

# MILWAUKEE COUNTY



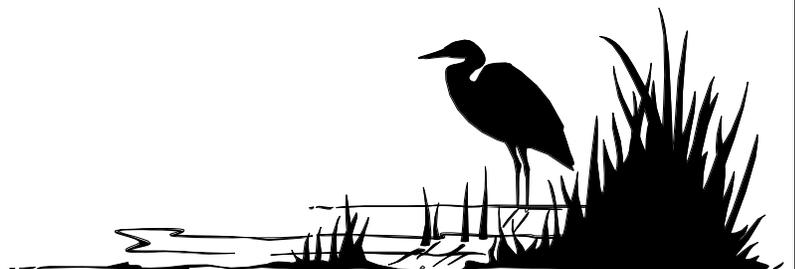
**Milwaukee County  
633 W Wisconsin Ave, Suite 1003  
Milwaukee, Wisconsin 53203**

**REQUEST FOR PROPOSAL FOR**

**Engineering Services and Final Design Development for Little  
Menomonee River Parkway**

**PROJECT 0515-17803**

**September 2020**





DEPARTMENT OF ADMINISTRATIVE SERVICES

*Milwaukee County*

September 11, 2020

To: Interested Consultants

Subject: Request for Proposal (RFP) for Professional Services for Engineering Services and Final Design Development within Little Menomonee River Parkway

Project Number: 0515-17803

Contract Type: Type C – Not-To-Exceed Fee

Dear Consultant:

Milwaukee County Parks is requesting proposals from qualified firms to provide Habitat Restoration Plan Set and Wetland Scrape design plans for the Little Menomonee River Parkway Area of Concern (AOC) project. The project background and scope of work is attached.

There is an optional **virtual** pre-proposal meeting on September 22, 2020 at 10:00 a.m. via Microsoft Teams. Further details follow on page 9. Submit 5 physical copies of the proposal, sealed in an envelope or equivalent, and 1 electronic copy, submitted as a PDF, no later than 2:00 PM on October 2, 2020. The proposals shall be addressed and submitted to:

- Physical Copies: Natalie Dutack, AOC Program Supervisor, 9480 W Watertown Plank Rd., Wauwatosa, WI 53226
- Electronic Copies: Natalie Dutack, [natalie.dutack@milwaukeecountywi.gov](mailto:natalie.dutack@milwaukeecountywi.gov)

Milwaukee County will award the contract in October 2020 and the selected firm shall initiate the work upon receipt of the awarded contract.

There is a minimum 17% DBE requirement for this project. Proposals should describe how this requirement will be met.

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

Natalie Dutack  
Area of Concern Program Supervisor  
Milwaukee County Parks  
9480 W Watertown Plank Rd.  
Wauwatosa, WI 53226  
Phone: 414-257-5064  
E-mail: [Natalie.dutack@milwaukeecountywi.gov](mailto:Natalie.dutack@milwaukeecountywi.gov)

Sincerely,

Natalie Dutack

Attachments

cc: Greg High, DAS  
Steve Keith, DAS  
Brian Russart, MCP  
Sarah Toomsen, MCP  
Guy Smith, MCP  
Elena LaMendola, CBO, DAS-FM  
Kevin Crampton, CDBP

## **I. BACKGROUND**

Milwaukee County Parks (MCP) is requesting proposals for professional consulting services to complete planning and design addressing wetland scrape enhancement and habitat restoration within the Little Menomonee River Parkway (LMRP). MCP has management oversight for the LMRP, which is located along the Little Menomonee River corridor between Brown Deer Road/Hwy 100 on the north and Hampton Avenue to the south. The natural areas managed by MCP within the LMR corridor total 651.7 acres in size and are divided between five smaller MCP management units (LMR Section 2 through LMR Section 6). Habitat restoration planning will encompass LMR Sections #4 and #5, located between Good Hope Road to Appleton Ave. Wetland design work will take place in LMR Section 5 (LMR #5), located between Fond du Lac Avenue to Appleton Avenue. See Attachment 1: Project Location Maps.

