

DEPARTMENT OF ADMINISTRATIVE SERVICES

Milwaukee County



January 12, 2016

To All Interested Consultants

Project: Lake Park Arch Bridge over Ravine Drive

Project No.: P484-15619

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

Milwaukee County Department of Administrative Services is requesting proposals for professional consulting services for planning and design for a replacement bridge for the Lake Park Arch Bridge over Ravine Drive in Lake Park. See attached location map. Milwaukee County seeks to incorporate green infrastructure practices when applicable. The County will require that such practices be explored in the design of this project.

I. BACKGROUND

The Lake Park Arch Bridge over Ravine Drive is located in Historic Lake Park in Milwaukee, Wisconsin. The bridge was designed by Ferry and Clas, a Wisconsin architectural firm, and built in 1905/1906 by Newton Engineering Co. Historic Lake Park was designed by Fredrick Law Olmsted in the late 19th century.

The arch bridge is owned and operated by Milwaukee County Department of Parks, Recreation and Culture. In December 2014 a consultant was retained to perform a condition assessment after observing increased cracking in the bridge and soil washout at the abutment. After review of the findings, the arch bridge and Ravine Drive below were shut down until an in depth structural study could be completed to determine if it was safe to re-open the bridge and/or Ravine Drive.

Milwaukee County hired Graef-USA to perform an in-depth inspection report on the bridge. Following completion of the study, the arch bridge was re-opened to pedestrian traffic. However, Ravine Drive and pedestrian walking paths that pass under the bridge remain closed due to the potential for spalled concrete falling from the bridge on vehicles or pedestrians below. A copy of the inspection report can be found on the Milwaukee County web site (<http://county.milwaukee.gov/ConstructionBidsandR23075.htm>).

The in-depth inspection report concluded rehabilitation of the bridge is possible. However, rehabilitation would require replacement of much of the bridge with the remaining rehabilitated bridge elements having a limited life. Full replacement of the bridge, including elements that were replaced during the rehabilitation effort, would be required within 15-25 years. Additionally, on-going maintenance/removal of spalled concrete from the rehabilitated arches would be needed to maintain traffic under the bridge.

A second option is full replacement of the bridge with modern materials and design provisions. The options were reviewed with various stakeholders in a Public Information Meeting (PIM) held in October 2015. Although the desire to rehabilitate the existing bridge was expressed, recognition of the limited life of the rehabilitation and the associated cost was also a significant concern.

II. GENERAL PROJECT DESCRIPTION

The County has adopted a budget of \$400,000 to fund the Lake Park Arch Bridge in-depth inspection report and perform planning and design services for bridge rehabilitation or bridge replacement. Based on the findings of the in-depth inspection report and discussion in the PIM, this request for proposal will pursue bridge replacement. Funding for construction may be subject to approval in future budgets.

The consultant effort will be broken into the following phases:

- ◆ Phase I – Prepare and evaluate three alternative bridge replacement schematic designs and associated cost estimates.
- ◆ Phase II – Prepare design development and construction documents for selected alternative.

A work group will be established to review and provide input during the Phase I work. The group will consist of representatives from the consultant, various Friends groups, historic preservation community and Milwaukee County staff.

A consultant will be hired initially to complete only the Phase I work effort. Upon acceptance of one of the three alternative bridge schematic designs, it is the County's intention to retain the same consultant to complete design development and construction documents for the selected alternative. 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. It is recognized that the actual scope of work may be affected by the bridge alternative selected. The scope and fees for the design development and contract document preparation phase will be reviewed and re-negotiated if necessary at the time consideration is given to adding the Phase II work to the consultant's contract.

III. SCOPE OF CONSULTANT SERVICES

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 A) (copy can be found on the County web site).

