

**RECAP
PRE-PROPOSAL MEETING
Franklin Landfill Infrastructure Pre-design
May 29, 2013
City Campus**

DBE Goal:

There is a 17% DBE goal for this project. Indicate how you will make this goal in the proposal. You do not need a signed DBE form until we prepare the contract.

As builds:

Find a Copy of the 1998 as builds of the majority of our system here:

<http://county.milwaukee.gov/ConstructionBidsandR23075.htm>

Task 4:

Assume full design and construction oversight for the items in the table below. Refer to attached map titled TASK 4.

| TASK 4 |
|----------------------|
| G-18 |
| G-19 |
| G-20 |
| G-21 |
| G-22 |
| G-23 |
| G-24 |
| G-25 |
| G-26 |
| Condensate Tank 4 |
| Condensate Tank 5 |
| LW83 |
| LW84 |
| Blow & Flare |

Consulting & Contracting

Question: If someone works as a consultant on a project, can they also bid on the construction work of the same project?

Answer: Yes. But, we discourage it. And you must state this possibility in your submitted proposal.

Pre-Proposal Meeting Sign-in Sheet:

The pre-proposal meeting sign in sheet is attached.

Attachment 4 & 5:

Attachment 4 and 5 are missing in the RFP. Find attachments included with this document.

PRE-PROPOSAL MEETING
Franklin Landfill Infrastructure Pre-Design
29-May-13

| Name | Company | DBE (Yes/no) | Email |
|---------------|-----------------------|--------------|--------------------------------|
| Sean Hayes | Milwaukee County | | Sean.hayes@milwaukeecounty.com |
| Tim Lynch | Lynch & Associates | Yes | tlynch@lynch-engineering.com |
| Tom Sear | SEH | No | tsear@sehinc.com |
| Jason Allen | Henneman Engineering | No | jallen@henneman.com |
| Todd Ormiston | Rams Contracting | Yes | Todd@RAMScontracting.com |
| DON PIRRUNG | AECOM | No | don.pirrung@aecom.com |
| Pratap Singh | K. Singh & Associates | yes | Psingh@ksaconsultants.com |
| Stern Kroll | Patrick Engineering | No | skroll@patrickco.com |
| MARK PHILLIPS | ME CBDF | NA | mphilips@milwaukeecounty.com |
| BRIAN ENGEL | ME CBDF | N/A | BRIAN.ENGEL@MILW.COUNTY.COM |
| Mike Proffler | SCS | MT | mproffler@scsengineers.com |
| Dean Free | Aynes Assoc. | NO | free@aynesassociates.com |
| JEFF MAREK | Mareso Const | NO | JEFFM@MARESO.COM |
| | | | |
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AGENDA
PRE-PROPOSAL MEETING
Franklin Landfill Infrastructure Pre-design
May 29, 2013
City Campus

1. INTRODUCTIONS AND PROJECT CONTACTS:

Sign in sheet.

Project Manager: Sean Hayes, DPW, 278-4891, sean.hayes@milwcnty.com
DBE: Mark Phillips, DBD, 278-5104, mark.phillips@milwcnty.com

The Project manager will summarize questions/answers raised during the meeting. Written responses supercede comments made during this meeting.

2. PROJECT BACKGROUND:

As part of the 2013 capital improvements plan process, funds were allocated for the preliminary design of repairs and/or replacement of the aging landfill gas control system at the Franklin Landfill.

The consultant will review prior design plans, reports, and other information as needed to become thoroughly familiarized with the existing system design and operational goals. The consultant will evaluate how the system should be repaired or reconstructed to provide a system anticipated to perform adequately over a 20-year lifespan with minimal operational and repair needs. The preliminary design shall take into consideration the athletic field development plans being proposed by the lessee. The final design will be prepared under a separate contract after preliminary design is complete. However, as part of this project, the consultant may need to prepare detailed design for an interim modification to the gas collection system in order to accommodate baseball field construction in western portions of the site.

3. SCOPE OF WORK

I. GENERAL REQUIREMENTS

The consultant shall become familiar with all aspects of the existing landfill gas control system and associated monitoring system.

The property is owned in part by the County Parks Department and is being leased. While these parties will be involved in the design process, the coordination and direction of the consultant shall be through the Environmental Services Unit of the Department of Administrative Services.

II. BASIC SERVICES

Task 1 – Existing System Assessment

- Identify any gas control system operational or performance concerns arising from the proposed athletic field development.
- Develop and provide recommendations as to what elements of the system need to be repaired or replaced for the long-term (20-years) operation.

