

DEPARTMENT OF ADMINISTRATIVE SERVICES

*Milwaukee County*



October 4, 2013

To All Interested Consultants

Project : Greenfield Park Golf Course Irrigation Design

PROJECT NO: P287-13648

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

Milwaukee County Departments of Administrative Services and Parks, Recreation and Culture are requesting proposals for professional consulting services to provide design development, construction plans and technical specifications for the construction of new automated irrigation system at Greenfield Park Golf Course in the City of West Allis, Wisconsin

**I. BACKGROUND**

Milwaukee County Department of Parks, Recreation and Culture has funding approved in their 2013 Capital Improvement Budget for the planning and design of an irrigation system at Greenfield Park Golf Course. Sufficient funding is also approved to construct a portion of the irrigation system, such as the booster station and possibly main line irrigation piping. Additional funding is being requested in the 2014 Capital Improvement Budget to complete the irrigation system.

The Greenfield Park Golf Course, constructed in 1923, is an 18 hole golf course located in Greenfield Park on the westerly side of Milwaukee County. The irrigation system consists of a quick coupler system that allows for manual watering of the tees and greens. A new County owned 8" HDPE water main was install through the center of the golf course in 2010. The water source is municipal water from the City of West Allis. A new water meter pit was also install at that time.

The existing manual irrigation system is in a deteriorated state. The existing system provides inadequate coverage, currently irrigating only the tees and greens. Modern irrigation systems provide electronic heads and computer controllers to put the proper amount of water on the golf course. The new irrigation system will water the tees, greens, and fairways.

**II. PROJECT DESCRIPTION**

It is planned that an all new automated irrigation system will be constructed at Greenfield Park consisting of a single row irrigation main down the middle of the fairways. Irrigation heads and controllers will be placed to provide irrigation for the tees, fairways, greens and practice green. The water source will be City of West Allis municipal water via the new water main constructed in 2010. The Golf Course club house and adjacent comfort station are currently serviced from the new water main.

It is the intent to provide several drinking fountains on the golf course. The location of the booster pump will need to be determined.

Irrigation materials, such as heads, controllers, fittings, etc. shall be consistent with recent irrigation improvements at other County golf courses.

A parallel project to reconstruct up to 16 tees, drainage improvements and other golf course features will be occurring at the same time. Design and bidding of the golf course improvements will occur over winter 2013/14 with construction in spring 2014. The irrigation consultant will be required to coordinate the irrigation layout with the proposed golf course improvements. The golf course improvements design will be completed by County staff.

#### Sustainability Accomplishments Reporting

The Consultant shall provide a written summary of any project features included in the design or in the construction process that adhere to LEED design criteria (or appropriate "green" golf industry standards), improve energy-efficiency, reduce waste, or reduce negative impacts on the surrounding environment. A brief report shall be provided at the completion of the design phase. This report shall be a narrative format. Items to be addressed shall include (but not limited to):

- Description of equipment, systems or materials to be used that will reduce energy consumption
- Description of equipment, systems or materials to be used that will reduce potable water consumption
- Description of equipment, systems or materials to be used that will reduce negative impacts on storm water discharges
- List % of materials containing recycled content.
- Plans for recycling construction waste and the goal for minimum % of waste to be recycled.

### **III. SCOPE OF 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 of the agreement can be found with the RFP notice on the County's website, [county.milwaukee.gov](http://county.milwaukee.gov), under the Business Opportunity Portal, or by requesting an emailed copy).

#### A. Requested Consultant Services to be Provided:

##### 1. Design Development

- a. Meet with Milwaukee County to define coverage requirements, the sprinkler, control and related materials to be incorporated into the new irrigation systems.
- b. Prepare CAD generated drawing of sprinkler location/coverage plan
- c. Calculate and provide the irrigation water volume requirements based on historical and advised evapotranspiration rates, to include worst case condition estimate for daily water use by the irrigation system.
- d. Provide a preliminary irrigation piping and control plan base on coverage plan.
- e. Evaluate various radio controlled satellite systems for control of the irrigation system. Evaluate impacts on radio controlled irrigation systems from outside airwave interferences.
- f. Evaluate the source of water – City of West Allis municipal water. Provide water source requirements, to include power, water volume, discharge pressure and preliminary booster station layout. Provide estimated annual operating cost. Work with West Allis to determine their concerns over golf course peak water usage during dry periods.
- g. Provide locations for minimum of two drinking fountains. Review options for disposal of drainage from the drinking fountains.

h. Provide detailed cost estimates for construction of a complete new irrigation system including costs for booster station electrical service.

j. Prepare draft Design Development Report including drawings, cost estimate, etc. Furnish 4 copies of each draft report to County for review and comments.

k. Review and incorporate County's concerns and comments and finalize the Design Development Report. Furnish 4 copies of the final report.