1. GENERAL REQUIREMENTS

- A. Perform geotechnical analysis for all design efforts.
- B. Provide agency coordination for all plan reviews and permits required (City of Milwaukee, Wisconsin Historic Preservation Office, etc.). Investigate, develop and incorporate into the planning and construction documents all mitigation efforts necessary to address all agency concerns.
- C. Provide erosion control planning and design for all aspects of the project. File all necessary agency notices, such as WDNR Notice of Intent, etc., if applicable.
- D. Schedule, attend and facilitate a project design kickoff meeting. The consultant shall be prepared to attend monthly meetings (at a minimum) to review the project status with their design team and the work group as necessary to address planning and design issues.
- E. Submit six (6) sets of various reports, project manuals and construction plans for review and comments at each level of project development.

- F. Bidding services and construction over sight are not included in the scope of this request for proposal.

2. BASIC SERVICES PHASE I – PLANNING AND SCHEMATIC DESIGN

- A. Complete schematic design plans and associated construction cost estimate for three bridge replacement alternatives.
 - a. One alternative will replace the bridge in-kind to replicate the original design and appearance of the bridge (photo attached for reference).
 - b. The other two alternatives will be new bridge designs that are substantial replications compatible with the historic nature of the Fredrick Law Olmstead designed Lake Park. The consultant shall work closely with the work group in developing these two alternatives.
- B. Include two (2) public involvement meetings in this phase.
 - a. Initial public information gathering
 - b. Presentation of alternatives developed
- C. Include one (1) presentation at the County Board's Parks, Energy and Environment Committee. The stage of project planning at which the presentation will be made will be determined by Parks.
- D. Consultant shall assist County with researching possible grant funding opportunities.
- E. Consultant shall not proceed to next phase until the consultant agreement has been extended to include Phase II services.

3. BASIC SERVICES PHASE II - DESIGN DEVELOPMENT AND CONSTRUCTION DOCUMENT PREPARATION

- A. Complete design development and construction documents for the selected replacement bridge alternative.
- B. Complete technical specification for inclusion in the project manual
- C. Complete final pre-bid engineer's probable construction cost estimate utilizing professional construction cost estimating firm or contractor to provide a .
- D. Design shall incorporate into the project, to the best extent possible, green infrastructure elements such as recycling demolition materials, use of recycled materials in construction, etc.

4. QUALITY CONTROL

- A. Milwaukee County reserves the right to request partial or full reimbursement from consultants for change orders resulting from errors and omissions in the services they are contracted to provide.

5. PROJECT TIMETABLE

- A. Jan 13, 2016 Issue Request for Proposal
- B. Feb 5, 2016 RFP Due
- C. Feb 17, 2016 Selection Committee selects consultant.
- D. Feb 19, 2016 Consultant award (will occur no sooner than this date).
- E. Mar 18, 2016 Offer, negotiate and execute a contract with selected consultant.
- F. March, 2016 County Board passive review, if applicable.
- G. Apr 1, 2016 Consultant NTP Phase I.
- H. Jun 30, 2016 Complete Phase I – alternative selected

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- I. Nov 30, 2016 Complete Phase II – construction documents complete
- J. TBD Anticipated Construction Start (subject to funding approval)

6. PRE-PROPOSAL MEETING

Pre-proposal meeting will be held at the Marcia Coles Community Room (lower level), Lake Park Pavilion, 3133 E. Newberry Blvd, Milwaukee, WI. Meeting will be held January 22, 2016 at 10:00.

IV. RELATED WORK BY OTHERS

1. The County will provide the field topographic survey of the existing bridge site. The County will provide the survey in AutoCAD format.
2. The County will furnish all available utility drawings of County owned and maintained utilities within the park areas. The Consultant will be responsible for contacting other utilities and municipalities for utility information. The Consultant shall be responsible for the placement of all utilities on the topographic survey.
3. The County will complete the front end/boiler plate sections of the project manual, incorporate the Consultant's technical specification sections and assemble the project manual, and print the project manuals and plan sets when funding is available for bidding.

V. PROPOSAL CONTENT

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

1. **Cover:** Include project number and name, project location, consultant's name, address, telephone number, FAX number, 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.
4. **Organization's Experience:** Include a list of similar projects that the organization has participated on in the past five (5) years. Attach a separate sheet for each project, up to five (5) maximum, giving a brief description of each project and the organizations participation. Provide a description of your firm's experience with sustainable design.
5. **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 Professional 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, relevant certifications, a brief description of related experience including time contribution in this capacity to past projects, and qualifications. Provide a description of your staff's experience with sustainable design or related work. Include names of project team that are LEED-AP (accredited professionals).
6. **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.

