

REQUEST FOR STATEMENT OF QUALIFICATIONS FOR ENGINEERING FIRMS

WASTEWATER TREATMENT PLANT UPGRADES FOR THE CITIES OF HILLSBORO, MONROE, AND PLATTEVILLE, WI

Issued: November 5, 2021

Submission Deadline: 4:00 pm on December 3, 2021

Sealed Statements of Qualifications (SOQ) will be accepted until 4:00 P.M., December 3, 2021 to provide Phase 1 and Phase 2 Engineering Services as described below.

In order to have your SOQ considered, it must be submitted in a sealed envelope containing three (3) bound 8 ½" x 11" copies, with binding running along the left 11" edge, and one digital copy on a compact disk if not submitted via email, plainly marked "SOQ for Phase 1 and Phase 2 Engineering Services for Wastewater Treatment Plant Upgrades." Firms may additionally submit SOQs via email to the address below.

SOQs not physically received with a post-mark dated by 4:00 P.M., December 3, 2021, will be returned, unopened to the firm.

All submittal materials are to be addressed to:

Troy Maggied, Executive Director
Southwestern Wisconsin Regional Planning Commission
20 S. Court Street
Platteville, WI 53818
t.maggied@swwrpc.org

The Cities reserve the right to reject any or all statements, or to withhold selections of short-listed firms for any reason it may determine, or to waive or decline irregularities in any submittal.

A. Project

The Southwestern Wisconsin Regional Planning Commission (SWWRPC) in conjunction with the Cities of Hillsboro, Monroe, and Platteville, Wisconsin (the Cities), intend to seek funding assistance from the United States Department of Commerce, Economic Development Administration (EDA) in order to design and construct upgrades to their wastewater treatment plants. The Cities have seen strong growth in industrial and commercial development, and wish to upgrade their existing wastewater treatment facility to handle existing flow and provide capacity for future growth, with specific consideration to demands created by dairy processing businesses. The projects will be designed and constructed within a 36-month period following successful funding of the application.

Due to the nature of the EDA grant, SWWRPC will be the coordinating entity, contracting with the successful design firm(s). However, each City shall review evaluations and make the determination as to which firm will serve provide services for their project. The possibility of joint procurement exists, and therefore the Cities may consult with one another during the review process before coming to a determination as to whether they will engage in joint procurement.

B. Requested Services

The Cities are soliciting Statements Of Qualifications for engineering services to assist the Cities with preliminary engineering, design, bid management and procurement, and inspections of this project in compliance with EDA funding requirements. The agreement will be on a lump sum, fixed price basis (or cost reimbursement "not to exceed" basis), with payment terms to be negotiated with the selected consultants. Requested services will be segregated into two phases. Phase 1 will be associated with pre-grant, preliminary engineering services that are required to generate an initial site layout and an Opinion of Probable Costs of Construction. Phase 2 will be associated with services required to physically complete all necessary work following successful award of the grant. Additional information is provided below in the "Scope of Services" section. The contract amount will be subject to EDA audit that the compensation is reasonable. EDA regulations provide that the basic fee shall not exceed that prevailing for comparable services in the project area.

C. Project Budget

The purpose of Phase 1 services is to determine the probable costs to complete the project. This information will then be utilized as a basis for the budget contained in the EDA funding request. Actual project costs for complete engineering design work will be determined during Phase 2, post award, and upon successful procurement of contractors necessary to complete all components of the project within EDA guidelines. Due to the 2-phase nature of the grant, consultants will be requested to provide separate costs for Phase I and Phase II.

D. Proposed Scope of Work

The services to be provided will include, but not be limited to:

Phase 1 Services – (Pre-Grant) The selected engineers will be responsible for producing all preliminary designs necessary to complete the upgrades to the wastewater treatment plants. This work shall culminate in the preliminary design recommendation and an "Opinion of Probable Costs of Construction" to complete the work which shall be presented to SWWRPC and City personnel. Preliminary design will also require calculations that show the percentage of the treatment plant's capacity used by industrial and commercial customers, which shall be the basis for EDA's anticipated investment in the project.

