



DEPARTMENT OF ADMINISTRATIVE SERVICES

*Milwaukee County*

July 18, 2013

To: Interested Consultants

Subject: Request for Proposal (RFP) for Professional Services  
Menomonee River Parkway Reconstruction  
Church Street to Congress Street

Project Number: P280-13626

Contract Type: Type "A" Agreement – Stipulated Sum (Lump Sum)

Dear Consultant:

Milwaukee County Department of Administrative Services is requesting proposals from qualified firms to provide engineering, planning and design services related to the reconstruction of 4.6 miles of the Menomonee River Parkway including considerations for off-road bike and pedestrian trail using best management practices by incorporating storm water BMPs into the parkway runoff infrastructure. Milwaukee County would like to get the storm water run-off out of the pipes and allow for more sheet flow and seepage across the park land prior to entering the waterway, thereby improving water quality in the Menomonee River.

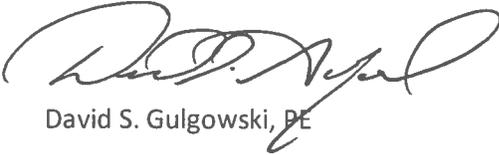
Six (6) copies of the proposal are due by 12:00 p.m. on Friday, August 9, 2013 at the offices of the Milwaukee County Department of Administrative Services, 2711 West Wells Street, Second Floor, Milwaukee, Wisconsin. Milwaukee County will select the consultant by August 9, 2013 and the selected firm shall initiate the work upon receipt of the awarded contract.

There is a minimum 25% DBE goal for this project. Proposals should describe how this goal will be met.

Questions regarding this RFP should be sent in writing, by mail, fax or e-mail to:

David S. Gulgowski, PE  
Managing Engineer – Site Development  
Milwaukee County Department of Administrative Services  
2711 W. Wells St., Room 238  
Milwaukee, WI 53208  
Fax: 414-223-1366  
E-mail: dgulgowski@milwcnty.com

Sincerely,



David S. Gulgowski, PE

Attachments

cc: Greg High, DAS w/o attachments  
Karl Stave, DAS  
Jim Ciha, DPRC  
Jim Keegan, DPRC  
Jill Organ, DPRC  
Mark Phillips, CBDP w/o attachments

## I. PROJECT BACKGROUND

The Menomonee River Parkway was acquired by Milwaukee County in 1927 and was developed primarily for resource protection and passive recreation. The roadway was designed to serve as a scenic pleasure route for bicyclists, pedestrians, and for a low-volume motor vehicle users, and to provide public access to the parkway amenities. It's a shared roadway, typically 40' in width and one lane of traffic in each direction. Parking is allowed on both sides of the street through most of the corridor, although there are segments where it is prohibited.

The parkway was last reconstructed over thirty years ago and is in very poor condition with numerous potholes, cracked and uneven pavement, and broken curbs. It was given a pavement condition rating of 41 by Milwaukee County Department of Administration evaluators in 2012, which calls for reconstruction in 2-4 years. The DPRC is planning on reconstructing the entire 4.6 mile stretch between Congress Street and Church Street (see the attached "Context Map") and intends to take the opportunity to integrate bicycle and pedestrian design components into the project.

The bicycle and pedestrian improvements are necessary because the parkway has evolved into predominantly a commuter/utilitarian facility for motor vehicle users. This is due to the fact that it connects residential neighborhoods on the north end with commercial and industrial destinations, and to a direct route into downtown Milwaukee at the south end. Average Daily Traffic counts range from 3,200 at Burleigh Street to 8,400 at Church Street. The traffic volumes and vehicular speeds are beyond the design capacities of the road, and these conditions have deterred bicyclists and pedestrians from using it. This situation is compounded by the fact that, as noted above, the road doesn't contain any special accommodations for bicyclists and pedestrians.

