for clarification shall not be cause to extend submittal deadline.

g. Site Visit of Project Location

Prospective proposers should contact Ben Schultz at (414) 286-3825 to make arrangement for a site visit. It is the proposer’s responsibility to inspect the premises completely prior to submitting a SOQ to determine all requirements associated with the contract. Failure to do so will in no way relieve the consultant from the necessity of providing, without additional costs to the State, all necessary services which may be required to carry out the intent of the resulting contract.

2. SUBMITTAL INFORMATION AND FORMAT

a. General Instruction

The evaluation and selection of a consultant will be based on the information submitted in the SOQ plus references. Proposers should respond clearly and completely to all requirements. Failure to respond completely may be the basis for rejecting a SOQ.

b. Incurring Costs

The City of Milwaukee or Wisconsin Department of Transportation is not liable for any costs incurred by proposers in responding to this RFQ.

c. Submitting the Statement of Qualification

Five (5) copies of the SOQ shall be submitted to the City no later than 4:00 P.M. on the submittal due date. SOQs received after the due date shall be returned to the sender unopened. The submittal shall be labeled "**SOQ for the Beer Line Bicycle Trail Extension**" and be submitted to:

**Jeffrey S. Polenske, City Engineer
841 North Broadway, Room 701
Milwaukee, WI 53202**

Complete SOQs, including title page and table of contents, while not limited to a total number of pages, should be minimized and be type written with text in legible print on one side of 8.5 X 11 inch sheets. Folded 8.5 X 14 or 17-inch sheets are acceptable but should be utilized only for selective graphic displays, large spreadsheets or project schedules.

All SOQs shall comply with the following instructions. These instructions are intended to ensure that submissions contain the information and documentation required and the submissions have a degree of uniformity in the presentation of material, which will facilitate evaluation, by the Selection panel.

The format of the submittal shall be as follows:

1. Firm/Team Identification
 - a. Provide names and addresses of submitting consulting firm or submitting team (prime and sub consultants)
 - b. Indicate if the firm or team members are or are not licensed to operate in Wisconsin and/or on the Wisconsin Department of Transportation's list of eligible consultants.
 - c. Indicate if DBE certification has been issued by the Wisconsin Department of Transportation.
 - d. Identify Wisconsin offices (if any) for each participating firm.
 - e. Identify the names and telephone number of the individual(s) authorized to negotiate a contract for the firm or team
2. Firm/Team Background, Qualifications, Personnel, Experience and References
 - a. Identify and describe the pertinent qualifications of the firm and/or team member.
 - b. Provide a table showing each firm or team member's area of responsibility and the approximate number of work hours to be under taken for this project.

- c. Describe the firm and/or team member's involvement in other projects of similar size and scope. Define the specific involvement and responsibility associated with the identified projects. Provide the name and phone number of a current contact person at each client organization for the identified projects.
 - d. Identify and commit specific staff to this project. Identify individuals by name and title or position. Concisely describe their professional qualifications and experience. Indicate current and anticipated project work responsibility of all individuals committed. Identify any current involvement of proposed staff in other projects and describe the nature and extent of their involvement. Indicate specific project management experience for the project manager and client references.
3. Project Understanding and Approach
- a. Illustrate your understanding of the scope of consulting services necessitated by this project.
 - b. Describe your recommended project approach and methodology and reasons for selecting your approach.
 - c. Identify and describe specific activities and steps to be taken from start to completion of the project, including a summary of the hours anticipated to be spent by the firm/team members on each task necessary to complete this project.
 - d. Identify the type of data and information that you plan to collect and how you intend to collect this data. Identify data you would expect others to provide. (The City and WISDOT will provide to the consultant all identified data they have in their files.)
 - e. Identify and describe the products you anticipate to deliver through this project.

3. QUALIFIED BASED SELECTION AND AWARD PROCESS

a. Evaluation Team

Responses to this RFQ will be evaluated and ranked by a selection panel designated and chaired by the City Engineer. Along with the City Engineer, the City's evaluation team will consist of members who have been selected because of their special expertise in procurement of the service which are the subject of this RFQ, and because of their knowledge of the State's requirements for these projects. Proposers may not contact members of the evaluation team except at the City's request.

b. Preliminary Evaluation

The SOQs will first be reviewed to determine if all requirements are met. Failure to meet all requirements may result in the SOQ being rejected.

c. SOQ Scoring

Accepted SOQs will be reviewed by the evaluation committee and scored against the stated criteria. The committee will review references. The evaluation committee's scoring will be tabulated and SOQs ranked based on the numerical scores received.

d. Evaluation Criteria

Consultant SOQs shall be evaluated according to but not limited to the following criteria:

1. General Requirements
 - i. Organization Capabilities
 - ii. Staff Qualifications
2. Technical Requirements
 - i. Real Estate Experience
 - ii. Environmental
 - iii. Pedestrian/Bicycle Designs
3. Performance Requirements
4. Support Requirements

e. Final Evaluation

Upon completion of reference checks, the City's evaluation team will review the preliminary evaluations and make adjustments to the requirements scores based on the information obtained. If deemed necessary by the Selection panel, the highest ranked Proposers may be invited to a verbal Statement Of Qualification presentation and interviews.

f. Right to Reject Statement Of Qualifications and Negotiate Contract Terms

The Agency reserves the right to reject any and all SOQs. The agency reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the agency may negotiate a contract with the next highest scoring proposer. This process will be continued until a contract is negotiated and signed.