Phase 2 Services – (Post-Grant) The selected engineers will be responsible for providing the following services in conformance with applicable EDA requirements for successful execution of the project:

- Obtaining all required project permits, including by not limited to, Wisconsin Department of Natural Resources (DNR) permits necessary for the construction of the wastewater treatment plant, wetland permits (if needed) and WPDES storm water permit under NR 216;
- Performance of any Phase I or Phase II archaeological investigations and obtaining concurrence with the project from the State Historical Preservation Office (SHPO);
- Preparation of a Stormwater Management Plan if needed to address management of post-development stormwater;
- Design of wastewater treatment plant upgrade and expansion based upon existing flows and future industrial and commercial flows;
- Project drawings and specifications;
- Project cost estimates;
- Preparation of bid packets, including advertisement, plan and specification distribution, preconstruction meetings, and bid openings;
- Review bids and provide the Cities with a recommendation, if requested by the Cities;
- Consultations, including travel;
- Requests for Information on plans and specifications;
- Requesting Federal and State Wage Rates;
- Construction staking;
- Review and approve project submittals from contractors;
- Contractor pay application verifications and forwarding to the Cities with appropriate recommendations for payments;
- Construction close-out (as-builts, punchlists, final inspections, receipt and forwarding to the Cities of final lien waivers and Affidavits of Compliance with Federal and State Wage Rates, etc.);
- Inspection and review of warranty work one year after close-out;
- Construction inspection for the entire project and sufficient site visits to ensure the work is proceeding in accordance with the construction contract;
- Assisting as-needed with EDA submittals;
- Pay interviews for Davis-Bacon and/or State Wage Rates as required;
- Providing reproducible “As Built” plan drawings to the Cities upon project completion;
- Prepare operation and maintenance (O & M) manuals as necessary, or coordinate the collection of manuals from contractors;
- Determination of preliminary and final sewer rate charges for the Cities users;
- Maintenance for all required records for at least three years after the Cities makes the final payment and all pending matters are closed.

E. Project Schedule

The selected engineer is expected to begin work immediately upon award of the contract. Phase 1 services are scheduled to be completed by March 5th, 2022. **Complete Facilities Plans are not expected to be complete at this time – only work sufficient to provide an Opinion of Probable Costs of Construction and a schematic site plan of the facility.** Phase 2 services are expected to be required over a 36-month period following grant award in accordance with EDA requirements, with construction anticipated to begin in spring or summer, 2023.

F. Required Qualifications and Selection Process

Engineering Consultants will be evaluated on the basis of the following criteria:

- The person/firm must have adequate experience and qualified staff to perform the work required, including familiarity with standard Special Award Conditions of EDA grants such as WPDES permitting and SHPO clearance, and preparation of storm water management plans;
- The person/firm must have the ability to meet the time schedule established for the work;
- Experience with design, construction, and administration of EDA Public Works grant-funded projects;
- Demonstrated experience designing and managing construction of similarly-sized wastewater treatment plans and experience with treatment plants that treat “wet” industries or food-based industries such as cheese production;
- Familiarity and experience with EDA projects and the U.S. Department of Commerce EDA “Standard Terms and Conditions for Construction Projects” available on EDA’s website at <https://www.eda.gov/files/tools/grantee-forms/EDA-Construction-Standard-Terms-and-Conditions.pdf>;
- The person/firm must keep current all required insurance coverage sufficient to cover the projected liability of the assigned project. As part of the contract, the person/firm will be required to provide evidence of coverage of professional liability insurance and evidence that it will indemnify and hold harmless the Cities from any and all claims and/or liability which may arise as a result of the person/firm’s negligence, errors and/or omissions.

