

DEPARTMENT OF ADMINISTRATIVE SERVICES

Milwaukee County



November 6, 2012

To All Interested Consultants:

Project: GMIA Snow Melter Effluent Study
Project No.: O895-12009
Subject: REQUEST FOR QUALIFICATIONS (RFQ)

Milwaukee County Department of Transportation and Public Works is requesting qualification statements for professional consulting services to provide planning, alternatives analysis and guidance for the treatment, storage and disposal of glycol-impacted snow melt water, produced by both snow melting equipment and centralized aircraft deicing aprons at General Mitchell International Airport (GMIA) located in Milwaukee Wisconsin.

BACKGROUND

General Mitchell International Airport (GMIA) has budget approval to proceed with the planning and preliminary engineering of a second large centralized deicing apron, which includes snow melting equipment. There are also preliminary plans for a large snow melter to be located at a fixed location adjacent to the current fuel farm. This area is currently used for the storage of snow that had been removed from the air operations area, including terminal apron and taxiway pavements. The snow is piled on a gravel apron and allowed to melt on its own, with the water infiltrating into the ground, or sheet draining to the field storm drainage system. The volume of stored snow at this location approached the maximum height allowed on an airfield during previous winters. The area of the snow pile has expanded to the maximum volume currently allowed before encroaching on the required setbacks from active taxiways. To alleviate this problem, the airport had trucked the snow from the stockpile to remote areas of the airport. This proved to be costly in terms of resources, fuel, equipment and manpower. Additionally, increased trucking has raised concerns regarding potential runway incursions. These facts have prompted the airport to explore the feasibility of installing snow melting equipment that would effectively eliminate the snow stockpile before it reached limits that are problematic to airfield operations. The snow melter approach has been used successfully at several other airports in the upper Midwest and east coast. Due to the fact that melted snow has the potential to contain both aircraft deicing fluid, and airfield pavement deicing fluid, suspended solids as well as several other potential pollutants, the melt water will need to be pre-treated to bring the pollutants to acceptable levels prior to discharge into the storm drain system, or stored until such time the material can be properly disposed of.

Another airport capital project involves the construction of a centralized deicing facility adjacent to Runway 7R/25L on the west end of the airfield. The deicing pad is to be located between the existing cargo apron and Taxiway A. This area is currently turf, and is used to store snow that was removed from the apron and taxiway pavements. Once the deicing pad is built, this area will no longer be available for

snow storage. As such the snow will need to either be trucked off site, or melted at the site. The preliminary footprint of the deicing pad allows for up to two in-ground snow melters, similar to the one to be located at the fuel farm. The same environmental challenges exist for the melted snow that will be discharged at this location as does for the fuel farm snow melter.

GMIA has made initial contact with the Wisconsin Department of Natural Resources (WDNR) requesting guidance on issue of snow melt discharge. The preliminary response from WDNR indicates that the snow melt effluent will be regulated as a point source pollutant discharge to the storm water, and as such be subject to the limits allowed by permit. WDNR has also indicated that frequent monitoring and testing of the discharge for pollutant levels will be required, as well as a potential means of separating impacted snow from non-impacted snow prior to melting. The WDNR will require review and approval of the ultimate approach and treatment solution prior to construction.

GENERAL PROJECT DESCRIPTION

Consultant services are sought in order to study alternatives, and recommend solutions to the problems outlined above. The selected consultant should have a thorough understanding of all pollution regulations pertaining to storm water, and be familiar with the operation of snow melting equipment, and have an understanding of the unique constraints and limitations of aviation facilities. It is the airport's desire that upon completion of the study, that a clear solution is brought forward that meets all of the airport's operational needs, including snow melter effluent treatment and discharge options, and satisfies all environmental requirements and fully complies with all regulations. Such a solution will then be developed and incorporated into construction documents to be included in the construction of both the fuel farm and deicing pad snow melter infrastructure. Such a solution should be transferable to other location throughout the airport, and be utilized for future applications of snow melter equipment.

SCOPE OF CONSULTANT SERVICES

The successful consultant shall perform all services per the standard terms and conditions of the Milwaukee County Department of Transportation and Public Works Agreement for Professional Services (Type C). The selected consultant shall have overall coordination and day to day management responsibilities for the project within the overall project timetable. The consultant contract will include Basic Services, as described in Article 3 of the Agreement.

