

Milwaukee County



Request for Proposal

For:

Construction Management Services for

Estabrook Dam Rehabilitation

Project Number: WP063-10605

**4400 North Estabrook Park Drive
Milwaukee, WI**

Milwaukee County

Department of Administrative Services

To All Interested Consultants

Project: Construction Management Services for Estabrook Dam Rehabilitation and Fish Passage Construction.

Project No.: WP063-10605

Subject: REQUEST FOR PROPOSAL (R.F.P.)

The Milwaukee County Department of Administrative Services is requesting proposals for professional consulting services to assist with construction management services necessary to oversee the construction of the Estabrook Dam Rehabilitation construction located at 4400 North Estabrook Park Drive, Milwaukee, WI.

I. BACKGROUND

Estabrook Dam is owned and operated by Milwaukee County, Wisconsin. The dam was built in the 1930s. The Wisconsin Department of Natural Resources (WDNR) issued an Administrative Order dated July 28, 2009, requiring the County to drawdown the impoundment until such time as the dam can be either repaired or abandoned.

The WDNR Administrative Order requires Milwaukee County to make structural repairs to the dam, to upgrade the gates and ice breakers, remove trees near the dam, remove debris immediately upstream of the dam, perform a structural analysis of the dam, and prepare an operation inspection and maintenance plan before putting the dam back in service. The County is moving forward with repair of the dam.

II. GENERAL PROJECT DESCRIPTION

Work for the project consists of rehabilitating the Estabrook Dam including the concrete gated structure, concrete fixed crest weir structure, ice breakers, shorelines stabilization and construction of fish passage.

Scope of the dam restoration and related work includes, but is not limited to, the following activities:

- All work shall be performed per the State of Wisconsin Commercial Building Code (current edition), International Building Code (current edition) and other state, local and regional regulations.

- The work will need to be performed in phases to allow the river to flow through portions of the gated structure during flood events. Flow through the gated structure needs to be partially maintained, through construction phasing, to minimize dislodging contaminated upstream sediment. Submit cofferdam and phasing plans for approval prior to construction. Refer to construction drawings for preliminary layout.

- Installation of erosion controls as shown on drawings and per the specifications. Avoid damage to flagged wetland areas.

- Provide fish passage as shown on drawings and per specifications.

- Site restoration after the work is completed, to consist of repair to existing pavements, grading, seeding and mulching disturbed/damaged areas during the course of the project.

- Installation of temporary cofferdam or dams as required to facilitate the repairs to the existing gated structure and existing ice breakers.

Perform concrete repairs to the gated structure's piers and operating deck as shown on the drawings and identified in the field by the Engineer's representative during construction. Concrete repairs shall consist of removal of unsound concrete, reconditioning of exposed reinforcing steel, installation of supplemental reinforcing, as necessary, and placement of new concrete. Shoring may be required at highly distressed piers.

Installation of 7 grouted tie-down rock anchors, and associated components, on the upstream ends of the piers.

Replacement of expansion joint material on the gated structure's operating deck, as shown on the drawings.

Removal of slide gates 1 through 4 and reconditioning of 6 steel slide gates and their components, plus two pedestrian access gates at the north and south abutments (Base Bid).

Rebuild gate hoist gear boxes for Gates 6 to 9 to match gear boxes for Gates 1 to 5 and 10 that were rebuilt in 2002. Gate Hoist components can be salvaged parts from the removal of Gate 1 through 4.

Construct gate heating system at Gates 5 to 10.

Perform repairs to the serpentine, fixed concrete and stone rubble overflow spillway as shown on drawings and identified in the field by Engineer's Representative during construction. Concrete repairs shall consist of removal of unsound concrete, reconditioning of exposed reinforcing steel, installation of supplemental reinforcing, as necessary, and placement of new concrete. This work also includes repairing the top joint between concrete and rubble masonry of the spillway, plus installation of stoplog supports at each end of lower, stoplog section.

Replacing 24 concrete ice breakers as shown on drawings and identified in the field by Engineer's Representative during construction. The ice breakers to be replaced shall be constructed of precast concrete and as shown on drawings.