G. Proposal Options

Due to the potential for consultants to submit qualifications for more than one project, SWWRPC will accept proposals in one of two ways:

1. Proposals solely for work associated one City’s wastewater treatment plant upgrade;
2. Proposals for work associated with two or more Cities’ wastewater treatment plant upgrades. Respondents submitting proposals in this way must identify if they are going to self-perform all work for both aspects of the project, or if they will sub-contract portions of the work. During the review process, specific attention will be given to whether the proposal demonstrates the contractor has sufficient capacity to handle more than one project.

H. Instructions for Submitting

Statement Format

All statement submittals must be submitted in the order shown below. Information can be provided in multiple sections but must appear in the requested section. The SWWRPC and Cities will not be responsible for not considering information provided under the incorrect section.

- Section 1 – Cover Letter: Provide a cover letter introducing your firm and qualifications.
 - Name of Respondent
 - Respondent address
 - Respondent telephone number
 - Respondent federal tax identification number
 - Name, title address, telephone number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.

- Section 2 – Company
 - Overview (four pages maximum): Provide an overview of the company detailing the total number of professional staff, the history of the company, and the location where work has been performed, include:
 - Describe Respondent’s firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership;
 - The firm’s value proposition, as it relates to the firm’s ability to understand and serve rural community industrial development and infrastructure projects;
 - Describe any prior engagements in which Respondent’s firm assisted a governmental entity in dealings with wastewater treatment plant projects. Preference is for the types of projects similar in nature to the scope of work provided in this Request for Qualifications;
 - Clearly state which City or Cities the consultant is submitting qualifications for: Hillsboro, Monroe, or Platteville;
 - Respondent should list references from previous clients that may be contacted to verify quality of work and ability to meet timeline requirements of the project;
 - Identify staff members who would be assigned to act for Respondent’s firm in key management and field positions providing the services described in the Scope of Services, and the functions to be performed by each;
 - Identify the hourly billed rates for each employee the consultant proposes to have working on the project;
 - Background and Experience of Staff that will be assigned to this Project;
 - Describe Respondents knowledge/experience of Municipal and State Sanitary treatment requirements;
 - Provide information about the Respondent’s insurance coverage;
 - Qualified Signature - By signing the response, the Respondent certifies that the signatory is authorized to bind the Respondent;

 - Firm Experience: Provide a minimum of five examples of Phase 1 and Phase 2 services provided to municipalities in the last five years. Include project size and

description, location, design phase involvement and all other pertinent project facts. Include contact information for the client and sub-consultant engineering firms associated with each of these projects. Responses should address the RFQ Scope of Work to include:

- A brief statement of the Respondent’s understanding of the scope of the work to be performed;
 - A confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of Wisconsin;
 - A confirmation that the Respondent has not had a record of substandard work within the last five years;
 - A confirmation that the Respondent has not engaged in any unethical practices within the last five years;
 - A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including approval of all payments resulting from work completed under the Project contract(s);
 - Any other information that the Respondent feels appropriate.
- Section 3 – Organization Chart: Indicate relationship of key personnel, subconsultants, and tasks to be performed.
- Section 4 – Key Project Personnel: Provide resumes and references for project staff and subconsultants to be assigned to this project. As a minimum include those persons listed in Section 3 above.
- Section 5 – Project Schedule: Provide estimated timeline for completion of tasks.
- Section 6 – Other Pertinent Information (three pages maximum): Include all other pertinent information that the proposer would like to be considered.

Selections

A selection committee will evaluate all Statement of Qualifications (SOQ) for selecting a consultant. After the committee has evaluated and has recommended a consultant, the consultant will be requested to prepare and submit a cost proposal (WDOT format) with a defined scope of work with manhour calculations.