## 2. Final Design and Preparation of Construction Documents

a. Complete construction drawings in AutoCAD drawing format. Site plan map(s) to scale, plan view with topographical features, utilities, easements, property lines, significant vegetation species (trees, shrubs) and limits of proposed construction. County can furnish aerial based topographic mapping with contours in AutoCAD format, along with aerial photography for the background.

b. Prepare a complete construction drawing set for the golf course irrigation system including title sheet, detail sheets, sprinkler head and pipe locations with hydraulic design (pipe sizing and type), electrical schematic and wiring plan for the electrical service and the control system and valves, satellite and station identification number for watering program entry, water source construction drawings (booster station, plumbing, electrical, etc.), construction site erosion control plan and any other detailing necessary for a complete operational irrigation system.

c. Prepare construction specifications including Schedule of Prices for bid form and all technical specification. Specification shall conform to the Construction Specifications Institute (CSI) format.

d. The County has a preferred equipment list. Several approved manufacturers may be listed for major equipment items or systems – the County's preferred equipment for the base bid and the others as alternative bids.

e. Include pre-qualification requirements for golf course irrigation contractors.

f. Submit 4 sets of 90% complete construction plans and specifications for review and comments from the owner.

g. Review, respond and incorporate County's 90% review comments into construction drawings and specifications.

h. Provided finalized consultant prepared sections of the project manual and signed reproducible final drawings.

i. For aspects of the project, the Consultant shall make all necessary submittals to all government agencies for plan review. This shall include preparation, submitting, and paying all fees necessary. Fees will be reimbursed through reimbursable allowance to be included in the contract. The submittals shall be made to State of Wisconsin DILHR and DNR, the local municipality and any other agencies requiring submittals or approvals.

j. The Consultant shall prepare final pre-bid construction cost estimate, assuming a private contractor will be performing the work.

## 3. Construction Bidding

- a. Attend pre-bid meeting
- b. Provide all information requested by bidders and interpretation of bidding document in writing to all bidders with copies to the Owner.
- c. Any information needed to clarify any condition which might affect the cost of the work bid shall be by Addendum. Prepare addendum language and deliver to County. County will reproduce and distribute any Addenda.
- d. Assist County in analysis of the bids.

#### 4. Construction Oversight

- a. Attend pre-construction meeting
- b. Preparation of supplementary clarification drawings when requested by County or Contractor.
- c. Review and approve with the Owner all shop drawings, equipment brochures and samples covering equipment specified in the bidding documents, and provide verification that all shop drawings have been submitted.
- d. Field locate (stake) all main lines, isolation valves, field controllers and sprinkler heads.
- e. Perform initial and periodic observation of contractor installation practices to ensure they are per specifications. Provide written report documenting observations.
- f. Review Contractor payment requests. Forward to County for Payment Certification preparation.
- g. Review and make written recommendation for all Change Orders or Allowance uses quoted by Contractor.
- h. Program the computerized central control system. Provide orientation and training to the Golf Course Superintendent and staff on the system components, operation and computerized central control system as required.
- i. Prepare and submit punch list and acceptance documentation for the project.
- j. Compile and provide two owners manuals for the irrigation system. Owners manuals to consist of all available descriptive, technical and service literature for the components installed in the irrigation system.
- k. Generate, from legible and accurate contractor provided field marked up drawings, CAD "Record Drawings" and provide the owner with electronic copies of the drawings and two sets of prints.

#### B. Project Timetable

1. Issue RFP 10/4, 2013
2. Proposal will be due 11/1/13
3. Review proposals and select consultant by 11/15/13
4. Finalize scope and fee, and execute contract by 12/2/13

5. Delivery of 100% complete bidding documents by 2/28/14
6. Bids projects in March 2014
7. Begin construction in spring 2014
8. Construction substantial completion – July 31, 2014

#### IV. RELATED WORK BY OTHERS

1. County will provide electronic drawings aerial based mapping in AutoCAD format for base mapping. County will provide supplemental field surveying as needed.
2. The County will furnish all available utility drawings of County owned and maintained utilities within the golf course areas. The Consultant will be responsible for contacting other utilities and municipalities for utility information.
3. The County will provide the boiler plate (bidding requirements, general conditions, etc.) sections of the project manual, compile the manual and print the documents for bidding.