LMRP is located within and comprises most of the LMR Corridor. Habitat restoration in the corridor has been identified as a necessary fish and wildlife restoration project within the Milwaukee Estuary Area of Concern (AOC) Remedial Action Plan (RAP) 2015 Update. The Milwaukee Estuary AOC is one of 43 sites around the Great Lakes designated for priority restoration under the 1987 Great Lakes Water Quality Agreement. These areas have experienced significant environmental degradation - to the point where people and wildlife are unable to fully use the resource in a safe or beneficial way. Habitat restoration will help with the removal of Beneficial Use Impairments and help lead to the delisting of the site as an AOC. The site is within a "primary environmental corridor," defined by the Southeastern Wisconsin Regional Planning Commission (SEWRPC) as "elongated areas in the landscape which contain concentrations of the best remaining elements of the natural resource base, including wetlands, woodlands, surface-water areas and associated undeveloped shorelands and floodplains, and wildlife habitat areas."

The LMR Corridor also contains the location of the former Moss-American/Kerr-McGee Superfund site. As a result, deed restrictions do exist within a portion of the focus area of this project. While remedial actions have taken place to protect human health, the impact of these actions and other land use impacts have left portions of the habitat in the corridor ecologically degraded. Since the remaining natural habitat within the area is almost exclusively in public ownership, it provides the opportunity to improve a sizable habitat area for fish and wildlife while providing improved connectivity to the upper portions of the watershed. This makes the LMRP project a priority for MCP and allows the opportunity to address Beneficial Use Impairments (BUIs) associated with the Milwaukee Estuary AOC.

## **II. GENERAL PROJECT DESCRIPTION**

This project is part of the first phase of the Little Menomonee River Parkway Ecological Restoration and Management Plan (ERMP) developed by MCP in coordination with the Wisconsin Department of Natural Resources (WDNR) and the AOC Fish & Wildlife Technical Advisory Committee. The development of habitat management plan sets for Sections #4 and #5 and the

design and excavation of a shallow water wildlife area in LMRP Section #5 are specific objective defined in the ERMP and WDNR Scope of Work for LMR Corridor Habitat restoration.

Additional ERMP goals achieved by this project:

- to protect the ecologically significant natural areas within the LMR Parkway.
- maintain and increase native plant and wildlife diversity
- reduce the impact of invasive species
- enhance and maintain the environmental corridor
- implement restoration projects that are a priority for the Parks Dept. while also addressing BUIs associated with the Milwaukee Estuary AOC

### **Habitat Management Plan Sets**

Sections #4 (127.3 acres) and #5 (176 acres) of the LMRP offer the greatest potential for timely habitat improvement results within the corridor. It currently contains the largest grassland and upland forest areas, as well as the only remnant oak woodland in the Little Menomonee River Corridor.

The consultant will provide design or plan sets for on the ground land management activities in accordance with objectives and recommendations in the LMRP ERMP. This will contain details on how each restoration objective will be targeted including method, season, and schedule.

### **Wetland Scrape Design**

The consultant will provide wetland design and construction plans with a primary goal of wetland enhancement and maintenance within the environmental corridor. There is a significantly degraded “scrub/shrub” wetland (4.5 acres) within an area targeted for grassland restoration in the southwest corner of the LMR #5 management unit, near the intersection of Appleton Avenue and 107th Street. The plant community is made up almost entirely of reed canary grass and common buckthorn. **This location provides one of the only opportunities to excavate a shallow-water wildlife area outside the 100-year floodplain** and away from potentially contaminated Moss American sediment deposits. The existing wetland is hydraulically connected to the LMR through a culvert under the parkway drive.

### **Phasing**

The consultant effort will be broken into the following phases:

- Phase 1 - Development (60%) of a Schematic Design (wetland scrape) and Habitat Restoration Plan Sets for LMRP Sections #4 and #5.
- Phase 2 - Complete final design development, construction documents, plan sets and specifications for all elements of the project.
- Phase 3 - Prepare and gain permits and approvals from local and state governments.

## **Bid Documents and Implementation**

Construction and implementation shall be completed by a separate restoration contractor, utilizing the finalized plans and bid documents.

### **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 C).

#### **1. General Requirements**

- A. Prepare and gain approval from MCP for a Quality Assurance Project Plan (QAPP) or other acceptable Quality Assurance documentation for Phase 1, 2 and 3 of the project. Coordinate with WDNR to gain approval of the QAPP.
- B. Coordinate with the MCP, and WDNR to host a project design kickoff meeting. The consultant shall be prepared to attend monthly meetings (at a minimum) to review the project status with the design team and other invitees as necessary to address planning and design issues. The selected consultant will work with MCP, WDNR, and the AOC Communications Consultant, and utilize the *Milwaukee Estuary AOC – Design Workshops, Stakeholder Meetings and Public Outreach Draft Plan for Project RFPs* (Attachment 7) to plan outreach/communications efforts.
- C. Submit electronic copies of various reports, project manuals and plans for review and comments at each level of project development. Provide four hard copy sets and electronic files of all deliverables for review.
- D. Coordinating with MCP, the consultant will submit quarterly reports detailing what activities were completed.
  - a. Submit an electronic PDF copy of the quarterly reports to Milwaukee County by January 1, April 1, July 1, and October 1 through the duration of the project.
  - b. The quarterly reports should identify amount expended per quarter, activities conducted and planned for the upcoming quarter, along with identification of any issues encountered (including delays or deviations from the original schedule or other setbacks) during the quarter and how they were addressed.