Task 2 – Storm Water Management

- Evaluate the adequacy of current storm water runoff management systems as well as proposed runoff management controls given the proposed athletic field development plans.

Task 3 - Conceptual Design Alternatives

- Develop three conceptual design alternatives, including one that maximizes passive migration controls, one that serves to resolve conflicts with the development of athletic fields in the western acreage on a short-term basis, and one alternative based on a complete system reconstruction that will provide the most reliable and maintainable alignment for the long term.

Task 4 – Interim Modification Design

- Prepare a detailed design for bidding and construction of an interim modification to the gas control system wherein the extraction wells and condensate tanks that are in conflict with the athletic fields proposed for the western acreage are abandoned and relocated to allow for the ongoing control of gas migration, until the overall system is reconstructed. Develop an Engineer's Cost Estimate for this detailed design. Provide review of shop drawings and submittals as well as on-site construction observation of the interim modification.

Task 5 – Preliminary Design of Selected Alternative

- Prepare a preliminary design of a selected alternative. The preliminary design shall describe the layout, materials of construction, basic operational requirements. The pre-design shall include a Basis of Design report, that will define the basic assumptions and design criteria to be used in the final design. Design shall incorporate into the project, to the best extent possible, Leadership in Environmental and Energy Design (LEED) standards as specified by the U.S. Green Building Council. Project specifications shall describe the sustainable design elements that are to be incorporated in the various sections of the project.
- Prepare a cost estimate for the pre-design alternative.

Task 6 - Meetings

- Attend meetings to discuss goals, review proposed alternatives, and present your findings and report.

4. PROPOSAL REQUIREMENTS:

Due date: June 7, 4:00 pm here at City Campus. Four copies. Sealed. No faxes.

The proposal requirements are listed in the RFP in sections "Proposal Content" and "Proposal Submission Requirements". All of the requested forms shall be completed and included with the proposal.

There is a minimum 17% DBE requirement. Your proposal should include a DBE Utilization Plan (14PS) that is signed by reps from subs. Contact Mark Phillips if you have questions about qualified firms.

Key points to keep in mind:

- This is a QBS, not a price proposal. Cost is a factor but largely considered in terms of reasonableness and consistency with the anticipated level of effort.
- With the "proposal form", include the breakdown of labor hours for each task (supplemental form spreadsheets).

5. SELECTION PROCESS

Proposals will be evaluated based on the Quality and Responsiveness to the RFP (20%), project approach and understanding (20%), Qualifications and Experience (35%), and Total Fee and Hourly Rates (15%).

Interviews of three to five consultants on the "short list" may be conducted the week of June 17th.

6. INFORMATION AVAILABLE:

- NO SITE TOUR
- CAD INFORMATION
- PLANNING DOCUMENTS

7. QUESTIONS

ATTACHMENT 4

PROPOSAL PREPARATION, SUBMISSION AND
EVALUATION GUIDELINES

PROPOSAL PREPARATION, SUBMISSION & EVALUATION

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 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 this solicitation by signing and returning the amendment or by letter or telegram including mailgrams. The County must receive the acknowledgment by the date and time specified for receipt of offers. 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

Following a list of general criteria which will be used to evaluate the proposals:

SAMPLE CRITERIA

- a. Quality and responsiveness to the RFP. Weight: 20%
- b. Project approach and understanding, including strategy to perform requested work and time schedule. Weight: 30%.
- c. Qualifications and experience. Weight: 35%
- 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 which 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.

| TASK | NAME OF EMPLOYEE 1 | NAME OF EMPLOYEE 2 | ETC..... | EXPENSES | SUB TASK | TASK TOTAL |
|-------------|--------------------|--------------------|----------|----------|----------|------------|
| | 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 | | | | | | |

TOTAL FEE

ATTACHMENT 5
CONSULTANT PROPOSAL

MILWAUKEE COUNTY
DEPARTMENT OF TRANSPORTATION & PUBLIC WORKS
ARCHITECTURE , ENGINEERING & ENVIRONMENTAL SERVICES DIVISION

PROJECT:

CONSULTANT PROPOSAL

I. BASIC SERVICES (Include services of all needed subconsultants)

A. "LUMP SUM" or "ACTUAL COST" fees: \$
(_____)

II. PRINCIPAL IN CHARGE

Name of Principal

Architect or Engineer's Registration No. in Wisconsin

Flat hourly rate for principal

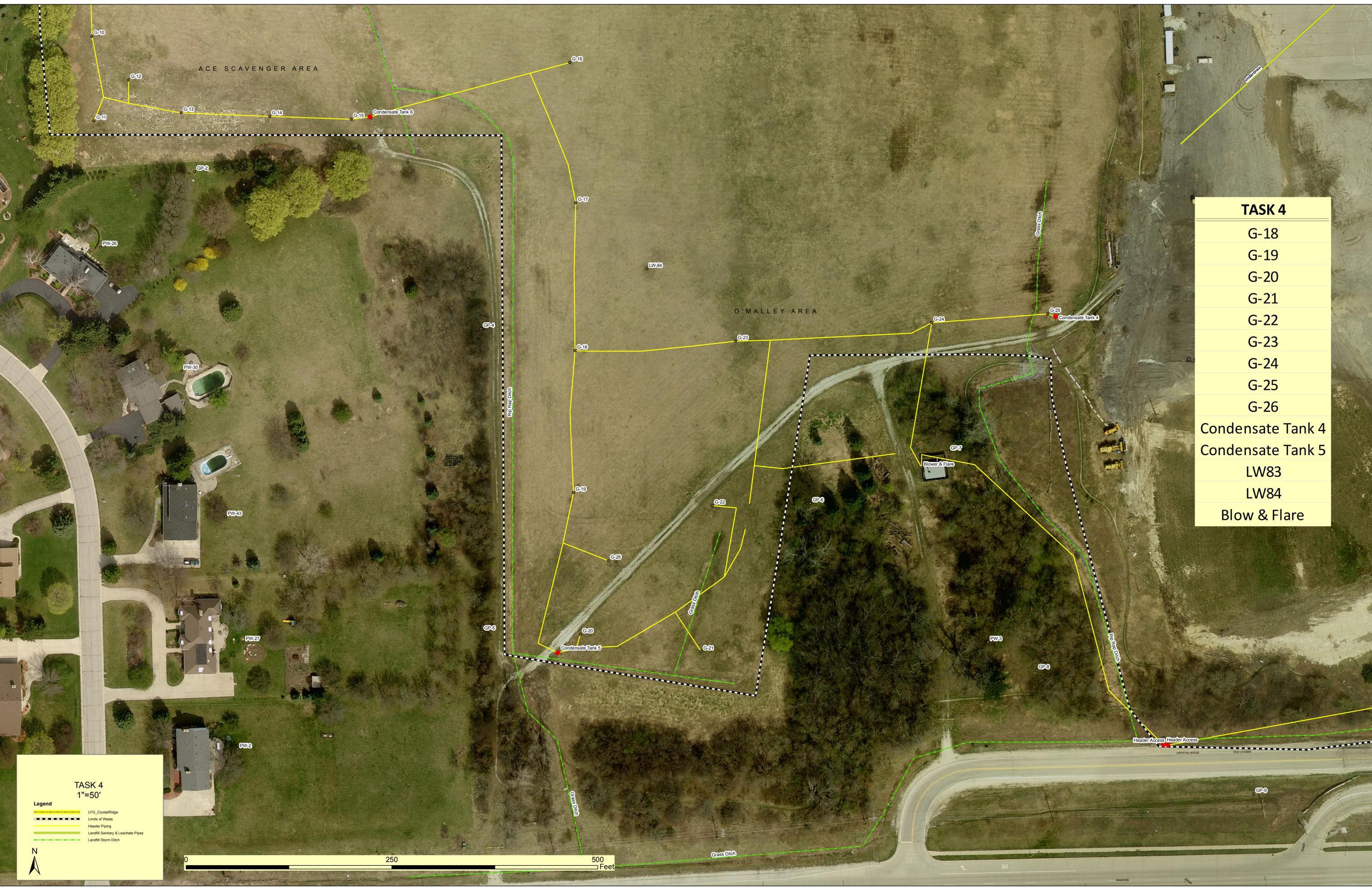
Participation of Disadvantaged Business Enterprises at the rate of ___ will be required.

Firm Name

Authorized Signature

Title

Date



- TASK 4**
- G-18
 - G-19
 - G-20
 - G-21
 - G-22
 - G-23
 - G-24
 - G-25
 - G-26
 - Condensate Tank 4
 - Condensate Tank 5
 - LW83
 - LW84
 - Blow & Flare

TASK 4
1"=50'

Legend

- LFG_CrystalRidge
- Limits of Waste
- Header Piping
- Landfill Sanitary & Leachate Pipes
- Landfill Storm Ditch