7. **Project Approach:** Provide a description of architectural and engineering 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.
8. **Scheduling:** Base proposal on schedule provided in this RFP.
9. **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.
10. **DBE Goals:** The Disadvantage Business Enterprise (DBE) participation goal for this project/contract is 25%
11. **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. **Fee Proposal:** The fee for this project shall be clearly stated as an Lump Sum not-to-exceed fee for these services. A dollar amount for reimbursable items as described in the proposal should also be clearly stated.
12. **Sustainability** As part of your proposal, provide examples of which elements of LEED you would consider applicable and appropriate for this project. Limit this to items related to construction and exclude operational plans. Evaluate sustainable design alternatives, where applicable, to determine the feasibility of incorporating the alternatives into the project

VI. 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. Selected Consultant 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. Communication initiated by a proposer to any County official, employee or representative evaluating or considering to proposals, prior to the time of any award is prohibited unless at the explicit direction of the RFP Contact/Project Manager and any such unauthorized communication may constitute grounds for rejection or elimination of a proposal from further consideration, in the sole discretion of the County.
4. The successful consultant must be an Equal Opportunity Employer.

5. The proposal shall conform with 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 are the only official method through which interpretation, clarification or additional information will be given.
6. All costs for preparing a proposal, attending the selection interview if required, or supplying additional information requested by Milwaukee County, is the sole responsibility of the submitting party. Material submitted will not be returned.
7. The proposal must be submitted in a single bound 8-1/2" x 11" document.
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 six (6) copies of your proposal no later than **1:00 P.M. on 5 February, 2016** to Karl Stave, Project Manager, 633 W. Wisconsin Avenue, Suite 1006, Milwaukee, Wisconsin, 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 address, FAX number or email address.

Sincerely,



Karl Stave
Project Manager

Attachments:

- 1) Project Location Map (1 page)
- 2) Pictures of original arch bridge (2 pages)
- 3) Proposal Preparation, Submission and Evaluation (5 pages)
- 4) Consultant Proposal Form (1 page)

cc: G. High, DAS-FM
Supervisor G. Broderick

J. Dargle, Parks
K. Stave, DAS-FM

K. Haley, Parks
B. Engel, CDBG

ATTACHMENT 1
PROJECT LOCATION MAP



MILWAUKEE COUNTY INTERACTIVE MAPPING SERVICE



- Legend**
- 2015 COLOR**
- Red: Band_1
 - Green: Band_2
 - Blue: Band_3
- County Boundary
- City Limits Outline
- Streets**
- Primary
 - Secondary
 - Freeway
 - Primary Ramp
 - Freeway Ramp
 - A71
- Transportation Poly
- Bridge Structure
- Structure
- Structure Large Shadow
- Transportation Poly
- <all other values>
- Paved Road
 - Paved Airport Runway
 - Paved Driveway
 - Paved Parking
 - Paved Shoulder
 - Sidewalk
 - Unpaved Driveway
 - Unpaved Parking
 - Unpaved Shoulder
- Open Water Gradient
- Open Water
- Stream
- Hillshade
- High : 180
- Low : 0
- Trees
- Tree Poly
- Recreational Features
- Recreational: Athletic Fields-Courts
 - Recreational: Golf Course Related
 - Recreational: Bleachers
 - Parks
- 1:8,062

Notes

1,344 0 672 1,344 Feet

DISCLAIMER: This map is a user generated static output from the Milwaukee County Land Information Office Interactive Mapping Service website. The contents herein are for reference purposes only and may or may not be accurate, current or otherwise reliable. No liability is assumed for the data delineated herein either expressed or implied by Milwaukee County or its employees.