I. Evaluation Criteria

Responding firms will be ranked in order of performance from this evaluation of firm’s qualifications relative to the evaluation criteria. The evaluation criteria are as follows:

- Capability to perform work described in the scope
 - Phase 1 ----- 15%
 - Phase 2 ----- 15%

- Experience with Municipal Wastewater Treatment Operations & Design ---- 20%
- Familiarity with local conditions ----- 5%
- Key personnel’s professional background
 - Phase 1 ----- 15%
 - Phase 3 ----- 15%
- Demonstrates compliance with schedule ----- 15%
- Total: ----- 100%

J. Questions/Inquiries

To maintain the impartiality of the SOQ process and to allow potential respondents the opportunity to ask questions, all questions and inquiries must be presented in writing via e-mail. No phone inquiries are permitted. Written questions may be submitted until 3:00 p.m. on **November 24, 2021**. Include in the Header for all written inquiries: “**Wastewater Treatment Plants Phase 1 & Phase 2 Engineering – Request for Information**”

For questions on the **RFQ process** or grant application:
 Southwestern Wisconsin Regional Planning Commission
 Attn: Troy Maggied
 Executive Director
 20 S. Court Street
 Platteville, WI 53818
t.maggied@swwrpc.org

For questions related to the **City of Hillsboro** project, or to join the tour of the wastewater treatment plant on **November 23rd at 11:30 am:**
 City of Hillsboro
 Attn: Josh Finch
 City Administrator
 123 Mechanic St.
 Hillsboro, WI 54634
admin@hillsborowi.com

For questions related to the **City of Monroe** project, or to join the tour of the wastewater treatment plant on **November 16th at 1:00 pm:**
 City of Monroe
 Attn: Alan Gerber
 Director of Public Works
 1110 18th Avenue
 Monroe, WI 53566
agerber@cityofmonroe.org

For questions related to the **City of Platteville** project, or to join the tour of the wastewater treatment plant on **November 17th at 9:00 am:**
 City of Platteville
 Attn: Howard Crofoot, P.E.,

Director of Public Works
75 N. Bonson Street
Platteville, WI 53818
crofooth@platteville.org

To review questions and answers that come in during the proposal timeline, get existing copies of the Cities' plans, and a copy of this Request for Qualifications, go to Swwrpc.org/rfq.

The questions will be reviewed and reviewers may choose to answer them, or may also choose to answer only some of the questions, or may choose to answer none of the questions. If an answer is to be provided, it will be sent to all potential respondents. No question(s) received after 3:00 pm on **November 24, 2021** will be considered. Responses will be issued in the form of a written clarification and posted to swwrpc.org/rfq on a weekly basis.

Respondents are directed to submit their qualifications without reference to price. The respondent(s) deemed most qualified will then be interviewed. After a firm is selected, the SWWRPC and the Cities will request that a price proposal be submitted.

Tours of the existing wastewater treatment plants are on the scheduled dates noted previously.

The selected firm will be notified by telephone. The selected firm will be notified by SWWRPC and will be expected to enter into an agreement with as soon as possible after such notification. SWWRPC and the Cities retain the right to conduct interviews with Respondents if they choose.

It is the policy of SWWRPC and the Cities that all original design documents, construction tracings, reports, studies, and other data produced as a direct result of the services performed under the contract shall become the property of the Cities. Any copyrighting of material produced as a result of the services performed shall be in the Cities' names. Where licensed material is incorporated as an integral component of the services provided the firm shall register the Cities as licensed users and shall provide the Cities with one complete copy of the licensed material.

SWWRPC and the Cities accept no responsibility for any expense related to preparation or delivery of proposals. **SWWRPC and the Cities reserve the right to reject any and all proposals, select the firms most qualified for the referenced work, waive technical errors and informalities, negotiate terms of the final contract, and to accept the proposal, which, in its sole judgment, best serves the public interest.** SWWRPC and the Cities encourage small, female, minority and local firms or individuals to submit proposals on this project. SWWRPC and the Cities are Equal Opportunity Employer and abides by all non-discrimination regulations.