The proposed project is to study the current and future needs of the parkway and develop conceptual design alternatives based on assessed need. The consultant shall evaluate improving pedestrian access, bike and pedestrian safety, traffic flow, traffic calming and the aesthetics of the parkway. All conceptual design alternatives shall incorporate best management practices to improve runoff water quality. The consultant will develop schematic level design plans based upon the preferred conceptual design alternative.

The following are additional items for consideration for the area between the river and the parkway between Swan Blvd and STH 100:

- narrow strips of land with limited area to support an off road trail
- permitting and replacement issues associated with construction in flood plains and wetlands
- alluvial soil types not suited for trail construction - need to remove and replace soils with structurally suitable soils - floodplain filling and cost issues
- storm water detention/retention areas that store water for several days after high river events
- impacts to well established riverine forest areas
- large desirable trees that would need to be removed to accommodate a trail
- disturbance of natural areas and habitat
- negative impact on wildlife

- conflicts with soccer practice areas
- trail closures due to flooding
- interference with areas used for solitude, connection with nature, appreciation of views and vistas
- conflicts with utilities

### Sustainable design considerations

Sustainable design shall be incorporated into the project and 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. Documentation requirements shall also be written into the contract documents where applicable. Green Infrastructure analysis should include rain gardens, greenways, bioswales, porous pavement, native landscaping and constructed wetlands.

As part of your proposal, provide examples of which elements of LEED you would consider applicable and appropriate for this project. Evaluate sustainable design alternatives, where applicable, to determine the feasibility of incorporating the alternatives into the project. The evaluation shall include a comparison of construction costs, annual operating costs, and other non-fiscal benefits of each option considered. In your cost proposal, break out any additional analyses required to evaluate and design these elements. Describe how these analyses will affect the project schedule.

### Budget

The Menomonee River Parkway project has a budget of \$100,000 for County staff involvement and consultant efforts to complete a site investigation and conceptual design for the entire length of project. The Parks Department has requested a budget of 3.0 million dollars in 2014 to reconstruct the parkway from W. Burleigh Street to W. Congress Street, with the intention of requesting another 3.0 million dollars in 2015 to complete the reconstruction project from Church Street to W Burleigh Street.

## **II. SCOPE OF SERVICES**

The successful consultant shall complete the project per the standard terms and conditions of the Milwaukee County Department of Administrative Services Facilities Management Division Stipulated Sum (Lump Sum) Consultant Agreement for Professional Services (Type "A" Agreement) (Attached). These efforts shall be consistent with the County's goals and budget for the Menomonee River Parkway reconstruction project. The selected consultant shall have overall coordination and scheduling responsibilities for all aspects of the project.

General Requirement:

1. Review Existing Planning Documents
  - Review existing planning documents for the site.
  - Incorporate recommendations into conceptual design when applicable.

## 2. Collect Stakeholder Input / Public Information Meetings

- Identify and secure stakeholder input and buy-in through three periodic planning meetings. Potential stakeholders include: Milwaukee County Parks, City of Wauwatosa, neighborhood property owners, frequent users of the parkway and bicycle groups, etc.
  - Two Public Information Meetings –
    - First early in the process (data gathering)
    - Second late in the process to present schematic design.
- Attend other periodic meetings to review project status with the design team, the County's project team and other invitees as necessary to address planning issues.

## 3. Conduct Detailed Site Investigation

- Conduct a detailed site investigation that includes hydraulic and hydrologic analysis, needed to complete conceptual design and Basis of Design. Topographic survey and soil borings will be performed by others and provided to consultant.
- The site investigation shall describe all structures, utilities, and other facilities in sufficient detail to perform project design.
- Milwaukee County will provide existing site survey utilizing Civil 3D and mapping information. The consultant shall verify information provided by the County.
- Milwaukee County will provide all available utility drawings of County owned and maintained utilities within the area. The Consultant is responsible for contacting other utilities and municipalities for utility information.

## 4. Identify Site Uses

- Identify present and future site uses through review of planning documents, stakeholder input, etc.
- Prioritize current and future site needs.

