

DEPARTMENT OF ADMINISTRATIVE SERVICES

Milwaukee County



February 12, 2019

To All Interested Consultants

Project: Lake Park Arch Bridge over Ravine Drive

Project No.: P484-15619
State ID 2967-01-03/73

Subject: REQUEST FOR
QUALIFICATIONS/PROPOSAL (R.F.Q/P.)

Milwaukee County Department of Administrative Services is requesting proposals for professional consulting services for planning and design for rehabilitation of 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 Lake Park, Milwaukee, Wisconsin. The bridge was designed by Ferry and Clas, a Wisconsin architectural firm, and built of cast in place concrete in 1905/1906 by Newton Engineering Co. using the Kahn bar system of reinforcement. Historic Lake Park was designed by Fredrick Law Olmsted in the late 19th century, and is listed on the National Register of Historic Places and located within the City of Milwaukee North Point Historic District. As such, bridge rehabilitation must comply with the U.S. Secretary of the Interior's "Standards for Rehabilitation" and the City of Milwaukee historic preservation requirements.

The arch bridge is a pedestrian footbridge and 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.

In 2015, Milwaukee County hired Graef-USA to perform an in-depth inspection 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. The bridge was again closed at a later date at the request of Milwaukee County Risk Management over concerns about reduced load capacity of the bridge. The Graef in-depth inspection report concluded rehabilitation of the bridge is possible, but the life expectancy of the bridge would still be limited making rehabilitation questionable from a life cycle cost perspective.

Given the historic nature of the bridge, the non-profit Lake Park Friends pursued additional material testing and load capacity analysis on the existing bridge to get another opinion of the feasibility of rehabilitating the bridge. Utilizing the additional test results, TranSystems, the Friends' consultant, determined the load capacity and material properties to be more favorable to long term rehabilitation. Both firms agree that replacement of specific bridge elements, reinforcing/repairing other elements and proper long term bridge and landscape maintenance should result in an extended life expectancy of 50 years making rehabilitation a feasible option.

Copies of the various inspection reports and analyses can be found on the Milwaukee County web site (<https://county.milwaukee.gov/EN/Administrative-Services/Bids-and-RFPs>).

II. GENERAL PROJECT DESCRIPTION

The County has adopted a budget of \$2,500,000 to complete bridge rehabilitation of the Lake Park Concrete Arch Bridge over Ravine Drive. The project is funded with \$2,000,000 in federal Transportation Alternative Program (TAP) grant funds administered by WisDOT, and a matching \$500,000 in County funds.

A consultant will be hired to prepare design development and construction documents for the bridge rehabilitation. Bridge rehabilitation shall extend the bridge life expectancy a minimum of 50 years. The rehabilitated bridge shall be restored to its original condition as close as possible to the attached original bridge design plans utilizing modern day construction materials and technics subject to coordination and approval of historic regulatory authorities. It is anticipated bridge rehabilitation will include:

- replacement of the bridge deck
- replacing the parapet walls with a replica of the original railing design (adjusted for code compliance)
- repairing and/or reinforcing as necessary the spandrel beams, arches and trust blocks
- repairing and/or replacing vaulted abutment walls
- addressing drainage and erosion issues at the vaulted abutments
- correcting bearing/foundation issues at the vaulted abutments
- grading and re-vegetating the ravine slopes adjacent to the bridge
- replacing the asphalt walk approaches to the bridge

The selected consultant must have extensive experience in rehabilitation of historic bridges, familiarity with WisDOT bridge design and review process, experience in coordinating with various historic societies and regulatory agencies and knowledge of Federal requirements associated with federally funded transportation projects. The consultant team must demonstrate its understanding of the requirements outlined in the Sponsors Guide to Non-Traditional Transportation Project Implementation. Additionally, the consultant team shall be able to be certified by WisDOT to perform design for Non-Traditional project development, if required.

The consultant shall structure their proposal on the basis of the schedule outlined in this request for proposal.

III. SCOPE OF CONSULTANT SERVICES

The successful consultant shall provide all services as specified and negotiated per a WisDOT Three Party Consultant Agreement (copy can be found on WisDOT's web site) between the consultant, Milwaukee County and WisDOT, or a Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services (Type A) two party agreement between the consultant and Milwaukee County (copy can be found on the County's website listed above). The type of agreement is yet to be determined.