#### **2. Phase 1A: Habitat Restoration Plans – 60% design**

Provide plan and specification sets for the on the ground land management activities for wildlife in LRMP Sections #4 and #5. **Work will include invasive species control, grassland restoration and management, forest stand improvement, reforestation, revegetation, sedge meadow restoration, and prescribed burns.** The design will integrate the ecological aspects of the project outlined further in the ERMP (Attachment 2), with considerations for project goals.

- A. Review and compile existing data, identify gaps or outdated information and reassess as necessary. Detailed vegetative and faunal surveys, soil and wetland maps, and further assessments completed for the LMRP Ecological Restoration & Management Plan will be provided.

- B. Coordinate reviews and any necessary investigations for endangered resources.
- C. Prepare Habitat Restoration Plan Sets - 2 copies with full size drawings and electronic formats (PDF, CADD, GIS). Set shall include:
  - i. Cover sheet and illustrations/maps
  - ii. Invasive management and revegetation installation and maintenance plan
  - iii. Descriptions of all proposed restoration and maintenance activities, methods, equipment, recommended management schedules, supporting data, and other related information.
- D. Complete cost estimate.
- E. Consultant shall not proceed to Phase 2 - final design until plan sets are approved by MCP and WDNR.

**3. Phase 1B: Wetland Scrape Design & Construction Plans – 60% design**

Design a shallow water wildlife area at LMRP Section 5, outside of the 100-year floodplain in a degraded wetland. The design will integrate the ecological aspects of the project outlined further in the ERMP (Attachment 2), with considerations for project goals.

Design work will be accompanied by a detailed construction and maintenance plan and shall include descriptions of all proposed activities, methods, schedules, supporting data, maps and other related information as outlined below and in the ERMP.

- A. Review and compile existing data, identify gaps or outdated information and reassess as necessary. Detailed vegetative and faunal surveys, soil and wetland maps, and further assessments completed for the LMRP Ecological Restoration & Management Plan will be provided.
- B. Provide site analysis, surveys, and any other information gathering as necessary to complete wetland design.
- C. Conduct assessment and analysis of the project area including soils, topography, hydrology, wetland delineation, vegetation and other related surveys. Compile results (maps, inventories, reports) as an attachment to the final construction plan.
- D. Coordinate reviews and any necessary investigations for endangered resources.
- E. Prepare a 60% design for the shallow-water wetland scrape - 2 copies with full size drawings and electronic formats (PDF, CADD, GIS). Design/plans shall include:
  - i. Cover sheet, plan view/cross section, illustrations, considerations for access and spoils;
  - ii. Invasive management and revegetation installation and maintenance plan;
  - iii. A detailed construction plan.
- F. Complete construction cost estimate.
- G. Consultant shall not proceed to Phase 2 - final design until schematic design is approved by MCP and WDNR.

**4. Phase 2A: Habitat Restoration & Wetland Design and Implementation Plan – Final Design**

- A. Complete final Habitat Restoration Plan for LRMP Sections #4 and #5. Provide two paper copies with full size drawings and electronic copy in appropriate formats (PDF, CADD, GIS).
- B. Complete technical specifications for inclusion in the project manual.

- C. Complete final probable construction cost estimate.
- D. Hold a design review meeting with the County and other invited agencies and AOC stakeholders (public meeting).

**5. Phase 2B: Wetland Design and Implementation Plan – Final Design**

- A. Complete final design (cover sheet, plan view/cross section, illustrations, considerations for access and spoils, invasive management and revegetation installation and maintenance plan) and construction plan documents. Provide two paper copies with full size drawings and electronic copy in appropriate formats (PDF, CADD, GIS).
- B. Complete technical specifications for inclusion in the project manual.
- C. Complete final probable construction cost estimate.
- D. Hold a design review meeting with the County and other invited agencies and AOC stakeholders (public meeting).