5. Identify Best Management Practices

- Identify potential best management practices to treat stormwater run off from the parkway.
- Incorporate selected BMPs into conceptual design.

6. Develop Conceptual Design

- Develop three conceptual design alternatives and preliminary cost estimates. First conceptual design is on road pedestrian trail, the second conceptual design is for off road pedestrian trail on the west side of the Parkway, and the third conceptual design is for the off road pedestrian trail on the east side of the road.
- Consider site layouts that improve pedestrian access, pedestrian safety, traffic flow, traffic calming, pedestrian trail use and storm water quality.
- Provide draft conceptual designs to Milwaukee County staff for comment.
- Review construction phases / staging and provide recommendations

7. Present Alternatives at a Public Meeting.

- Present conceptual design alternatives at no less than one public informational meeting.
- Meeting to be held at a Milwaukee County facility at no cost to consultant.

8. Refine Conceptual Design

- Refine conceptual design alternatives and cost estimates based on public informational meeting input, discussion with stakeholders, etc.
- Select one conceptual design to develop detailed design plans.

9. Contract Document Preparation, Bidding Services and Construction Oversight

- Prepare detailed design plans and technical specifications for bidding and construction of the Menomonee River Parkway in two phases.

- The project design shall incorporate the selected Leadership in Environmental and Energy Design (LEED) standards as specified by the U.S. Green Building Council.
- Develop an engineer's cost estimate for the design of each phase.
- Provide review of shop drawings and submittals.
- A construction coordinator from Milwaukee County will be assigned to manage the construction project. The selected consultant should anticipate periodic on-site construction observation and to be available for design clarifications.
- Prepare Record Documents per Section H of the contract upon completion of the construction project.

#### 10. Three Phases of Consultant Effort

- Phase I – Programming and Schematic Design
- Phase II - Contract document preparation, Bidding Services and Construction Oversight from W. Burleigh Street to W. Congress Street.
- Phase III- Contract document preparation, Bidding Services and Construction Oversight from Church Street to W. Burleigh Street

A consultant will be hired initially to complete only the programming and schematic design. Upon acceptance of the schematic plan, the County may retain the same consultant to complete the construction documents. The County may, but will not be obligated to, extend the consultant agreement. The County reserves the right to pursue the process of hiring a different consultant for the next phase at its discretion.

The consultant shall structure their proposal on the basis of the schedule outlined in this request for proposal. Fees and hourly rates indicated in the proposal shall be expressed in current year 2013 rates. It is recognized that the actual scope and timing of the work may vary from the currently proposed schedule. The scopes and fees for the contract document preparation phase will be reviewed at the time consideration is given to adding that phase of work to the consultant's contract.

### III. PROJECT SCHEDULE

The following are the major milestones for this project:

July 18, 2013:	Issue Request for Proposal
August 9, 2013:	Proposals due
August 16, 2013:	Selection Committee selects consultant
August 30, 2013:	Consultant Notice to Proceed
November 27, 2013:	Complete Conceptual Design

#### IV. PROPOSAL CONTENT

The proposal shall conform to Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines (see Attachment 2). The proposal shall include the Consultant Proposal Form (see Attachment 3) and be prepared in the following format:

- A. Cover: Include project number and name, project location, consultant's name, address, telephone number, FAX number, email address, proposal date, etc.
- B. Table of Contents: Include an identification of the material by section and page number.
- C. Letter of Transmittal: The name and description of the organization submitting the proposal briefly stating the proposers understanding of the service to be provided.
- D. Organization's Experience: Include a list of similar projects that the organization has participated on in the past ten (10) years. Attach a separate sheet for each project, up to five (5) maximum, giving a brief description of each project and the organizations participation.
- E. 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 their Registration Number in the State of Wisconsin must be clearly indicated in this section of the proposal, 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, a brief description of related experience including time contribution in this capacity to past projects, and qualifications.
- F. 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 there related past experience in the field.
- G. Project Approach: Provide a description of the design philosophy, the architectural and engineering problems you anticipate in this project and how you propose to overcome them.
- H. Scheduling: Provide a bar chart form schedule indicating a sequence, timetable, and relationship of tasks which are necessary to complete the project. Include a statement indicating that the proposed project schedule can be met. Submit an alternate schedule if the consultant cannot meet the proposed schedule.
- I. Constant Effort: Include a spreadsheet/matrix listing the names, classifications, hourly rates and hours to be spent by task to complete the project as described in this RFP.
- J. DBE Requirements: Disadvantaged Business Enterprise (DBE) instructions and forms can be found in the Consultant Agreement. The project goal is 25% DBE involvement. The proposal must include the names and fee percentages of Milwaukee County certified DBE firms that the proposer intends to use on form DBD 14PS. All proposed DBE firms

must be Milwaukee County certified at the time that the proposal is submitted. If consultant does not propose to meet the 25% goal, the Certificate of Good Faith Effort must be included or the proposal may be considered unresponsive. For more information on the DBE program, call Mr. Mark Phillips of the Community Business Development Partners at 414-278-5104. Proposals, which do not meet DBE requirements may be rejected.

- K. 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.
- L. Fee Proposal: The fee for this project shall be clearly stated as a lump sum total for basic services.

#### **V. PROPOSAL EVALUATION**

See section XV of attachment 2 - 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.

#### **IV. GENERAL REQUIREMENTS**

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.

The successful consultant must be an Equal Opportunity Employer

The proposal shall conform to all attached documents. All proposals should use this RFP and its attachments as the sole basis for the proposal. The issuance of a written addendum is the only official method through which interpretation, clarification or additional information will be given.

All costs for preparing a proposal, attending selection interviews if required, or supplying additional information requested by Milwaukee County, are the sole responsibility of the submitting party. Material submitted will not be returned.