#### V. PROPOSAL CONTENT

The proposal shall conform to Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines (see Attachment 3). The proposal shall include the Consultant Proposal Form (see Attachment 4) and the following information:

- A. Cover:** Include project number and name, project location, consultant's name, address, telephone number, FAX number, e-mail address, proposal date, etc.
- B. Table of Contents:** Include an identification of the material by section and page number.
- C. 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.
- D. 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 and green golf course industry standards.
- 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 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).
- 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 their past experience in the field.

- G. 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.
- H. Scheduling:** Will be based on contractor schedule. Base proposal on schedule provided in this RFP.
- I. 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.
- J. DBE Goals:** The Disadvantaged Business Enterprise (DBE) participation goal for this project/contract *is 10%*.
- 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 an actual cost not-to-exceed fee for these services. A dollar amount for reimbursable items as described in the proposal should also be clearly stated.

## VI. PROPOSAL EVALUATION

See section XV of 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. The successful consultant must be an Equal Opportunity Employer.
4. 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.
5. 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.
6. The proposal must be submitted in a single bound 8-1/2" x 11" document.

7. 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 four (4) copies of your proposal no later than **12:00 P.M. on Friday, November 1, 2013**, to Karl Stave, Project Manager, City Campus, 2711 W. Wells Street, 2<sup>nd</sup> Floor Milwaukee, Wisconsin, 53208 (Telephone (414) 278-4863, FAX (414) 223-1366; email karl.stave@milwcnty.com).

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) Location Map
- 2) Copy of County preferred materials
- 3) Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines
- 4) Consultant Proposal Form

cc: G. High, DPW  
J. Keegan, Parks  
J. Organ, Parks  
J. Canavan, Parks  
J. Ciha, Parks  
B. Engel, CBDP

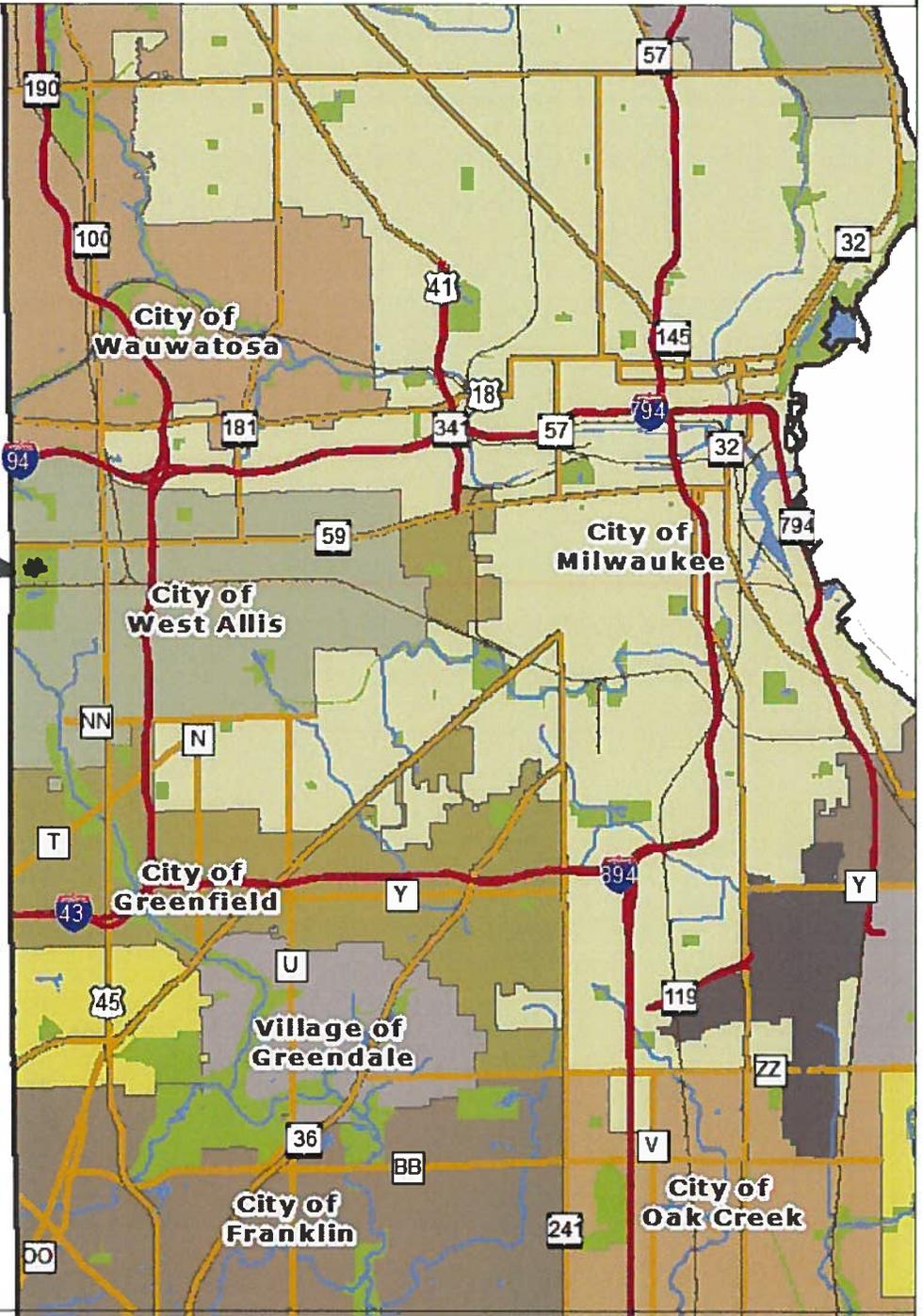
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# MILWAUKEE COUNTY INTERACTIVE MAP SERVICE

