



**Request for Proposal – Issued 9/7/2022**  
**SOUTHEAST AREA COMBINED SEWER IMPROVEMENTS**  
**CONSTRUCTION INSPECTION AND MANAGEMENT SERVICES**  
**Village of Shorewood**

**PROPOSAL REQUESTED**

The Village of Shorewood (Village) is requesting proposals from qualified firms to provide a construction management team to provide project management, communication and inspection services for the 2023 Southeast Area Combined Sewer Improvement (SEACSI) program (Phase I). The contract will be administered by Department of Public Works staff.

**PROJECT BACKGROUND AND SUMMARY**

The Southeast Area Combined Sewer Improvements (SEACSI) is the culmination of decades of analysis, planning and engineering. A comprehensive history of these efforts can be found on the Village's [project website](#).

Improvements will occur in three phases beginning in 2023. Phases II and III are scheduled for implementation in 2024 and 2026, respectively. As a whole, this project represents the largest single infrastructure investment in the Village's recent history.

**PROJECT DESCRIPTION**

This RFP addresses services to be provided in 2023 (Phase I of the project).

The Southeast Area Combined Sewer Improvement Program was developed to reduce the risk of basement backups in the Village combined sewer service area. As currently designed, Phase I includes the installation of nearly 1,600 lineal feet of 12– 48-inch combined and relief sewer pipe with 15 large diameter manholes and two junction structures.

The project also incorporates roadway and water distribution system improvements including:

- 6,800 LF concrete curb and gutter
- 8,900 SF concrete sidewalk
- 4,300 TON asphalt
- 1,900 LF 8" watermain
- 84 lead water service replacements
- 2,500 LF storm sewer
- 19 storm sewer inlets
- Lighting conduit and light pole replacements

**PROJECT SCOPE**

The consultant will provide all necessary resources to complete the work described in the project scope. Hours and costs shall be submitted on the Cost Proposal Form.

**Project Management and Coordination**

The consultant will provide a single project manager responsible for coordinating a team to provide the services outline in the tasks below. The Project Manager shall oversee the project from construction award through completion certification. The Project Manager will act as the primary contact to the Village.

### **Task 1 Construction Management**

A project manager shall be identified to manage, coordinate and oversee the consultant's efforts. A Wisconsin licensed professional engineer with previous inspection experience is preferred. The project manager's level of effort is estimated at a minimum of 15 hours per week (for items 1 and 4-8).

1. Serve as the Village's agent.
2. Review/approve project submittals (up to 60).
3. Conduct preconstruction meeting. Prepare agenda and minutes.
4. Conduct weekly project progress meetings. Prepare agenda and minutes. Assume 40 meetings with a duration of 1.5 hours.
5. Review up to 10 requests for partial payment and make recommendations to the Village.
6. Review and evaluate Contractor's progress in relation to submitted schedule.
7. Prepare change orders and respond to contractor's requests for information.
8. Address resident concerns related to access, construction impacts, and other issues.

### **Task 2 Project Communication and Outreach**

The consultant shall identify and provide an individual or team to support the Village's communication efforts. Individuals providing these services should have an understanding of general construction practices, have the ability to interpret construction schedules, possess excellent communication skills and be fully integrated in the project. The anticipated level of effort is estimated at five (5) hours per week.

1. Individual and/or Team to work in cooperation with designated Construction Manager on all matters of the project.
2. Conduct public information meeting.
3. Attend up to two (2) Village Board meetings to provide project updates.
4. Generate weekly project status reports for (electronic) public distribution throughout construction.
5. Develop and maintain project webpage (linked to and accessed from the Village's site at [www.villageofshorewood.org](http://www.villageofshorewood.org)).
6. Prepare weekly social media posts for distribution through Village's social channels.
7. Coordinate communication efforts with area residents and impacted institutions including, but not limited to UWM, City of Milwaukee, MMSD and MCTS.

### **Task 3 Lead Service Line Replacement Program Coordination**

This project will include the first implementation of the Village's [2022 Lead Service Line Replacement Program](#), including the mandatory replacement of private-side lead service lines. The level of effort is estimated at up to 10 hours per week.