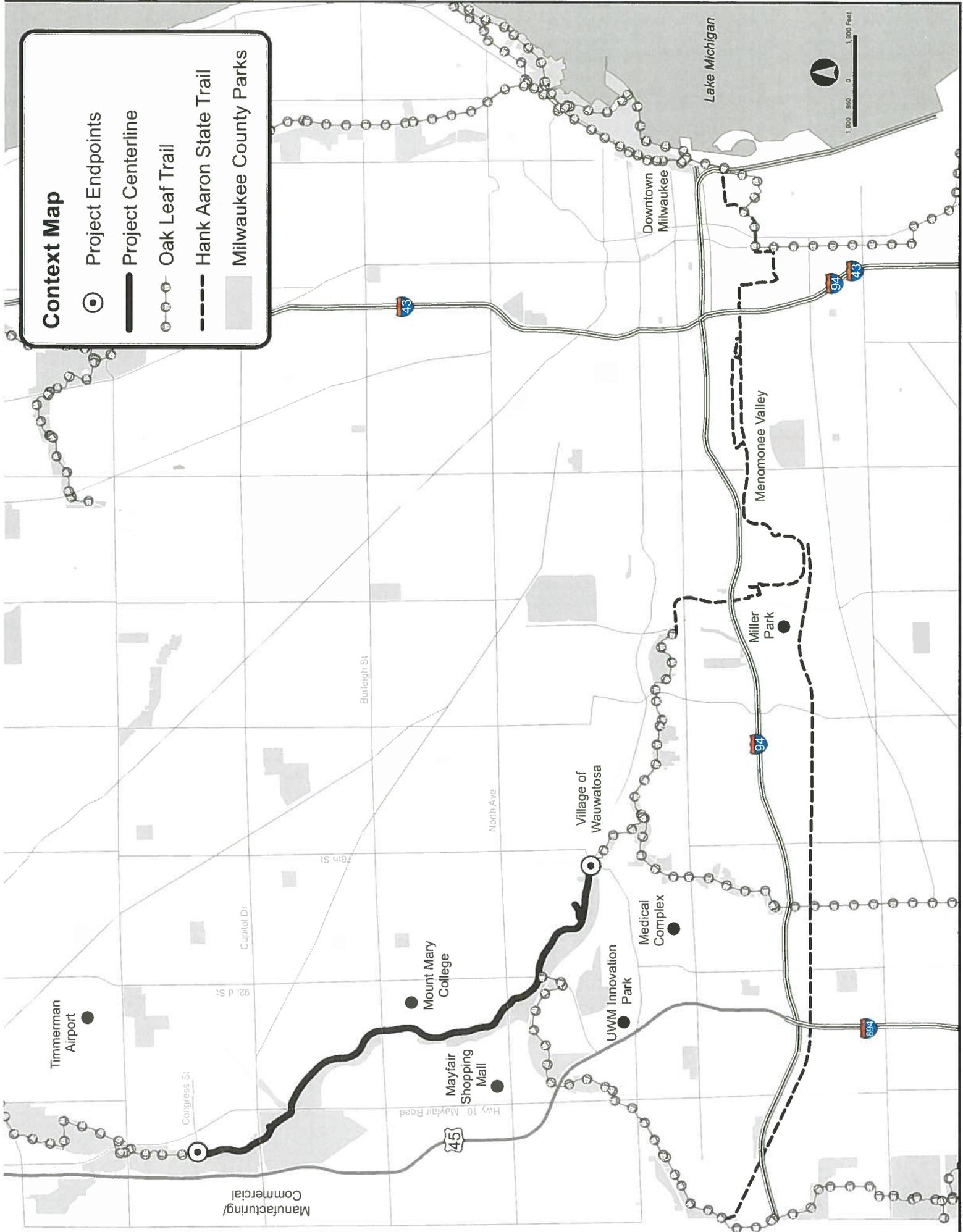
Please return six (6) copies of your proposal no later than 12:00 P.M. on Friday, August 9, 2013, to David Gulgowski, Managing Engineer, City Campus, 2711 W. Wells Street, Milwaukee, Wisconsin, 53208; Telephone (414) 278-4942; FAX (414) 223-1366; email [dgulgowski@milwcnty.com](mailto:dgulgowski@milwcnty.com).

**ATTACHMENT 1**  
**PROJECT LOCATION MAPS**



# Context Map

- Project Endpoints
- Project Centerline
- Oak Leaf Trail
- - - Hank Aaron State Trail
- Milwaukee County Parks



## **ATTACHMENT 2**

### **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:

- 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 3  
CONSULTANT PROPOSAL

Page 1 of 1  
MILWAUKEE COUNTY  
DEPARTMENT OF PUBLIC WORKS  
ARCHITECTURE AND ENGINEERING DIVISION

PROJECT: Menomonee River Parkway Reconstruction  
Church Street to Congress Street  
P280-13626

CONSULTANT PROPOSAL

- I. Phase I – Programming and Schematic Design  
BASIC SERVICES (Include services of all needed subconsultants)

Stipulated Sum (Lump Sum) fee: \$  
( \_\_\_\_\_ )

- II. Phase II – Contract document preparation, Bidding Services and Construction Oversight from W. Burleigh Street to W. Congress Street  
BASIC SERVICES (Include services of all needed subconsultants)

Stipulated Sum (Lump Sum) fee: \$  
( \_\_\_\_\_ )

- III. Phase III – Contract document preparation, Bidding Services and Construction Oversight from Church Street to W. Burleigh Street  
BASIC SERVICES (Include services of all needed subconsultants)

Stipulated Sum (Lump Sum) fee: \$  
( \_\_\_\_\_ )

IV. PRINCIPAL IN CHARGE

Name of Principal

Engineer's Registration No. in Wisconsin

Flat hourly rate for principal

Participation of Disadvantaged Business Enterprises at the rate of 25% is required.

Firm Name

Authorized Signature

Title

Date