Install dam safety signage on the island (two signs) and replacement of three (3) signs on the gated spillway structure per plans and specifications.

Installation of slope protection, consisting of 24-inch layer of riprap including geotextile fabric, on the north and south, upstream and downstream sides of the gated structure. Exact riprap locations to be finalized prior to construction.

Protect/Re-install timber steps at the portage area on the north shore of the river and install new portage sign as directed by Engineer and Owner.

All other Work specified in this Project Manual, the Drawings, and other Contract Documents.

Secure the construction site from park users and stage work/laydown areas so as to avoid damage during flooding.

III. SCOPE OF CONSULTANT SERVICES

Milwaukee County will act as the Construction Manager. The consultant shall assist Construction Manager by providing the following construction management services:

The consultant shall provide a designated person (or persons) to assist in performing construction management services. The services provided shall be as indicated in this request-for-proposal. If "in-house" staff personnel are not available the consulting firm shall augment their project team with sub-

consultants as needed with the approval of the owner.

Part 1. Pre-Construction Phase:

Pre-Construction phase services shall include a complete review of the Contract Documents, as furnished by Milwaukee County, to ascertain the administration, coordination, and documentation requirements of the Project. The consultant shall conduct, as needed, a conference with the Owner and the Design Team to arrive at a mutual understanding of such requirements.

The consultant shall visit the site of construction and familiarize themselves with the access routes, site conditions and existing structures.

Part 2. Construction Phase:

A construction start date of approximately August 1, 2016 is anticipated. The majority of the work shall be completed by December 31, 2016, with the remaining work being completed by April 15, 2017. It is not anticipated construction activities will be on-going during the prime winter months. This phase shall not begin until Milwaukee County has issued a written notice-to-proceed for the construction contract.

The consultant shall provide administrative, management, and related services as required to coordinate the work of the Project's Contractor with the activities and responsibilities of the Construction Manager, the Owner, and the Design Team to complete the project in accordance with the Owner's objectives for cost, time, and quality. Provide sufficient organization, personnel and management to carry out the requirements of the Agreement. The level of effort for the consultant is anticipated to be equivalent to one half time person.

The Construction Manager shall conduct a pre-construction conference. Milwaukee County will schedule the pre-construction conference and provide a list of attendees. The Construction Manager shall prepare an agenda for the pre-construction conference. An outline agenda will be provided by Milwaukee County. The consultant shall prepare and promptly distribute minutes for the pre-construction conference.

The consultant shall,

- Conduct bi-weekly progress meetings to discuss such matters as procedures, progress, problems and scheduling. Prepare and promptly distribute minutes.
- Provide day-to-day on-site monitoring and documentation of construction activities to assure quality and compliance with construction contract requirements. Prepare daily inspection reports documenting observed construction activities. Take and maintain digital photographs providing documentation of construction activities.
- Determine that the work of the Contractor is being performed in accordance with the requirements of the Contract Documents. Endeavor to guard the Owner against defects and deficiencies in the Work. Administrate required or necessary quality assurance testing per the Construction Documents. As appropriate, make recommendations to the Design Team regarding special inspection or testing, of work not in accordance with the provisions of the contract documents whether or not such work is fabricated, installed or completed. Subject to review by the Design Team and approval by the Owner, reject work that does not conform to the requirements of the Contract Documents.
- Consult with the Design Team and the Owner if the contractor requests interpretations of the meaning and intent of the drawings and specifications, and assist in the resolution of questions that may arise. Establish and maintain a file of these "Requests for Information" and monitor the process to assure issues are resolved in a timely fashion.
- Receive from the Contractors and review all shop drawings, product data and samples and other submittals for completeness. Coordinate all submittals with information contained in related documents and transmit to the Design Team for review and/or approval. With the Design Team, establish and implement procedures for expediting the processing and approval of shop

drawings, product data, samples and other submittals. Maintain a file on the job site of all approved shop drawings, product data, samples, and other submittals and provide the owner with a copy.