1. Support implementation of Village's private lead service line replacement.
2. Act as the main point of contact on-site for property owners to coordinate access and answer questions.
3. Coordinate with project communication and outreach efforts to provide additional information as needed.
4. Maintain necessary records to facilitate Village compliance with local, state and federal guidelines, including documentation for grant reimbursements.

## Construction Inspection

### **Task 4 Construction Observation Services**

Consultant will provide field services including, but not limited to those listed below. The Village envisions allocation of hours to support full-time inspection during all stages of construction. This may include one primary inspector supplemented by additional individuals as operations and schedule require. Consultant shall identify total hours and positions on the cost proposal form. The level of effort is estimated at 50 hours per week for 40 weeks.

1. Provide preliminary constructability review of plans and a preconstruction site inspection.
2. Conduct full-time observation of all 2023 construction.
3. Review materials for compliance to project specifications and plans.
4. Perform erosion control inspections; prepare and maintain reports weekly or after rain events in accordance with the WisDOT/WDNR permits.
5. Perform routine traffic control and detour inspections.
6. Work in conjunction with the Contractor and the Village to resolve utility conflicts.
7. Act as the main point of contact on-site for property owners to coordinate access and answer questions.
8. Maintain a daily log of activities, labor, equipment and record of completed quantities.
9. Maintain photo diary of all phases of construction.
10. Review Contractor change order requests and assist project manager in developing requests for cost proposals, as warranted.
11. Generate substantial and final completion documents (punch list).
12. Provide up to 160 hours of observation for remaining punch list items in 2024.
13. Conduct final inspection and certify acceptance.
14. Perform survey field verification of the contractor's work including rim and invert elevations for all sewers (sanitary and storm) at each structure, top of pipe elevation for all water mains at all grade breaks, horizontal locations of all sewers and water mains (including manholes, inlets, valve boxes, hydrants, and curb stops), sanitary sewer lateral invert elevations at the main and connection point, water service elevations at the main and curb stop, and horizontal locations of all water services and sanitary sewer laterals.
15. Provide electronic red-line drawings/GIS compatible shape files.

### **ESTIMATED PROJECT TIMELINE**

RFP Issued	September 7, 2022
Proposals due	September 30, 2022
Firms notified of interview	week of October 10, 2022
Interview week	October 17, 2022
Village Board consideration of agreement	November 7, 2022
Construction bid opening	December 7, 2022
Award of construction contract	December 19, 2022
Anticipated construction start	March 2023
Final completion	May 2024

The above schedule for review by the Village is subject to change. The Village will not be legally obligated to adhere to the dates for interviews, recommendations and/or award. Interviews will be with staff and members of the recommending Board Committee.

## **PROPOSAL CONTENT**

The proposal shall include the following:

1. Cover letter with transmittal information.
  - a. Firm's name, address, telephone number and contact person.
  - b. Firm's confirmation of understanding of the project and commitment to provide the appropriate personnel, equipment and facilities to perform the scope of services as defined in this document.
  
2. Qualifications and Project Team
  - a. Provide a description of the firm's background and history.
  - b. Identify similar inspection projects which the firm has been contracted to perform.
  
3. Project Team. Identify the individuals who will serve as the Project Manager and other key personnel. For each project team member please submit a BRIEF description of the following:
  - a. Name
  - b. Proposed responsibilities
  - c. Professional registrations
  - d. Description of related past municipal experience
  
4. Rates.
  - a. Complete the Cost Proposal Form. Fees submitted as part of your proposal may be subject to negotiation.
  - b. Please note there will be no reimbursement for travel time, meals, or mileage; these incidental costs should be included in the hourly rates. Only document reproduction costs will be reimbursable.
  
5. Contract
  - a. Please attach a copy of your standard contract for these types of services in the email submitting the proposal.
  
6. Insurance
  - a. The proposal must include either a description of the firm's insurance or a certificate of insurance outlining the firm's insurance policies which evidence compliance with the requirements noted in the *Terms and Conditions* section of this RFP.