4. GENERAL SOQ REQUIREMENTS

a. Organization Capabilities

Describe the firm's experience and capabilities in providing similar services. Be specific and identify projects, for whom and dates.

b. Staff Qualifications

Provide resumes describing the education and work experiences for each of the **key** staff who would be assigned to the project.

c. Proposer References

Proposers must include in their SOQ's a list of organizations, including contact name, address, and telephone number, which can be used as references for work performed in the area of service required. Selected organizations may be contacted to determine the quality of work performed and personnel assigned to the project. The results of the reference check will be provided to evaluators and used in scoring the written SOQ.

5. TECHNICAL REQUIREMENTS

a. General Technical Requirements

Experience with the **Wisconsin Department of Transportation Sponsor's Guide To Non-Traditional Transportation Project Implementation**

Experience with the Design of Pedestrian and Bicycle Facilities

Experience with Real Estate Acquisition

Describe previous experience you have had in the above mentioned technical fields. Include in your response a description of location(s), for whom similar projects were completed and dates of these projects.

b. Standard Specification

Work under this project shall be performed in accordance with DOT's Facilities Development Manual and the Sponsor's Guide To Non-Traditional Transportation Project Implementation.

6. PERFORMANCE REQUIREMENTS

a. General Performance Requirements

Current Workloads and Availability

Describe the availability and capability of your firm to meet projected completion date. Include scheduled workloads which may present a conflict during this project.

7. PROJECT FINANCING, SCHEDULE AND MANAGEMENT

a. Funding

The Federal Highway Administration through the Wisconsin Department of Transportation, under the Transportation Enhancements (TE) Program, is providing \$833,532 with the City of Milwaukee providing matching funds of \$208,383 for a total of \$1,041,915 to reuse this old railroad corridor. Copy of the TE grant application is available upon request.

b. Estimated Project Schedule

The City of Milwaukee will administer the three party (consultant, City of Milwaukee, Wisconsin Department of Transportation) contract resulting from this RFQ. It is anticipated that the project activities will be phased as follows: real estate acquisition, twelve (12) months; initial concept development plans complete in three (4) months; review and stake holder input, three (3) months; refinements and preparation of the final concept plans one (1) month; for a total project time frame of twenty (20) months. Upon completion of conceptual engineering and design activities resulting in an acceptable design concept for the corridors, the City may amend the contract to undertake final engineering development activities for all or part of the construction plans and specifications.

c. Management

The Infrastructure services Division of the Department of Public Works will coordinate consultant activities. However, representatives from various City departments and the private sector, as part of a technical advisory committee, will work with the selected consultant in the urban design process for the pedestrian bicycle trail extension.

Any contract resulting from this RFQ will be a three party (Consultant, City of Milwaukee, Wisconsin Department of Transportation) contract with an actual cost plus fee cost basis with the consultant's charges not to exceed a total compensation ceiling. Payments to the consultant for services shall be based upon invoices submitted monthly by the prime consultant conforming to invoicing formats and procedures required by the City of Milwaukee and the Wisconsin Department of Transportation.

8. GENERAL CONDITIONS AND REQUIREMENTS

a. WisDOT General Contract Provisions

The Engineer shall ensure Engineer and Contractor compliance with the required contract provisions for federally-funded contracts contained in the current revision of State of Wisconsin Department of Transportation's Sponsor's Guide To Non-Traditional Transportation Project Implementation. The Sponsor's Guide can be found at <http://www.dot.wisconsin.gov/localgov/docs/sponsors-guide.pdf>.

b. Indemnification and Insurance

The selected engineer shall agree to indemnify and hold the City and WisDOT harmless from claims, demands, suits, causes of action and judgments arising from the Engineer's performance, including claims of professional malpractice or negligence.

c. General

The City of Milwaukee reserves the right to accept or reject any or all SOQs and to waive irregularities and technicalities, when such waiver in its opinion would be to serve the interest of the City of Milwaukee.

All material submitted pursuant to this RFQ should become the property of the City of Milwaukee. All documents pertaining to this RFQ shall be kept confidential until the evaluation has been completed and a contract award made. With exception of the member of the Evaluation and Selection Committee, no information about any SOQs shall be released until the selection process is complete.

The City of Milwaukee shall not be liable for any costs incurred by the Proposer in response to this RFQ or any costs incurred in connection with any discussion correspondence or attendance at interviews or negotiation sessions.

9. OTHER ANTICIPATED TASKS

The selected engineer will work under the general direction of the City of Milwaukee with advice and guidance from the City Engineer and WisDOT/Southeast Region Local Program Management Consultant (DAAR Engineering) Representatives.

Design shall be consistent with WisDOT construction requirements and specifications and current Wisconsin Bicycle Facility Design Handbook (www.dot.wisconsin.gov/projects/state/docs/bike-facility.pdf).

Submit three (3) copies of the preliminary design plan to City of Milwaukee staff. Meet with staff to review and obtain comments prior to final design. Preliminary and Final Designs must also be provided in a PDF format.

The Engineering will obtain and certify the required project documentation to ensure the Engineer, Sub-consultants, Contractor and Sub-contractor meet the State administrative requirement of this WisDOT Locally Administered Project.