- Develop and implement procedures for the review and processing of applications by Contractor for progress and final payments that are compatible with the Construction Documents and the Owner's requirements. Make recommendations to the Owner for payment. Assist the County's DBD office in monitoring DBE participation by the construction contractor, by reviewing the construction contractor's pay application DBE submittals for completeness.
- Milwaukee County will retain the professional services of geotechnical engineers, surveyors, special consultants, and quality assurance testing laboratories as required by the construction documents. The Construction Manager shall coordinate their services.
- Keep a daily log containing a record of weather, Contractor's work on site, number of workers, work accomplished, problems encountered, and other similar relevant data. Make the log available to the Owner and the Design Team upon request.
- Maintain, on a current basis; a record copy of all contract documents, drawings, specifications, addenda, change orders and other modifications, in good order and marked to record all changes made during construction; shop drawings; product data; samples; submittals; purchases; materials; equipment; applicable handbooks; maintenance and operating manuals and instructions; other related documents and revisions which arise out of the contract or work. Maintain copies of the Contractor's records, in duplicate, elevations of the bottom of footings, and key site elevations. Make all records available to the Owner and the Design Team. At the completion of the Project, deliver all such records and the daily log to the Owner.
- With the Design Team and the Owner observe the contractor's checkout of utilities, operational systems and equipment for readiness and assist in their initial start-up and testing.
- The Construction Manager shall assist the Design Team in conducting inspections and the preparation of initial punch lists. Assist the Design Team in determining when the Project or a designated portion thereof is substantially complete. After the Design Team certifies the date of Substantial Completion of the work the Construction Manager shall coordinate the correction and completion of the work from the punch lists prepared by the Design Team.
- Assist the Design Team in conducting final inspections. Receive and review Contractor's record drawings for accuracy and completeness. Deliver the Contractor's record drawings to the Design Team for preparation of the Project Record Drawings by the Design Team. Secure and transmit to the Owner required warranties, guarantees, affidavits, releases, and bonds. Deliver all keys, manuals, and maintenance stock to the Owner.
- Coordinate the check-out of utilities, operational systems, and equipment with the Owner's maintenance personnel for readiness and assistance in initial start-up and testing. Coordinate training sessions for Owners personnel by contractors as required by trade.
- The Construction Manager shall comply with all Federal, State, and Municipal statutes, codes, and regulations relating to responsibilities in the administration of construction contract.
- Transmit all project files and record drawings to Milwaukee County Department of Administrative Services, Architecture, Engineering and Environmental Services Section.

The successful consultant must be very knowledgeable in the management of concrete repair work and work in a riverine environment. Experience in the construction of public facilities is highly desirable. Additionally, the consultant must have appropriate resources and expertise to perform all construction management services in accordance with standard terms and conditions of the Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services. These efforts shall be consistent with the County's goals and budget for the project.

The successful consultant shall provide all services as specified per the standard terms and conditions of the Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services, Type C for Hourly Rates not to exceed. (A copy can be obtained via www.county.milwaukee.gov) as well as the requirements and services described below.

IV. PROJECT TENTATIVE TIME TABLE

1. The schedule shown below is based on the extent of Construction Management Services
 - a. Request for Proposal Notice: 06/17/2016
 - b. Issue Request for Proposal: 06/17/2016
 - c. Proposals Due: (4:00pm, 633 W. Wisconsin Ave, AE&ES Office) 07/1/2016
 - d. Selection Committee selects consultant:
07/7/2016
 - e. Offer and negotiate contract with selected consultant: 07/14/2015
 - f. Consultant Agreement signed and Notice to Start Issued:
08/1/2016
 - g. Anticipated Construction Start: 08/1/2015
 - h. Estimated Construction Completion: 04/30/2017

V. PROPOSAL CONTENT

The proposal shall conform to Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines (See Attachments). The proposal shall include the Consultant Proposal Form (See Attachments) and the following information:

1. **Cover:** Include project number and name, project location, consultant's name, address, telephone number, FAX number or e-mail address, proposal date, etc.
2. **Table of Contents:** Include an identification of the material by section and page number.
3. **Letter or Transmittal:** The name and description of the organization submitting the proposal briefly stating the proposer's understanding of the service to be provided. Proposers shall acknowledge the receipt of any amendments to the request for proposal.
4. **Organization Description:** A brief description of the organization submitting the proposal. Include the name, size, legal status (corporation, partnership, etc.), professional registration / certification, major type of activity or areas of consulting. The organization must be licensed to operate in the State of Wisconsin. Include a copy of current license, certification or registration.
5. **Organization's Experience:** Include a list of similar projects that the organization has participated on in the past five (5) years. Experience in construction management of public works facilities is desirable. Attach a separate sheet for each project, up to five (5) maximum, giving a brief description of each project and the organizations participation.
6. **Project Organization and Staff Experience:** Include an organizational structure of the project team, including the relationship of the sub-consultants to be used for this project. The name of the Principal In Charge of this project along with the name, occupation and title of the Project Manager who will be in charge of this project. Provide a resume' for each individual involved in the project, and include their name, title and/or duties for the project, professional registration, relevant certifications, a brief description of related experience including time contribution in this capacity to past projects, and qualifications.
7. **Alternate Principal-In-Charge:** Include the name of an Alternate Principal-In-Charge in the event that the originally declared Principal In Charge is not able to fulfill their duties. Milwaukee County also reserves the option to select an Alternate Principal-In-Charge.

8. **Sub-Consultants:** Indicate the names and addresses of any sub-consultants and/or associates proposed to be used in this project. State the capacity they would be used in and the approximate percentage of the total services they would provide. Also state their past experience in the field.
9. **Project Approach:** Provide a description of construction management problems you anticipate in this project and how you propose to overcome them. Discuss how you plan to staff the project to efficiently complete the work effort.
10. **Scheduling:** Provide a bar chart form schedule indicating a sequenced timetable, with relationship, which are necessary to complete the project, based on the schedule provided in this RFP.
11. **Constant Effort:** Include a spreadsheet/matrix listing the names, classifications, hourly rates and hours to be spent by each required task to complete the project as described in this RFP.
12. **DBE Goals:** The Disadvantaged Business Enterprise (DBE) participation goal for this project/contract is **10%**. The proposal must list names and addresses of the DBE firms used, the tasks performed by them and percentage of the work performed by them. For assistance, contact the DBE office at 278-5248.
13. **Equal Opportunity Employer:** The Construction Manager and all associated consultant(s) must be an Equal Opportunity Employer. Proof of this must be indicated in that section of the Proposal.
14. **Quality Control:** Submit a contract document quality control plan. Quality control is to be performed by individuals not assigned to the project on an ongoing basis.
15. **Fee Proposal:** The fee for this project shall be clearly stated as a not-to-exceed fee for these services. A dollar amount for reimbursable items as described in the proposal should also be clearly stated. Fee proposal shall be on the attached consultant proposal form

VII. PROPOSAL EVALUATION

See the attached Milwaukee County Proposal Preparation, Submission and Evaluation Guidelines for the evaluation criteria. Proposers must recognize this is not a bid procedure, and a Professional Services agreement will not be awarded solely on the basis of the low fee proposal. Milwaukee County reserves the right to accept or reject any and all proposals, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed project, request additional submittals, and/or discontinue this process.

VII. GENERAL REQUIREMENTS

1. The successful consultant and/or any contractor affiliated with the prime consultant shall be prohibited from submitting bids in the construction bidding process for this project.
2. Bidders shall follow Milwaukee County Code of Ethics as follows: No person(s) with a personal financial interest in the approval or denial of a Contract being considered by a County department or with an agency funded and regulated by a County department, may make a campaign contribution to any County official who has approval authority over that Contract during its consideration. Contract consideration shall begin when a Contract is submitted directly to a County department or to an agency until the Contract has reached final disposition, including adoption, County Executive action, proceeding on veto (if necessary) or departmental approval.
3. All proposals should use this RFP and its attachments as the sole basis for the proposal. The issuance of a written addendum are the only official method through which interpretation, clarification or additional information will be given.