Access to the bridge in Lake Park is restricted with chain link fence at each end of the bridge for the intention of keeping the public off the bridge. Any consultants or subconsultants interested in visiting the bridge site and accessing the bridge for inspection in preparation of the RFQ/P shall complete the Release and Waiver attached to the RFQ/P. A copy of the signed document shall be submitted to Karl Stave per contact information below prior to visiting the site.

1. GENERAL SCOPE REQUIREMENTS

- A. Perform geotechnical analysis for all design efforts if needed.
- B. Provide agency coordination for all plan reviews and permits required (City of Milwaukee Historic Commission, Wisconsin Historic Preservation Office, etc.). Investigate, develop and incorporate into the planning and construction documents elements necessary to comply with historic restoration requirements.
- 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 three (3) hard copy sets and an electronic file of various reports, project manuals and construction plans for review and comments at each level of project development.
- F. Develop a recommended maintenance schedule for the rehabilitated bridge consistent with extending the life of the bridge for 50 years.
- G. Bidding services and construction oversight are not included in the scope of this request for qualification/proposal.

2. DESIGN DEVELOPMENT AND CONSTRUCTION DOCUMENT PREPARATION

- A. Complete review of all existing project information. Complete further structural review and calculations to ensure rehabilitated bridge meets 90 pounds per square foot live loading.
- B. Complete all project and environmental documentation required of the TAP grant Non-Traditional Project design process.
- C. Prepare a Design Study Report (design development report) detailing appropriate rehabilitation materials, elements to be repaired, elements to be replaced, elements to be reinforced and reinforcement techniques, refined load rating calculations, construction cost estimate, etc.
- D. Host one open house public information meeting
- E. Complete design development and construction documents for bridge rehabilitation.
- F. Complete technical specification in CSI format and all WisDOT required inserts for inclusion in the project manual. Construction documents to be prepared for let by Milwaukee County.
- G. Complete final pre-bid engineer's probable construction cost estimate utilizing professional construction cost estimating firm.
- H. Design shall incorporate into the project, to the best extent possible, green infrastructure elements such as use of recycled materials in construction, revegetation with native species, etc.

3. QUALITY CONTROL

- A. Milwaukee County reserves the right to request partial or full reimbursement from consultants for

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change orders resulting from errors and omissions in the services they are contracted to provide.

4. PROJECT TIMETABLE

- A. Feb 15, 2019 Issue Request for Qualifications/Proposal
- B. Mar 12, 2019 RFQ/P Due
- C. Mar 22, 2019 Selection Committee selects consultant.

- D. Mar 29, 2019 Consultant scoping meeting
- E. May 1, 2019 Negotiate a contract with selected consultant.
- F. Jun 1, 2019 Execute Agreement– State, County & Consultant.
- G. Jun 15, 2019 County Board passive review, if applicable.
- H. Jun 30, 2019 Issue Design NTP.
- I. Dec 31, 2020 Complete construction documents
- J. TBD Anticipated Construction Start (no later than July 2021)

5. PRE-PROPOSAL MEETING

Pre-proposal meeting will be held February 26 at 1:30 pm at 633 W. Wisconsin Avenue, Milwaukee, WI, in Room 730 on the 7th floor.

IV. RELATED WORK BY OTHERS

1. A field topographic survey of the existing bridge site has been completed by the County. The County will provide the survey in AutoCAD format. All known County and private utilities have been placed on the topo survey drawing.
2. The County will complete the front end/boiler plate sections of the project manual, incorporate the Consultant's technical specification sections and WisDOT insert sections and assemble the project manual.
3. The project bid will be locally let by Milwaukee County.

V. PROPOSAL CONTENT

The statement of qualifications/proposal shall conform to Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines (see Attachment). The proposal shall include 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 in the past five (5) years. Similar projects include those projects which scope is related to historic concrete bridge restoration and WisDOT federal funded projects. The historic concrete bridge restoration projects do not necessarily have to be WisDOT federally funded projects, but the organization must demonstrate project experience with WisDOT federally funded projects. At least three (3) of the projects must have been performed by the Prime consultant. 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 with historic concrete bridge restoration and long-term preservation

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 of historic concrete bridge restoration, if any.

