

**City of Oconomowoc
Committee-Of-The-Whole**



Tuesday, June 4, 2019 - 7:15 PM
City Hall - Conference Room 3
(or immediately following Protection & Welfare)

Notice: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in accessible format, call the City Clerk at least 48 hours prior to the meeting to request adequate accommodations. Tel: 569-2186.

1. Call to order and confirmation of appropriate meeting notification
2. Committee Business
 - a. Discussion on Request for Proposal for Preliminary Design Options for Thackeray Trail
3. Adjourn

Notice is hereby given that a majority of the Common Council will be present at the above scheduled meeting to gather information about a subject over which they have decision-making responsibility.

This constitutes a meeting of the Common Council pursuant to State ex rel. Badke v. Greendale Village Board, 173Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the Common Council will not take any formal action at this meeting.



MEMORANDUM

PUBLIC WORKS

Date: June 4, 2019
To: Committee of the Whole
From: Mark Frye, Director of Public Works
Re: Draft Request for Proposal for Design Options for Thackeray Trail

RELATES TO THE STRATEGIC PLAN

Strategic Goal-

Section II: Improve and Maintain Our Infrastructure and Facilities
Part C: Plan and Complete Street Extensions
Item 1: Thackeray Trail

BACKGROUND

At the May 7, 2019 Common Council meeting, it was approved to transfer \$50,000 from the contingency account to start the preliminary design process for the existing Thackeray Trail street section. The approval stated a Request for Proposal (RFP) was to be completed with a not-to-exceed cost.

ADDITIONAL ANALYSIS

The draft RFP is attached for review and comment. The time frame is set to have an estimated cost ready for the 2020 budget. We can discuss the number of meetings in the RFP, traffic study and the design options and adjust accordingly.

FINANCIAL IMPACT

\$50,000

RECOMMENDATION

N/A

SUGGESTED MOTION

N/A

Request for Proposals Preliminary Design Options for Thackeray Trail

The City of Oconomowoc is requesting engineering proposals to review and complete preliminary design options for the reconstruction of Thackeray Trail. This is a 2,800 foot long rural cross section street with a 100 foot right-of-way. There are two 20 foot wide drive lanes separated by a 20 foot wide grass median. Selected consultant will determine the options for cross section, pedestrian facilities and stormwater management. The present street intersects with Summit Avenue and goes westerly 2,800 feet and terminates.

Final product will be complete preliminary design plan views and cross sections as required by the Scope of Services. Proposals will be received at the Office of the City Clerk at City Hall, 174 E. Wisconsin Avenue, Oconomowoc, WI 53066 until 1:00 pm local time on Monday, June 24, 2019. Proposals shall be marked "Preliminary Engineering for Thackeray Trail". Firms may obtain copies of the Request for Proposal at the above place weekdays from 7:30 am to 4:30 pm, on normal working days, by calling 262.569.2184, on the City's Website starting June 13, 2019 (www.oconomowoc-wi.gov) or by sending an email request to Mfrye@oconomowoc-wi.gov. The City of Oconomowoc reserves the right to select any firm's proposal that it deems the most advantageous and serves in the best interest of the City

Published: Thursday, June 6, 2019

Request for Proposals Preliminary Design Options for Thackeray Trail

I. Preparation of Proposals

The City of Oconomowoc ('City') is requesting engineering proposals to review and complete preliminary design options for the reconstruction of Thackeray Trail. This is a 2,800 foot long rural cross section street with a 100 foot right-of-way. There are two 20 foot wide drive lanes separated by a 20 foot wide grass median. Selected consultant will determine the options for cross section, pedestrian facilities and stormwater management. The present street intersects with Summit Avenue and goes westerly 2,800 feet and terminates.

Thackeray Trail was constructed as a rural cross section in the 1970's. Earlier this year, DNR permits were issued to allow the street to extend westerly from its termination to Silver Lake Street. Stormwater, traffic calming and the lack of pedestrian facilities has been raised as a concern from the residents in the area for when the street is extended. The City's goal is to review the potential options to address the resident's concerns and have three options to consider for the final street design.

Final product will be complete preliminary design plan views and cross sections as required by the Scope of Services. Questions regarding this proposal must be emailed to Mark Frye by noon Tuesday, June 18, 2019. Response to the questions will be provided to all consultants on Thursday, June 20, 2019. Proposals are due to the Office of the City Clerk by 1:00 local time on Monday, June 24, 2019.

Questions concerning the RFP should be directed to:
Mark Frye, Director of Public Works
Phone: 262.569.2184
Email: Mfrye@oconomowoc-wi.gov

II. Scope of Services

The following scope of services is for the Preliminary Design of Thackeray Trail RFP. All of the tasks listed below will be completed in the order in which they are written.

Task 1 Pre Design Meeting

Meet with City personnel to discuss project milestones and any known areas of concerns. This task will include a project walk through of the street. Engineering work previously completed is listed below. All of the information will be provided to the selected consultant. A traffic study has not been completed to estimate added vehicles should it extend and become a through street.