4. Proposals must respond to each component as listed in Proposal Content section, in order, as presented and in the form or format as requested. Each response must identify the heading and must respond entirely to each segment without reference to any other part of the Proposal.
5. The proposal must be submitted in a single bound 8-1/2" x 11" document. Limited use of 11X17 foldout pages is acceptable.
6. Return (4) five copies of your proposal in a single envelope. Envelope must be identified with the submission date, RFP title, Project Number, and Name and Address of the submitting party. Envelopes which are not properly identified or received after the time and date noted above will be rejected."
7. All costs attributed to preparing a proposal or supplying additional information requested by Milwaukee County, is the sole responsibility of the submitting party. Material submitted will not be returned
8. With the signing and submission of a statement or proposal the submitting consultant certifies that the standard terms and conditions of the Agreement for Professional Services (that will be used to contract with the selected consultant) has been read and understood and that the submitting consultant is ready, willing and able to sign the agreement when requested without making any substantive changes.

Please return your proposal no later than **4:00 P.M. on, Friday, July 1, 2016**, to Karl Stave, P.E., Suite 1006, 633 West Wisconsin Avenue, Milwaukee, WI 53203. (Telephone (414) 278-4863, FAX (414) 223-1366; email karl.stave@milwaukeecountywi.gov)

Please direct any questions regarding this RFP to me at the above email address.

Sincerely,

Karl Stave, P.E.
Principal Engineer – Civil Engineering
Milwaukee County | DAS - FM - AE&ES

Attachments:

1. Milwaukee County Department of Administrative Services Type C, Standard Agreement. (A copy can be obtained via www.county.milwaukee.gov)
2. Proposal Preparation, Submission and Evaluation Guidelines.
3. Consultant Proposal Form.

cc: G. High, MC-DAS-FM-AE&ES
P. Montalto, MC-DAS-FM-AE&ES
B. Engel, MC-CBDP
K. Haley, MC-Parks
C. Dean, AECOM

ATTACHMENT 1

MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
FACILITIES MANAGEMENT DIVISION
CONSULTANT AGREEMENT TYPE C FOR PROFESSIONAL SERVICES

(See County Website for copy of Agreement)

ATTACHMENT 2

PROPOSAL PREPARATION, SUBMISSION AND EVALUATION GUIDELINES

PROPOSAL PREPARATION, SUBMISSION, & EVALUATION GUIDELINES

I. Explanation to Prospective Offerors

Any prospective offeror desiring an explanation or interpretation of this RFP must request it in writing no later than seven business days before the last date for submission of proposals. Requests should be directed to the individual in charge at the address listed in the RFP. Any information given to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment to the RFP, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective offerors.

II. Complete Proposals

Proposals shall represent the best efforts of the offerors and will be evaluated as such. Proposals must set forth full, accurate, and complete information as required by this section and other sections of this RFP.

III. Unnecessarily Elaborate Proposals

Brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as unnecessarily elaborate and an indication of the offeror's lack of cost consciousness. Elaborate art work, expensive paper and binding, and expensive visual and other presentation aids are neither necessary nor desired. Concise and clear proposals are sought.

IV. Retention of Proposals

All proposal documents shall be retained by the County and therefore, will not be returned to the offerors. The County will not pay for preparation of proposals or for proposals that are retained by the County.

V. Examination of Proposals

Offerors are expected to examine the Site, Statement of Work and all instructions and attachments in this RFP. Failure to do so will be at the offeror's risk.

VI. Legal Status of Offeror

Each offeror must provide the following information in its proposal:

- A. Name of the offeror;
- B. Whether offeror is a corporation, joint venture, partnership (including type of partnership), or individual;

- C. Copy of any current license, registration, or certification to transact business in the State of Wisconsin if required by law to obtain such license, registration, or certification. If the offeror is a corporation or limited partnership and does not provide a copy of its license registration, or certification to transact business in the State of Wisconsin, the offeror shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and
- D. Copies of any current license, registration or certification if required in RFP;
- E. If the offeror is a partnership of joint venture, names of general partners or joint venturers.

VII. Organization of Offeror

Each proposal must further contain a chart showing the internal organization of the offeror and the numbers of regular personnel in each organizational unit.