7. **Project Approach:** Provide a description of architectural and engineering problems you anticipate in this project and how you propose to overcome them and your general approach to the design process.
8. **Scheduling:** Base proposal on schedule provided in this RFP.
9. NO FEE PROPOSAL SHALL BE INCLUDED WITH THIS STATEMENT OF QUALIFICATIONS/PROPOSAL.
10. **DBE Goals:** The Disadvantage Business Enterprise (DBE) participation goal for this project/contract is discretionary.
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.

VI. PROPOSAL EVALUATION

See the attached Milwaukee County Proposal Preparation, Submission and Evaluation Guidelines for the evaluation criteria. 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 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 RFQ/P 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 qualification statement or proposal the submitting consultant certifies that the standard terms and conditions of the WisDOT Three Party 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 negotiate and 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 12 March, 2019**, 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 bridge (2 pages)
- 3) Release and Waiver of Liability (2 pages)
- 4) Proposal Preparation, Submission and Evaluation (4 pages)

cc: G. High, DAS-FM G. Smith, Parks S. Toomsen, Parks
K. Dunne, DAS-FM K. Stave, DAS-FM B. Engel, CDBG
C. Reilly, Friends

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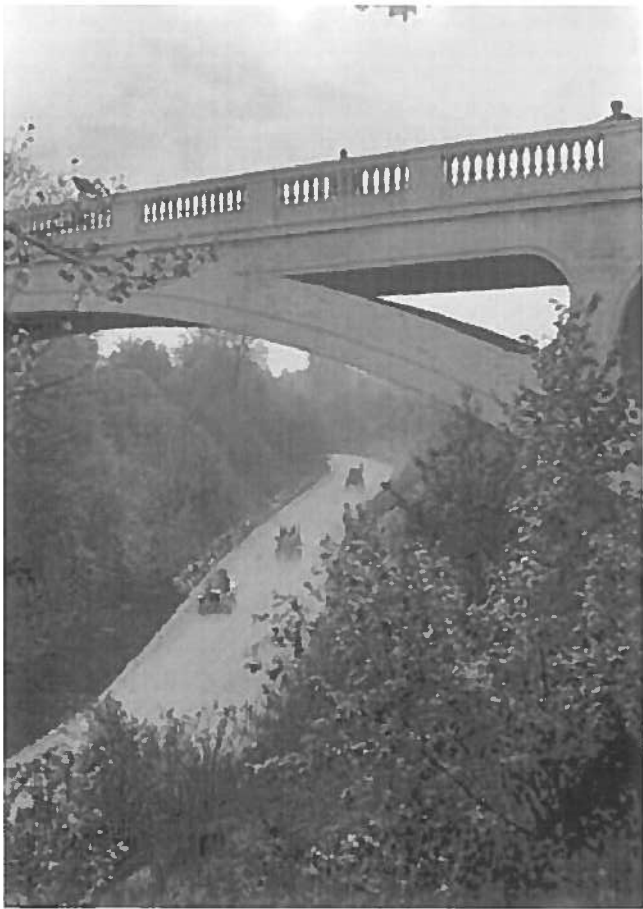
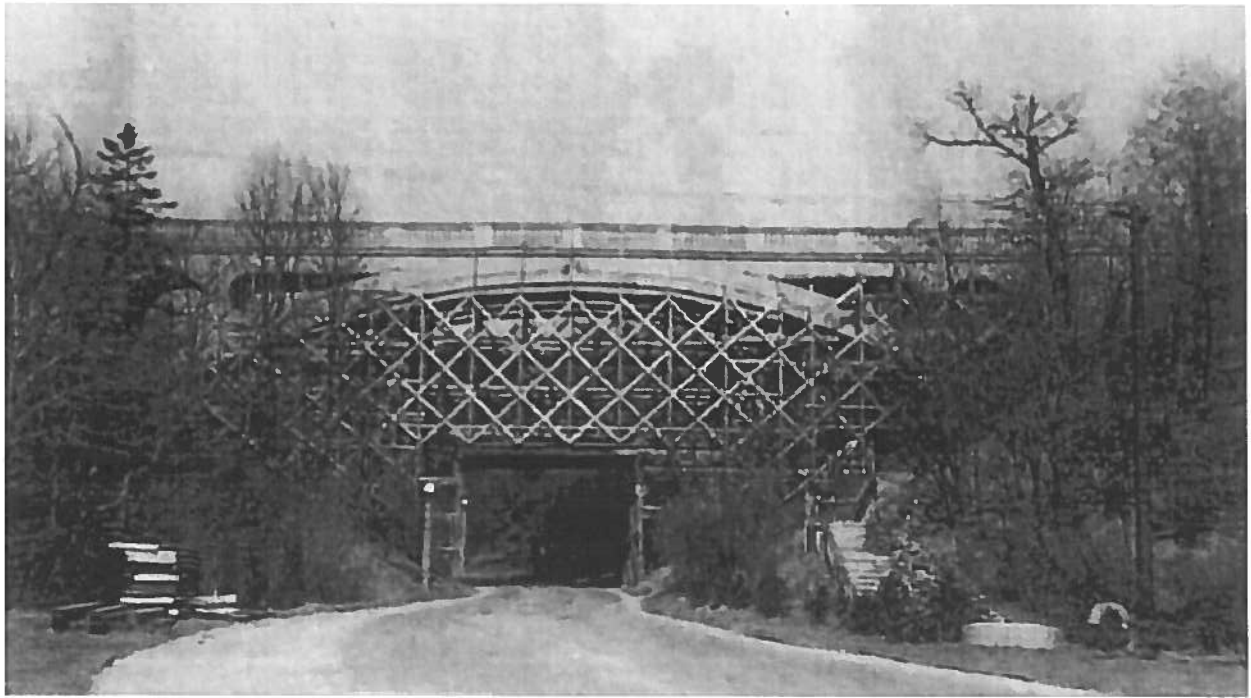
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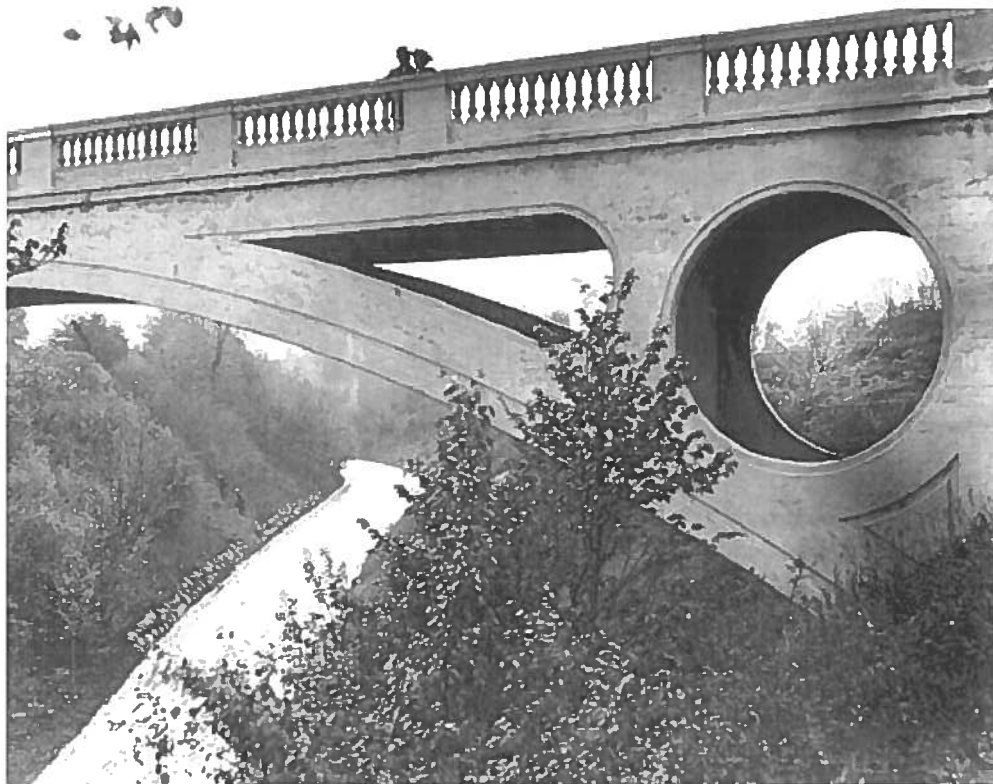
PHONE NUMBER: Architecture & Engineering 278-4861

FAX NUMBER: Architecture & Engineering 223-1366

ATTACHMENT 1
PROJECT LOCATION MAP

ATTACHMENT 2
PICTURE OF ORIGINAL BRIDGE





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

NO COST PROPOSAL SHALL BE SUBMITTED.