## ATTACHMENT 1

PROJECT LOCATION



Notes  
Enter Map Description

THIS MAP IS NOT TO BE USED FOR NAVIGATION © MCAMLIS



**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 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.

20,075 0 10,038 20,075 Feet

Legend 1: 120,450

- County Boundary
- Highways, 60k to 125k
  - Freeway
  - Primary
  - Secondary
- Railroad 195k
- Water 195k
- Rivers 150k
- Airport 195k
- County Parks 195k
- Municipal Subdivisions 125k

# ATTACHMENT 2



Fw: Lincoln part numbers  
Jon Canavan to: Jim Ciha

08/16/2013 12:30 PM

Here are the part numbers for the central irrigation and the controllers.



**JON CANAVAN**  
*Golf & Recreation Turf Manager*  
Milwaukee County Department of Parks, Recreation & Culture  
9480 Watertown Plank Road, Wauwatosa, WI 53226  
Ph: (414) 257-4507  
Fax: (414) 257-6466  
jon.canavan@milwcnty.com

----- Forwarded by Jon Canavan/Parks/Milwaukee County on 08/16/2013 12:26 PM -----

From: Aaron Goninen <AGoninen@reinders.com>  
To: <Jon.Canavan@milwcnty.com>  
Date: 08/16/2013 11:16 AM  
Subject: Lincoln part numbers

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Jon,

Below are the part numbers you requested.

Lynx VP Central with 5 years NSN

LX-01-5-07

VP radio controllers

16 station. 201-16P6R4

24 station. 201-24P6R4

32 station. 201-32P6R4

40 station. 201-40P6R4

48 station. 201-48P6R4

56 station. 201-56P6R4

64 station. 201-64P6R4

Please let know if you need any else. Thanks Jon.

Aaron

**TORO EQUIPMENT**

## ATTACHMENT 3

### 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: 15%
- b. Project approach and understanding, including strategy to perform requested work and time schedule. Weight: 35%.
- 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 4**

MILWAUKEE COUNTY  
DEPARTMENT OF PUBLIC WORKS  
ARCHITECTURE AND ENGINEERING DIVISION

**PROJECT: Greenfield Park Golf Course Irrigation System**  
**P287-13648**

CONSULTANT PROPOSAL

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

"Lump Sum Not to Exceed " fee: \$ \_\_\_\_\_  
( \_\_\_\_\_ )

II. CONSTRUCTION BIDDING & OVERSITE SERVICES (Include services of all needed subconsultants)

"Actual Cost Not to Exceed " fee: \$ \_\_\_\_\_  
( \_\_\_\_\_ )

III. PRINCIPAL IN CHARGE

Name of Principal

Landscape Arch.'s Registration No. in Wisconsin

Engineer's Registration No. in Wisconsin

"Other" Registration No. in Wisconsin

Flat hourly rate for principal

Firm Name

Authorized Signature

Title

\_\_\_\_\_