VIII. Offerors Authorized Agent

Each proposal shall set forth the name, title, telephone number, and address of the person authorized to negotiate in behalf of the offeror and contractually bind the offeror, if other than the person signing the proposal.

IX. Price Schedule Submission

Offerors are to submit prices for each item identified in the Proposal. Offers for services other than those specified will not be considered. The prices set forth in the schedule will be used for evaluation purposes and for establishing a contract price. Milwaukee County reserves the right to accept or reject any and all Proposals.

X. Certification and Representations

Offerors shall return with their proposal resumes and any other documents as may be requested in the RFP.

XI. Signing of Offers

The offeror shall sign the proposal and print or type its name on the form. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the County.

XII. Proposal Guarantee

By submitting a proposal the offeror guarantees that it will keep its initial offer open for at least 60 days.

XIII. Acknowledgement of Amendments

Offerors shall acknowledge receipt of any amendment to the request for proposal in their proposal letter of transmittal. Offeror's failure to acknowledge an amendment may result in rejection of the offer.

XIV. Late Proposals and Modifications and Withdrawals of Proposals

Any proposal received at the office designated in the solicitation after the exact time specified for receipt will not be considered.

XV. Proposal Evaluation Criteria

The following list of general criteria will be used to evaluate the proposals:

- a. Quality and responsiveness to the RFP. Weight: 15%
- b. Project approach and understanding, including strategy to perform requested work and time schedule. Weight: 30%.
- c. Qualifications and experience. Weight: 40%
- d. Fee and hourly rates. Weight: 15%.

XVI. Staffing

Consultant shall provide, at its own expense, all personnel required in performing the services under this agreement. Such personnel shall not be employees of Owner.

The offeror must describe his or her qualifications and experience to perform the work described in this RFP. Information about experience should include direct experience with the specific matter and similar facilities. Areas of expertise of each proposed staff member shall be provided (i.e., engineering, economics, architecture, planning). Specific examples of similar or related projects previously conducted shall cite:

- Name of client organization
- Name, address, and current telephone number of client contact person
- Contract number and inclusive dates
- Contract amount

Offeror shall provide the following information for every resume:

- Full name
- Title and areas of specialty

- Affiliation (that is, staff of offeror or subconsultant)
- Experience directly related to the proposed project
- Education/training
- Individual personnel hours and percentage of total project time that will be devoted to the proposed project in total and broken down by task. (See suggested matrix below)
- Resumes shall be included for all personnel expected to work on the project. Only resumes of staff or subconsultant staff employed by or under contract with the firm as of the date of proposal submission are to be included.

	NAME OF EMPLOYEE 1	NAME OF EMPLOYEE 2	ETC.....	EXPENSES	SUB TASK	TASK TOTAL
TASK	HOURLY RATE W/OH	HOURLY RATE W/OH	ETC.....		TOTAL	
DESCRIPTION						
1. TASK 1	Number of Hrs/Task	Number of Hrs/Task				
2. TASK 2						
3. TASK 3						
4. TASK 4						
5. TASK 5						
6. TASK 6						
TOTAL HOURS						
TOTAL COST						
% OF TIME						

ATTACHMENT 4
CONSULTANT PROPOSAL FORM

MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES - FACILITIES MANAGEMENT DIVISION
ARCHITECTURE, ENGINEERING & ENVIRONMENTAL SERVICES SECTION

Milwaukee County Estabrook Dam Rehabilitation and Fish Passage Construction
4400 North Estabrook Park Drive
Milwaukee, WI

Project Number: P063-10605

CONSULTANT PROPOSAL

I. CONSTRUCTION MANAGEMENT SERVICES (Include services of all needed subconsultants)

"ACTUAL COST - NOT TO EXCEED" fee: \$ _____
(_____)

II. REIMBURSABLE EXPENSES

ACTUAL COST: \$ _____
(_____)

III. PRINCIPAL IN CHARGE

Name of Principal _____

IV. PARTICIPATION OF DISADVANTAGED BUSINESS ENTERPRISES

Participation of Disadvantaged Business Enterprises at the rate of _____ %

Firm Name

Authorized Signature

Title

Date