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. General Qualifications and experience. Weight: 20%
- d. Historic bridge rehabilitation experience. Weight: 30%.

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 RFQ/P. 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
- 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.

ATTACHMENT 4
RELEASE AND WAIVER OF LIABILITY

Release and Waiver of Liability

PLEASE READ CAREFULLY. THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS.

This Release and Waiver of Liability (the "Release") executed on this ___ day of _____, 2019, by _____ (the "Participant"), for the benefit of Milwaukee County, a municipal body corporate, their officers, employees, and agents (collectively, "County").

The Participant desires to engage in **Lake Park Ravine Road Footbridge Inspection** and engage in activities related to being a participant (the "Activities"). The participant understands that the Activities include visual inspection on, under, and in the general vicinity of the Lake Park Ravine Road Footbridge.

Participant understands that the Activities could cause death, injury or damage, and that they include risks normally associated with visual inspection on, under, and in the general vicinity a footbridge with known deterioration and structural concerns, including risks associated with hand or power tools, spalling, cracking, or falling concrete, and potentially unstable structural and railing members. Participant understands that the risk of death, injury or damage could be enhanced if safety equipment is not used and safety procedures are not followed.

The Participant hereby freely, voluntarily, and without duress executes this release under the following terms:

Release and Waiver: Participant understands he or she is assuming all risk for any and all claims arising from Lake Park Ravine Road Footbridge Inspection, 2019, Milwaukee County Architecture and Engineering and that on behalf of Participant and Participant's heirs, Participant does hereby **RELEASE** the County and its assigns, successors, employees, volunteers, participants, and any other person(s) or entity involved in the operation, organization, sponsorship, supervision, training or participation in the Lake Park Ravine Road Footbridge Inspection from any and all liability, losses, claims, demands, suits, damages and/or causes of action for personal injuries or death and/or property damage Participant may have, suffer or sustain while engaging in the Lake Park Ravine Road Footbridge Inspection whether arising from Participant's own acts, actions, activities, and /or omission or those of others, including injuries or death arising from the condition of the facility and/or the condition of the equipment. Participant understands and acknowledges that this release will apply even in circumstances where a County indemnitee may be released and absolved from the consequences of its own negligence. Participant hereby agrees to hold the County, its employees and agents, harmless from all claims which may be brought against it by Participant or on Participant's behalf any such injuries, damages or claims aforesaid.

Medical Treatment: Participant does hereby release and forever discharge County from any claim whatsoever, including any claim resulting in injury or death, which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Participant's involvement in Lake Park Ravine Road Footbridge.

Assumption of the Risk: The Participant understands that involvement in Lake Park Ravine Road Footbridge Inspection may be hazardous to the Participant, including, but not limited to, those caused by terrain, temperature, physical exertion, falls from heights, falling concrete, use of hand tools, actions of other people, and ambulation to and from the inspection site. Participant understands that participation in the Lake Park Ravine Road Footbridge Inspection may expose Participant to various hazards and conditions which may present a risk of injury. Participant also understand that participation in Lake Park Ravine Road Footbridge Inspection could lead to physical exertion which results in fatigue and/or bodily injury and/or the aggravation of a pre-existing injury.

Participant hereby expressly and specifically assumes the risk of injury, death or harm for engaging in Lake Park Ravine Road Footbridge Inspection and releases County from all liability for injury, illness, death, or property damage resulting from the contest.

Insurance: The Participant understands that involvement in Lake Park Ravine Road Footbridge Inspection does not constitute an employment relationship between the County and the Participant, and that the County does not carry or maintain health, medical, or disability insurance coverage for Participant.

Each participant is expected and encouraged to obtain his or her own medical or health insurance coverage.

Photographic Release: Participant does hereby grant and convey unto the County all right, title, and interest in any and all photographic images and video or audio recordings made of Participant by County Lake Park Ravine Road Footbridge Inspection during the including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

Other: Participant expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Wisconsin and that this Release shall be governed by and interpreted in accordance with the laws of the State of Wisconsin. Participant agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable. Participant has had the opportunity to negotiate the terms of this release.

IN WITNESS WHEREOF, Participant has executed this Release as of the day and year first above written.

Witness: _____

Participant Name (print): _____

Date of Birth _____

Address: _____

Phone (H): _____

Phone (W): _____

Signature of Participant

Date