**6. Phase 3: Bid Documents, Permitting, and Approvals**

- A. Provide Milwaukee County with all drawings and specifications to be included into bid documents. Milwaukee County will assemble the bidding documents.
- B. Prepare all applicable federal, state and local permit applications and gain regulatory approval for the as required. This includes preparing materials and ensuring compliance with but may not be limited to: National Historic Preservation Act, National Environmental Policy Act, Endangered Species Act and Wisconsin Administrative Codes relating to contaminated sites, historic fill exemption, sediment investigation, aquatic plant management, and waterway and wetland activities.
- C. Provide copies of all permit applications, materials and regulatory correspondence to MCP
- D. Coordinate reviews and any necessary investigations for endangered and cultural resources.
- E. File all necessary agency notices, such as WDNR Notice of Intent, wetland concurrence etc., if applicable.
- F. Provide agency coordination for all plan reviews and permits required (MCP, DNR). Investigate, develop and incorporate into the planning and construction documents all mitigation efforts necessary to address all agency concerns.
- G. Coordinate and attend a pre-application or regulatory review meeting with the regulatory agencies.

**IV. 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.

## V. PROJECT SCHEDULE

- a. **9/4/2020** Issue Request for Proposal
- b. **9/22/2020** Pre-Proposal Meeting (online)
- c. **10/2/2020** Proposals Due
- d. **10/8/20** Selection Committee selects consultant
- e. **October '20** Consultant award and contract execution
- f. **11/9/20** Notice to Proceed
- g. **November 2020** Prepare QAPP, secure permits and approval
- h. **Nov'20-Mar'21** Develop Habitat Management Plan Sets & Wetland Scrape Design
- i. **1/1, 3/1/2021** Quarterly reports submitted to MCP
- j. **April 15, 2021** Project Completion and final report submission

## VI. PRE-PROPOSAL MEETING

The pre-proposal meeting is scheduled at 10:00AM on Tuesday, September 22. **This meeting will be hosted online as a video conference via Microsoft Teams.** If you would like to participate in the meeting email natalie.dutack@milwaukeecountywi.gov with your interest in the meeting before 12:00 PM on 9/21/20, and an invitation to participate in the meeting will be sent to you.

## VII. RELATED WORK BY OTHERS

- a. WDNR has an Archaeological Desktop Review prepared for this project area and initial NHI review has been completed.
- b. MCP will provide a natural resources assessment, as well as goals and objectives for restoration of the project area, conducted and defined as part Little Menomonee River Parkway Ecological Restoration & Management Plan 2018
- c. Little Menomonee River Parkway is located on public land. The park may be occupied by the public and public employees during the project. The consultant shall take precautions to prevent any impacts to the public related to the habitat restoration work. Coordinate any potentially disruptive activities with MCP.

**VIII. SUBMISSION REQUIREMENTS:** 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 (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 of Transmittal:** The name and description of the organization submitting the proposal briefly stating the proposer's understanding of the service to be provided.
- d. **Description of the Organization:** A description of the organization submitting the proposal. Include the name, size, legal status (corporation, partnership, etc.), professional registration/certification, major type of activity or areas of consulting.

- e. **Description of 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 the consultant's participation, and a client contact reference and phone number. Provide a list of three (3) references that can be contacted with questions regarding your past work. Provide a description of your firm's experience with wetland design and restoration and natural areas management.
- f. **Description of Project Team/Resumes:** Provide an organizational structure of the consultant's project team, including the relationship of the sub-consultants to be used for this project. Include 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 one-page resume' for each individual involved in the project and include their name, title, address, telephone number, e-mail address, fax number, duties for the project, professional registration, relevant certifications, a brief description of related experience including time contribution in this capacity to past projects, and proposals. Provide a description of your staff's experience with pertinent wetland design and restoration and natural areas management.

- g. **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 pertinent to the work that will be done on this project.
- h. **Project Approach:** Provide a description of the challenges 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.
- i. **Project Schedule to Completion:** Provide a timetable and relationship of tasks which are necessary to complete this project as noted in the "Project Schedule" section of this RFP.
- j. **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. (See Attachment 3)
- k. **DBE Goals:** DBE Firm Goals: The Disadvantaged Business Enterprise participation goal for this project/contract is 17%.
  - i. Include a DBE commitment form with your proposal.
  - ii. Contact the Community Business Development Partners Office at 414-278-4747 or [cbdp@milwaukeecountywi.gov](mailto:cbdp@milwaukeecountywi.gov) for questions related to TBE and DBE requirements.