A. GENERAL SCOPE OF PROFESSIONAL SERVICES

1. PROGRAMMING/PLANNING PHASE

Work in this phase will consist of investigation and research of all applicable laws and regulations concerning storm water discharge. Data from other airport locations where snow melters are used shall be gathered during this phase also. The consultant shall meet with airport administrators to gain a thorough understanding of the needs and concerns at GMIA. The consultant shall meet as necessary with airport maintenance to gain an understanding of snow removal operations at GMIA, as well as the locations to be cleared of snow, and the feasibility of segregating impacted snow from non-impacted snow. Through this investigation the consultant shall have a clear idea of constituents and concentrations of the various pollutants contained in the snow piles, and be able to formulate alternative methods of addressing pollutant removal to the levels prescribed by the regulations.

Alternatives for pre-treatment, storage, recovery and/or disposal of the melted snow are to be developed and presented to GMIA management, as well as other stakeholders for consideration. Such presentation shall be in the form of clear diagrammatic drawings, sketches and narratives that convey the idea in a clear and concise manner. The consultant shall be present to answer questions and engage in discussion in order to arrive at a preferred alternative. The consultant

shall produce written minutes of all meetings and discussions concerning alternatives, and clearly document all decisions made on the alternatives presented.

Identify and define all improvement options for collection and treatment systems and provide cost estimates for improvements. Each improvement idea should discuss the pros and cons of implementation.

At the conclusion of the programming/planning phase, the consultant shall produce a written report to the owner that documents all of the work conducted thus far. The report shall contain the recommended strategies and/or approaches that are to be implemented through the project design phase.

LEED Requirements:

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. Documentation requirements shall also be written into the contract documents where applicable.

Additional LEED design requirements will be provided, if applicable, prior to clarification of project scope and the negotiation of the professional services agreement.

2. SCHEMATIC DESIGN PHASE

Based upon the approved programming/planning report and budget, the Consultant shall further examine the site and existing facilities, study existing conditions, and, based on the programmed analysis of Owner's requirements, prepare studies, exhibits and drawings of the agreed-to solution(s), outline suggested construction materials and systems, and submit recommendations for approval by the Owner. Such submittals shall be conceptual in nature.

The Consultant shall incorporate in these schemes and conceptual infrastructure plans as appropriate, preliminary sections and elevations, influence of site, selection of systems and materials, and show approximate dimensions, areas and volumes.

The Consultant shall plan on **3 meetings** with the Owner and/or other appropriate airport personnel during the Schematic Design Phase.

The Consultant shall submit an Estimate of Probable Construction Costs upon which Owner can evaluate and determine whether to proceed with Design Development Phase.

3. DESIGN DEVELOPMENT PHASE

After receiving approval of the Schematic Design Phase submittal, the Consultant shall develop design and prepare drawings and other documents to fix and describe the size and character of the snow melt water treatment system as to site work, structural, mechanical, and electrical systems, equipment, construction materials, and such other essentials as may be appropriate, including functional and operational aspects of facilities.

The Consultant shall design the system in compliance with applicable Local, State, and National Codes, ordinances and regulations, and with requirements or service rules of utilities having jurisdiction.

The Consultant shall plan on **5 meetings** with the Owner and/or other appropriate airport personnel during the Design Development Phase.

The Consultant shall provide revised Estimate of Probable Construction Costs provided during Schematic Design Phase.

4. CONSTRUCTION CONTRACT DOCUMENT PHASE

After receiving approval of Design Development Stage submittal, the Consultant shall prepare Drawings and Specifications for bidding and construction purposes, including what testing, warranties and guarantees of the parts and systems. These documents shall be incorporated into the overall construction bid set that is to be prepared by others. When documents are approximately 80 percent complete, the Consultant shall submit three copies to Owner for review and comments.

When the documents are 100% complete, the Consultant shall submit a set to Owner for Approval of completed Bidding Documents and an updated Estimate of Probable Construction Costs.

The Consultant shall plan on **bi-weekly meetings** with the Owner and/or other appropriate airport personnel during the Construction Contract Document Phase.

The Consultant shall conform to Owner's current standard formats on file in Architecture, Engineering and Environmental Services Section of the Facilities Management Division of the Milwaukee County Department of Administrative Services, and as further modified by GMIA engineering.

After the 100% complete bidding documents have been approved by the Owner, the Consultant shall submit one signed, stamped original set of Bidding Documents suitable for use in reproducing document sets for distribution during the bid process, unless otherwise specified in the agreement.

