

**AGENDA
PRE-PROPOSAL MEETING
South Shore Park – Phase 1
February 5, 2014**

1. INTRODUCTIONS AND PROJECT CONTACTS:

Sign in sheet.

Project Manager: Sean Hayes, DPW, 278-4891

DBE: Brian Engel, DBD, 278-4803

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

2. PROJECT BACKGROUND:

Milwaukee County owns and manages South Shore Park located on the lakefront south of downtown in the Bay View neighborhood of Milwaukee. The park consists of a beach, lawn areas, bike paths, a boat launch, a popular pavilion, parking, and a yacht club.

The proposed project is to study the current and future needs of the project area and surrounding land and develop a schematic design based on the assessed need with an emphasis on improving the beach and water quality.

3. SCOPE OF WORK

Requirement:

- 1) Review Existing Planning Documents
 - a. Review existing planning documents for the site. (2013 Baird Report, etc.)
 - b. Incorporate recommendations into conceptual design when applicable.
- 2) Collect Stakeholder Input
 - a. Identify and secure stakeholder input and buy-in through two planning meetings open to all potential stakeholders. Potential stakeholders include: Milwaukee County Parks, MMSD, DNR, Wisconsin Clean Marina Program, South Shore Yacht Club, Bay View Neighborhood Association, Lions International – South Shore Frolics, South Shore Farmers Market, fishing groups, special events sponsors using South Shore Park, UW-Milwaukee, public users of the boat launch, etc.
 - i. Proposed stakeholder meeting times
 1. Project Kickoff
 2. 50% Complete
 - b. 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. Assume bi-weekly meetings throughout the project. The project may require more frequent meetings during critical phases.
- 3) Conduct Detailed Site Investigation
 - a. Conduct a detailed site investigation that includes hydraulic and hydrologic analysis and soil borings needed to complete schematic design and Basis of Design.
 - b. The site investigation shall describe all structures, utilities, and other facilities in sufficient detail to perform final project design.
 - c. Milwaukee County will provide a survey of existing conditions. Milwaukee County will complete the survey after the snow melts.

- d. 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
 - a. Identify present and future site uses through review of planning documents, stakeholder input, etc.
 - b. Prioritize current and future site needs.
 - 5) Identify Best Management Practices
 - a. Identify potential best management practices to treat storm water at the project site.
 - b. Identify best management practices to improve beach health (i.e. bird management, beach grooming, trash collection, etc)
 - c. Incorporate selected BMPs into conceptual design.
 - 6) Develop Conceptual Design
 - a. Hold a design charrette with key stakeholders (assume 5 hours).
 - b. Develop three conceptual design alternatives and preliminary cost estimates.
 - c. Consider site layouts that improve beach health, water quality, pedestrian access, pedestrian safety and bike trail safety.
 - d. Consider site layouts that fit into the general lakefront theme and with the Bay View neighborhood.
 - e. Provide draft conceptual designs to Milwaukee County staff for comment at 40% and 80% complete stages.
 - 7) Present Alternatives at a Public Meeting.
 - a. Present conceptual design alternatives at a no less than one public informational meeting.
 - b. Meeting to be held at a South Shore Pavilion at no cost to consultant.
 - 8) Refine Conceptual Design
 - a. Refine conceptual design alternatives and cost estimates based on public informational meeting input, discussion with stakeholders, etc.
 - b. Select one design to develop a final schematic design and to generate the final report.
 - 9) Generate Final Conceptual Design Report
 - a. Final Report shall include the following:
 - i. Conceptual design alternatives
 - ii. Conceptual design cost estimates
 - iii. Summary of stakeholder input
 - iv. Recommendations
 1. Final schematic design
 2. Final detailed cost estimate
 - v. Basis of Design (BOD) that includes the following:
 1. Project objectives.
 2. Site description including subsurface geology and soil borings overview.
 3. Regulatory requirements for the project.
 4. Design criteria.
 - a. Design storm events.
 - b. TSS and other pollutant removal efficiencies.
 - c. Parking number estimates / traffic loads.

- d. Hydraulic considerations (Critical topo elevations, max outfall elevations, manhole inverts, etc.).
 - e. Existing subsurface soil hydraulic conductivity and water table elevation.
 - f. Design Lake Michigan levels
 - g. Any State or Local guidelines that must be followed.
 - h. Basic O&M requirements (including storm water facility and beach O&M).
 - i. Other.
- b. Deliver the final report conceptual design alternative, BOD, detailed cost estimate and recommendations in a report format to Milwaukee County Department of Administrative Services.
- i. Deliver 5 hard copies of the report, an electronic copy, and a framed D-Size plot of the final schematic design.

4. PROPOSAL REQUIREMENTS:

Due date: Feb 12, 3:30:00 pm here at City Campus. six 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 Brian Engel 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 Feb 21st.

6. INFORMATION AVAILABLE:

- NO SITE TOUR
- PLANNING DOCUMENTS

7. QUESTIONS

- Addendums etc will be on website ^{check} website!



Figure 1: Project Location
2900 S. Shore Dr. Milwaukee, WI 53207



2900 South Shore Dr.
Milwaukee, WI 53207

Notes
2900 S. Shore Dr. Milwaukee, WI 53207

THIS MAP IS NOT TO BE USED FOR NAVIGATION © MCAMLIS



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18,032 0 9,016 18,032 Feet

Legend 1: 108,192

- Highways, 60k to 125k
 - Freeway
 - Primary
 - Secondary
- County Parks 195k
- AERIAL PHOTO 2013 HIGH RES_ACU_PLUS
 - Red: Band_1
 - Green: Band_2
 - Blue: Band_3