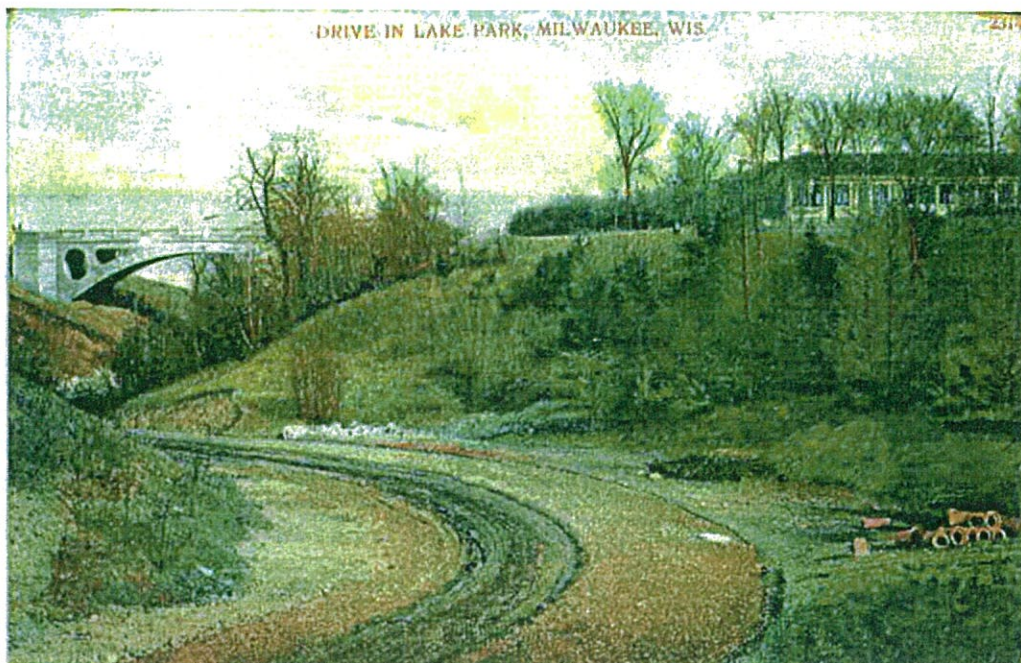
NAD_1927_StatePlane_Wisconsin_South_FIPS_4803

© MCAMLIS

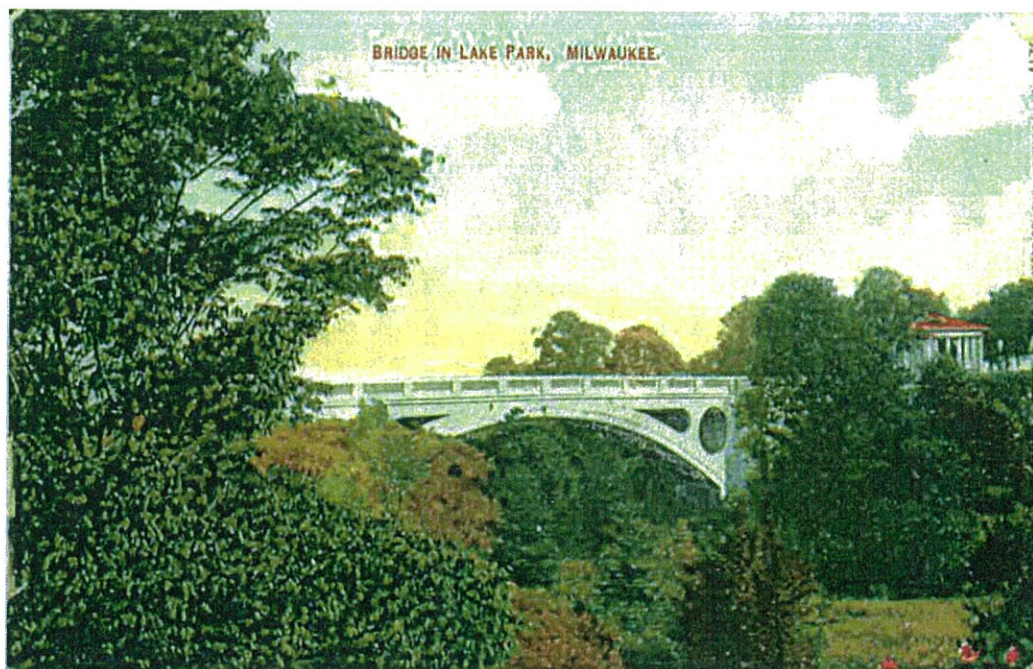
THIS MAP IS NOT TO BE USED FOR NAVIGATION