5. BIDDING PHASE

Owner will make Contract Documents available to Bidders. Owner will determine cost and other terms. Owner will direct bidding of Contracts. (Informal, formal, multiple or single prime construction contracts.)

Consultant shall:

Coordinate with Owner for Advertisement for Bids. Owner will prepare and place Advertisement of Bids.

Make application for required plan approvals. Pay State and Local Plan Examination Fees and be reimbursed at cost. (Fee for General Building Permit to be paid by Contractor.)

Prepare necessary addenda copies for distribution required to amend or clarify Bidding Documents. Complete Addenda so Bidders have access to them at least 5 working days prior to bid opening. Owner will mail out Addenda copies if they are delivered no later than 7 working days prior to bid opening.

Conduct a pre-bid conference, log attendance, tour site and take minutes of the conference, with one copy to Owner.

Review bids for conformance with bidding requirements. Make recommendations as to award of contract(s).

If the low acceptable bid total received exceeds by five percent (5%) the Estimate of Probable Construction Costs submitted prior to bidding, the Consultant shall revise the Bidding Documents, and rebid the project at no additional cost to Owner.

6. CONSTRUCTION PHASE

The Consultant shall provide clarifications necessary for construction; review and approve shop drawings and other submittals; coordinate materials with Owner as defined in Contract Documents.

The Consultant shall provide administration; coordination and on-site observation of the work in compliance with Wis. Stats. Chapter 443; confirm compliance with Contract Documents; determine quality and acceptability of materials provided and interpret Contract Documents; observe required tests; make recommendations regarding Change Orders and payments to contractors; and make recommendations as to Substantial Completion and final acceptance of the Project.

The Consultant shall issue a Construction Bulletin (CB) in response to all Requests for Information (RFIs) estimated to impact the construction contract dollar amount by more than \$5,000.00. A CB may be required on a case by case basis by the Owner for RFIs estimated to impact the construction contract dollar amount by less than \$5,000.00.

The Consultant shall plan on **weekly visits to site** during construction at times deemed appropriate by the Owner.

IV. PROJECT TIMETABLE

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| 1. | Nov. 14, 2012 | Issue RFQ. |
| 2. | Nov. 20, 2012 | Pre-proposal conference; 9:00 am Hardie Conf. Rm |
| 3. | Nov. 30, 2012 | Qualification statements due. |
| 4. | Dec. 7, 2012 | Selection Committee shortlists or selects consultant. |
| 5. | Dec 19, 2012 | Selection Committee interviews consultants (if necessary – Interviews will occur no sooner than this date). |
| 6. | Dec. 21, 2012 | Consultant Selection (will occur no sooner than this date). |
| 7. | Jan. 14, 2013 | Finalize Scope of Work and Agreement with Consultant. |
| 8. | Jan 15, 2013 | Issue Notice to Proceed and begin Programming/Planning Phase. |
| 9. | Feb. 22, 2013 | Complete Programming/Planning Phase, begin Schematic Design Phase. |
| 10. | Mar. 15, 2013 | Complete Schematic Design and Design Development |
| 11. | May 1, 2013 | Complete Construction Contract Documents |

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| 12. | July 1, 2013 | Construction Bids Due |
| 13. | Sept 1, 2013 | Start Construction. |
| 14. | Aug. 30, 2014 | Construction substantially complete |
| 15. | Sept. 30, 2014 | Project Closeout complete |

VII. STATEMENT OF QUALIFICATIONS PREPARATION AND SUBMISSION GUIDELINES

A. Explanation to Prospective Consultants

Any prospective consultant desiring an explanation or interpretation of this RFQ must request it in writing no later than seven business days before the last date for submission of statements. Requests should be directed to the individual in charge at the address listed in the RFQ. Any information given to a prospective consultant concerning a solicitation will be furnished promptly to all other prospective consultants as an amendment to the RFQ, if that information is necessary in submitting offers or if the lack of it would be prejudicial to any other prospective consultants.

B. Complete Statements

Statements shall represent the best efforts of the consultants and will be evaluated as such. Statements must set forth full, accurate, and complete information as required by this section and other sections of this RFQ.

C. Unnecessarily Elaborate Statements

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 consultant'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 statements are sought.

D. Retention of Statements

All statement documents shall be retained by the County and therefore, will not be returned to the consultants. The County will not pay for preparation of statements or for statements that are retained by the County.