- Topo completed from Summit Avenue to Silver Lake Street.
- SEWRPC Wetland Delineation Report for Whitman Hills Park and all existing swales on Thackeray Trail.
- WDNR Artificial Wetland Exemption Determination for the park and existing swales (some wetlands in park are exempt; some wetlands in park are regulated; existing swales are exempt).
- Basic hydraulic calculations including delineated drainage areas and estimated total discharge from existing swales at the dead end of Thackeray Trail. Individual culvert sizing was not completed.
- The westerly extension has already been designed and the plans will be provided to the selected consultant.

Task 2 Infrastructure Cost Estimates

Selected consultant will need to determine estimated cost for the various options associated with cross section, stormwater and pedestrian facilities. The Infrastructure Cost Estimates to consider are listed in Section III. This list is a minimum; expecting the consultant to determine other available options.

Task 3 Committee of the Whole Infrastructure Cost

On July 23, 2019 staff and provide a presentation to our Committee of the Whole. At the meeting, provide the Infrastructure Cost Estimate information so the Common Council can make informed decisions regarding the preliminary design options. Be able to discuss the design and cost impacts when combining the different options into a preliminary street design.

Task 4 Preliminary Design

Based on the Committee's direction from July 23, prepare three preliminary designs. For each design provide plan views, cross sections and cost estimates.

Task 5 Committee of the Whole Preliminary Design

On August 6, 2019 staff and provide a presentation for the three preliminary designs. For each design explain the benefits of the design and how it addresses the resident concerns of stormwater, traffic calming and pedestrian facilities. The estimated cost of each design will also be discussed.

Task 6 Public Information Meeting

Staff and facilitate a Public Information Meeting on Monday, August 19, 2019 at City Hall. The meeting will start no earlier than 6pm. Provide the displays and handouts necessary to discuss the three preliminary options as approved at the August 6 Committee of the Whole meeting. The purpose of the meeting is to inform residents of the plans, how they differ and how they address the concerns of stormwater, traffic calming and pedestrian facilities. Consultant is to record comments received and respond to all questions.

Task 7 Committee of the Whole Final Design Selection

On September 3, 2019, staff and provide a presentation of the comments receive at the August 19 Public Information meeting. Note any recommended design changes based on comments received. Provide a recommendation for the design that best addresses the resident's concerns and estimated project cost.

Task 8 Common Council Final Design

On September 17 staff and provide a presentation to the Common Council including your recommendation and the factors used to support the decision.

III. Options to Consider

1. Sidewalk south side
2. Sidewalk north side
3. 8'-10' wide multiuse path north side
4. Reconstruct the existing street as is
5. Reconstruct as an urban cross section with curb and boulevard
6. Reconstruct as an urban cross section with a 37' back to back street
7. Regrade ditches to reestablish flow lines and right size culverts
8. An option with the urban cross section is to utilize the ditches for stormwater
9. Utilize green areas in the 100 foot right-of-way for BMP's to reduce water quantity and increase water quality
10. Install stormsewer to convey a 10-year event, this will need to utilize the park at the end of the street for a pond
11. Pond construction
12. Stormsewer to convey a portion of the water and utilize ditches for overflow

IV. RFP Submittals

- The cover page is to include the following information:
 1. Consultant's name and mailing address
 2. Consultant's current legal status: corporation, partnership, sole proprietor, etc.
 3. Federal ID number

4. State ID number
 5. Contact person's name, title, phone number and email address
 6. Signature of authorized corporate officer for each entity that will participate in the project
- Provide a summary of the proposed approach to the project as well as a detailed description of the proposed methodologies to be used to provide the requested services and deliverables.
 - Describe the background and experience of your firm. Provide documentation of your experience in performing work of a similar nature that demonstrates your ability to provide the required services.
 - Provide three references from design projects completed by the staff proposed to be assigned to our projects that are similar in size and scope. Respondents must provide references that can be contacted. Projects need to highlight the firm's experience with stormwater management but also include other aspects of the project.
 - Identify three key personnel; project manager, project designer and stormwater engineer that will be assigned to the project to complete the tasks detailed in Section II, Scope of Services. Provide resumes for these assigned staff. Identify the individual that will serve as contact person for assignments, billings and general contract administration. Key individuals must include at least one P.E. with a minimum of 12 years experience.
 - In a separate Project Cost envelope, detail how service will be provided to complete the tasks detailed in Section II, Scope of Services. Include the total hours and cost associated with each task. The consultant shall provide a fee and billing rate schedule which will include the following elements:
 1. Provide a total not-to-exceed fee based on an understanding of the project scope of services.
 2. Hourly rate schedule for personnel that will be assigned to the project.
 3. Reimbursable expenses.

V. Conflict of Interest

Consultant must provide a statement with their proposal agreeing to the City's conflict of interest requirements:

- **No Current or Prior Conflict of Interest.** That Consultant has no business, professional, personal, or other interest, including, but not limited to, the representation of other clients, that would conflict in any manner or degree with the performance of its obligations under this Agreement.
- **Notice of Potential Conflict.** If any such actual or potential conflict of interest arises under this Agreement, Consultant shall immediately inform the City in writing of such conflict.
- **Termination for Material Conflict.** If, in the reasonable judgment of the City, such conflict poses a material conflict to and with the performance of Consultant's obligations under this Agreement, then the City may terminate the Agreement immediately upon written notice to Consultant; such termination of the Agreement shall be effective upon the receipt of such notice by Consultant.