ATTACHMENT 2
PICTURE OF ORIGINAL BRIDGE

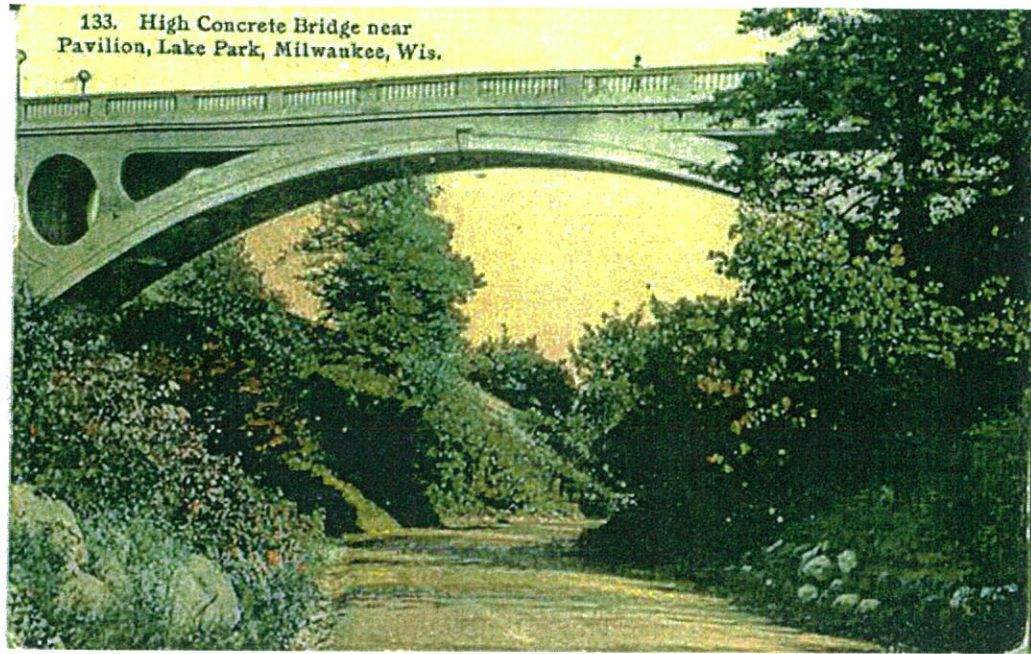
Lake Park Bridge Historic Post Cards



Postmark 1908 – looking east



Postmark 1 1910 – looking southeast



Postmark 1911 – looking west



Postmark unknown – looking southwest

ATTACHMENT 3
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 or 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.....	EXPENSE S	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 4
CONSULTANT PROPOSAL

MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
ARCHITECTURE, ENGINEERING & ENVIRONMENTAL SERVICES SECTION

PROJECT:
Lake Park Arch Bridge over Ravine Drive, Project No. P484-15619

CONSULTANT PROPOSAL

I. BASIC SERVICES - PHASE I (Include services of all needed subconsultants)
LUMP SUM - "NOT TO EXCEED" fee:

\$ _____

(_____)

II. BASIC SERVICES - PHASE II (Include services of all needed subconsultants)
LUMP SUM - "NOT TO EXCEED" fee:

\$ _____

(_____)

III. ADDITIONAL SERVICES (Include services of all needed subconsultants)

ACTUAL COST - "NOT TO EXCEED" fee:

\$ _____

(NOT INCLUDED IN THIS PROPOSAL _____)

IV. PRINCIPAL IN CHARGE

Name of Principal _____

Architect or Engineer's Registration No. in Wisconsin _____

Other Registration No. In Wisconsin _____

Flat hourly rate for principal _____

Participation of Disadvantaged Business Enterprises is waived for this project.

Firm Name

Authorized Signature

Title