E. Examination by Prospective Consultants

Consultants are expected to examine the project location, scope of services, project objective and all instructions and attachments in this RFQ. Failure to do so will be at the consultant's risk.

F. The Statement of Qualifications shall include the following information:

A. Cover: Include project number and name, project location, consultant's name, address, telephone number, FAX number, email address, statement 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 statement briefly stating the proposers understanding of the service to be provided.

- D. Organization's Experience:** Include a list of similar projects (commercial airport facilities) that the consultant 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 consultant's 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 Professional Registration must be clearly indicated in this section of the statement, 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 their past experience in the field.
- G. Project Approach:** Provide a description of the duties and routines that you anticipate to be performed in this project. Be specific in the description of your approach as it pertains to this particular project, and location. Describe the challenges of complying with environmental regulations at airport facilities, and how you propose to overcome them.
- H. Scheduling:** Provide a bar chart form schedule which indicates a sequence, time table, 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. CBDP Goals:** The Community Business Development Partners (CBDP) participation goal for this project/agreement is 25%. Indicate the planned approach to meet the goal. Please note the 25% goal excludes any reimbursable allowance

For more information on the CBDP participation program, call Mark Phillips of the Community Business Development Partner (CBDP) Office at 414-278-5104.

- J. 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.

V. QUALIFICATIONS STATEMENT EVALUATION

Following is a list of criteria that will be used to evaluate the submitted statements of qualification:

1. The qualifications and experience of the firm(s) and primary personnel to be assigned to the project as submitted with the statement.
2. The firm's past performance on projects of similar scope and size as submitted with the statement.
3. The organization of the consultant team including effective utilization of CBDP firms.
4. Coverage within the consultant team of all required experience including but not limited to:
 - Knowledge and experience in commercial airport facility construction

- Knowledge and experience in storm water pollution regulations
 - Systems design for the treatment of storm water and glycol-impacted water.
5. The Consultant's indicated understanding of the project requirements
 6. The consultant's project approach and methodology as presented in the statement.
 7. The consultant team's resources and availability of key personnel as related to the needs of this project.
 8. The consultant's proposed schedule of project tasks and activities that meet the requirements of the project.
 9. The consultant's responsiveness to the RFQ.
 10. The consultant plan and assurance of meeting Milwaukee County's CDBP requirements.
 11. Analysis of the consultant's overall interest, commitment, and ability.
 12. The consultant's communication and organizational skills in order to manage the project smoothly and efficiently.

Selection of the consultant for award of this project will be qualifications-based subject to a mutual understanding of the scope of services and a negotiation of a fair and reasonable fee. After evaluation of the submitted proposals and the following interviews (if needed) the consultant selection committee will score and rank the consultants. Negotiation will follow with the highest ranked consultant to fully define the scope of work and to reach a fair and reasonable fee. If this cannot be accomplished with the highest ranked consultant then negotiation will proceed with each succeeding consultant until an acceptable agreement is reached.

Milwaukee County reserves the right to accept or reject any and all statements, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed project, request additional submittals, and/or discontinue this process.

VI. GENERAL REQUIREMENTS

Submitting consultants shall comply with 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.

The successful consultant and/or any contractor affiliated with that consultant shall be prohibited from submitting bids in the construction bidding process for this project.

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 such an agreement, when requested, without making any substantive changes.

The successful consultant must be an Equal Opportunity Employer.

The submitted statement of qualifications shall conform to the requirements of this RFQ and all attached documents. All statements should use this RFQ and its attachments as the sole basis for the proposal. The issuance of a written addendum and the pre-submission meeting minutes (if issued) are the only official method through which interpretation, clarification or additional information will be given.

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

The statement must be submitted in a single bound 8-1/2" x 11" document.

Please return five (5) copies of your statement no later than **4:00 P.M. on November 30, 2012**, to James R. Zsebe, Airport Engineering Office, General Mitchell International Airport, 5300 S. Howell Ave. Milwaukee, Wisconsin, 53207 (Telephone (414) 747-5394; FAX (414) 747-5010, email: jzsebe@mitchellairport.com).

Please direct any questions regarding this RFQ to James R. Zsebe at the above email address and phone number.

Sincerely,

James R. Zsebe
James R. Zsebe, P.E.
GMIA Project Manager

Attachments:

- 1) Project Location Exhibit



Created By: James Zsebe

Created on: November 06, 2012



Snow Melter Locations

GMIA