VI. Submission of Proposals

A. Number of proposals

Five paper copies and 1 electronic copy (PDF format) of the proposal is required (do not include fee information on the electronic copy). Proposals must be on standard 8 ½" by 11" paper and all supporting documents must be on paper no larger than 11" by 17". Qualifications and supporting documentation must be submitted in a sealed envelope clearly marked "Qualifications and Documentation for Preliminary Design Options for

Thackeray Trail Project” with a separate sealed envelope containing the cost information clearly marked “Proposal Costs for Preliminary Design Options for Thackeray Trail Project”.

B. Mailing Address

City of Oconomowoc
Office of the City Clerk
174 East Wisconsin Avenue
Oconomowoc, WI 53066

C. Deadline

Proposals will be received until 1:00 pm local time on Monday, June 24, 2019. Proposals received after the deadline will not be accepted. It is neither the City’s responsibility nor practice to acknowledge receipt of any proposal. It is the responder’s responsibility to ensure that a proposal is received in a timely manner.

VII. Evaluation of Proposals and Selection of Firm

All proposals received within the stated deadline will be reviewed by City Staff. Depending on the final scores of the firms that submit, interviews may take place prior to completion of the Staff’s recommendation to the Public Services Committee. The Common Council has the final approval of the Public Services Committee’s recommendation. Criteria used in the evaluation of the proposals will include, but are not limited to, the following:

- Quality, completeness, and clarity of proposal.
- Demonstrated understanding of the project scope.
- Organization, management and technical approach to the project.
- Demonstrated experience in technical expertise required to complete the project.
- Ability to package findings, ideas, concepts, and policies through a combination of written and graphic mediums.
- Staff qualifications and experience.
- Demonstration of capacity to successfully complete the project.
- Itemization and allocation of staff resources in relation to the tasks outlined in the project scope.
- Review of references.
- Cost to provide the requested services and deliverables.
- The City of Oconomowoc reserves the right to select any firm’s proposal that it deems the most advantageous and serves in the best interests of the project and the City. The City of Oconomowoc reserves the right to reject any and all proposals. Cost is one of several evaluation criteria. The City may not select the proposal with the lowest cost estimate.

VIII. Selection of Firm Evaluation Factors and Points

A two-step selection process will be used. The first step will consist of evaluation of qualifications and technical information submitted by the consultant and will result in a short list of firms who are considered best qualified based upon the evaluation process described below. The second step will consist of opening of the cost proposals from the short listed firms. Interviews may be scheduled.

Step One

- Knowledge, experience and qualifications of firm and team members (25)
- Past project experience of firm (25)
- Proposed methodology and work plan to be used in the process (25)
- Understanding of the project and overall completeness of submittal (25)

Step Two

- Proposed project costs and fee schedules (25)

Disqualification: Any firm not attaining at least 80% of maximum points available in Step one will be disqualified and receive no further consideration. Non-responsive proposals will also receive no consideration. A “responsive” proposal conforms in all material respects to the RFP.

The City of Oconomowoc does not discriminate on the basis of race, color, religion, age, marital or veterans’ status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

IX. Proposal Cost

The City shall not be liable for any costs incurred to prepare or submit a proposal for this project.

X. Anticipated Timeline for Consultant Selection

- RFP release: Thursday, June 6, 2019
- RFP questions submitted to City: Tuesday, June 18, 2019
- City response to all questions: Thursday, June 20, 2019
- Submission deadline: 1:00 pm local time, Monday, June 24, 2019
- Committee and Common Council approval (tentative): Tuesday, July 3, 2019
- Project Milestones:
 - Committee of the Whole Infrastructure Cost meeting Tuesday, July 23, 2019
 - Committee of the Whole Preliminary Design meeting Tuesday, August 6, 2019
 - Public Information meeting Monday, August 19, 2019
 - Committee of the Whole Final Design meeting Tuesday, September 3, 2019
 - Common Council presentation, Tuesday, September 17, 2019

XI. Withdrawal of Proposals

Proposals must be firm for acceptance for sixty days after the opening date and time. Proposals may be withdrawn upon receipt of written request to the City Clerk before submittal dead line. Any proposal withdrawn will be returned, unopened, to the consultant after the submittal dead line.

XII. Non-Discrimination Statement

The City of Oconomowoc does not discriminate on the basis of race, color, religion, age, marital or veterans’ status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

XIII. Consultant’s Insurance

Provide proof of insurance coverage to at least meet the minimum City requirements of \$1,000,000 for professional liability.

XIV. Errors and Omissions

The City may recover any additional cost incurred by the City as a result of errors determined to be the responsibility of the Consultant. The City will review the facts regarding the error to establish responsibility for all costs associated with the error. Should the City pursue reimbursement the Consultant will be notified of the decision and the options for repayment. These options include:

- Repayment in full
- Deductions from payments due from the City to the Consultant
- Legal action
- Any combination of the above options