- I. **Quality Control:** Submit a contract document quality control plan. Quality control is to be performed by individual(s) not assigned to the project on an ongoing basis, and who has previous documented experience conducting a reviewing a quality control plan.
  
- m. **Natural Areas Management:** Due to the specialized nature of work related to native plant communities within the park, it is recommended that the consultant and sub-consultant have the following experience:
  - (1) At least five years of experience overseeing projects of similar scope and scale.
  - (2) Experience planning habitat restoration work, natural areas ecological restoration and management, and documented experience and wetland design and installation, as well as experience working on federally funded projects and familiarity with reporting requirements (QAPP, Quarterly Reports, etc.).
  - (3) Provide a minimum of three projects that outline the following:
    - (a) Type of native plant community and designed for.
    - (b) Site acreage
    - (c) Invasive species control methods used and their effectiveness
    - (d) Wetland design and restoration
    - (e) Project budgets and timelines
    - (f) Permit(s) required
  - (4) List, as a minimum, three owner client references familiar with the individual and provide address, phone, and email contact information for each reference.
  
- n. **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.
  
- o. **COVID-19 Preparation and Planning:** Habitat restoration work on most Milwaukee County facilities is permitted by Milwaukee County at this time. This is contingent on Milwaukee County's review and approval of the consultant's submitted COVID-19 Response Plan prior to commencement of activities on the construction site. Details and guidance are provided in Attachment 6: COVID-19 Response Plan Checklist & Daily Screening Form.

Each company's written plan, unique to the operations under its control, will document the identification and mitigation measures taken, which may include engineering controls, administrative controls, safe work practices, and minimum Personal Protective Equipment requirements, and the company will update that plan on a regular basis for the duration of the COVID-19 Situation. Each Company's Response Plan must meet the minimum requirements of the attached Milwaukee County COVID-19 RESPONSE PLAN CHECKLIST. The submitted COVID-19 RESPONSE PLANS must be reviewed and approved in writing by Milwaukee County. Please revise your COVID-19 Policy & Procedures to meet

these minimum requirements and submit to this office. Please note, if sub-consultants are used, the COVID-19 RESPONSE PLAN created by Prime Consultant shall cover and guide work conducted by the sub-consultant.

## **IX. CONSULTANT SELECTION**

- a. 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.

The proposal evaluation team will be made up of three to five individuals with technical knowledge of the requirements and familiarity with the project. Depending on the number and quality of the proposals, Milwaukee County may decide to conduct interviews of a short-list of consultants. The evaluation team may select up to three consultants to attend an interview, which, if required, will be held during the week of October 5. The interview will be evaluated based on project team, experience and qualifications, project understanding, and the overall presentation. Please review Attachment 3: Proposal Preparation, Submission and Evaluation for full details on the evaluation process.

The project manager will post this RFP, as well as any pre-proposal meeting minutes, sign in sheets, addendums and other information related to this project to the Milwaukee County Construction RFP website:

<https://county.milwaukee.gov/EN/Admin-Services/Bids-and-RFPs>

The consultant should consider information on this website to be part of the official RFP. Please check the site frequently. To allow time for proposal preparation, Milwaukee County will not post anything new within two days of the proposal due date.

## **X. GENERAL REQUIREMENTS**

- a. 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.
- b. The selected consultant must be an Equal Opportunity Employer.

- c. 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 written addendum are the only official method through which interpretation, clarification or additional information will be given.
- d. 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.
- e. The proposal must be submitted in a single bound 8-1/2" x 11" document.
- f. 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.

Submit 5 copies of the proposal, sealed in an envelope or equivalent, no later than Oct. 2 by 2:00 p.m.

The proposals shall be addressed and submitted to:

PROJECT MANAGER:  
Natalie Dutack  
Area of Concern Program Supervisor  
9480 W Watertown Plank Rd.  
Wauwatosa, WI 53226

Proposals submitted by telephone or fax will be rejected.

Please direct any questions about this RFP to Project Manager Natalie Dutack at 414-257-5064 or [natalie.dutack@milwaukeecountywi.gov](mailto:natalie.dutack@milwaukeecountywi.gov).

Sincerely,

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Natalie Dutack  
Project Manager

**Attachments:**

1. Project location
2. Little Menomonee River Parkway ERMP
3. Proposal Preparation, Submission and Evaluation
4. Consultant Proposal Form
5. DBE Forms
6. COVID-19 Response Plan Checklist & Daily Screening Form
7. Milwaukee Estuary AOC – Design Workshops, Stakeholder Meetings and Public Outreach Draft Plan for Project RFPs