## **TERMS AND CONDITIONS**

### *Payment Terms*

All invoices for services will be processed within 30 days, pending verification and the receipt of any required documentation of services provided in accordance with the terms of the agreement.

### *Insurance*

The successful firm shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance policies required by the contract, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the Village. Such insurance shall be primary. Prior to execution of the written contract, the successful firm shall furnish the Village with a Certificate of Insurance listing the Village as an additional insured and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for thirty (30) days advance notice of cancellation or nonrenewal during the term of the agreement. Failure to submit an insurance certificate, as required, can make the contract voidable at the Village's discretion. Additionally, the Firm shall not allow any subcontractor to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor and approved by Village of Shorewood.

### *Nondiscrimination*

In connection with the performance of work under this agreement, the Firm agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry. This provision must be included in all subcontracts.

### *Assignment or Subcontract*

The contract may not be assigned or subcontracted by the firm without the written consent of the Village. If all or a portion on the contract work is proposed to assigned or subcontracted, the name of the individual(s) to complete the work, address and firm proposed shall be submitted within the scope of the proposal.

### *Independent Contractor Status*

The firm agrees that it is an independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

### *Amendments to Contract*

This contract may be modified only by written amendment to the contract, signed by both parties.

### *Waiver*

One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

### *Indemnification and Defense of Suits*

The firm agrees to indemnify, hold harmless, and defend the Village, its officers, agents and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the firm, its employees, agents or subcontractors.

### *Contract Period*

This agreement will cover pre-construction, construction and construction close-out activities associated with Phase I of the SEACSI program.

### *Termination of Contract*

To be defined in the contract document.

### *Professional Services Contract*

If your proposal is accepted and a contract is issued, then this Request for Proposal and all documents attached hereto including any amendments, the firm's technical and price proposals, and any other written offers/clarifications made by the firm and accepted by the Village, will be incorporated into a contract between the Village and the firm, it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

The submission of a proposal shall be considered as a representation that the firm has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable State, Federal and Local regulations that affect, or may at some future date affect the performance of this contract.

Acceptance of this proposal will take place only upon award by the Village Board, execution of the contract by the proper Village officials, and delivery of the fully executed contract to the firm. Acceptance may be revoked at any time prior to delivery of the fully executed contract to the successful firm. The contract may be amended only by written agreement between the firm and the Village of Shorewood.

### **SELECTION CRITERIA**

A selection committee is anticipated to be comprised of the Village Manager, Director of Public Works, and a member(s) of the Village Board of Trustees. The following will be considered in evaluation of the proposals:

1. Past record of performance of the consultant and team on similar projects.
2. Quality and content of the written proposal.
3. Experience and technical competence of the consultant and project team assigned to the project.
4. Familiarity of the consultant with the types of issues typically encountered on projects such as this and the recommended alternatives to address such issues.
5. General understanding of and agreement with the consultant's approach to the project, including the Village's confidence in the consultant's ability to satisfactorily perform the work.
6. Cost.

### **INSTRUCTIONS TO FIRMS**

#### *Submittal Instructions*

1. Please provide (1) digital copy of the proposal via email only to:  
Leeann Butschlick, Director of Public Works  
[lbutschlick@shorewoodwi.gov](mailto:lbutschlick@shorewoodwi.gov)

Identify proposal name in subject line of email:  
SEACSI construction inspection and management services  
Deadline: Friday, September 30, 2022  
12:00 P.M.

2. The Cost Proposal Form must be submitted in Excel and its form shall not be altered.
3. Proposals will be accepted on or before the deadline identified above. Proposals received after that date and time will be rejected. Proposals will not be opened publicly.
4. Questions regarding this RFP should only be directed to staff member identified above. Contact with elected officials, committee members and other staff members is grounds for disqualification.

This RFP does not commit the Village to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The Village reserves the right to accept or reject any or all proposals received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of the Village of Shorewood to do so.

#### *Amendments*

Amendment of proposals may be done as follows:

By Village: Proposals may be amended by the Village in response to need for further clarification, specifications and/or requirements changes, new opening date, etc. Copies of the amendment will be mailed to prospective vendors.

By Firm: Proposals may only be amended after receipt by the Village by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the Village.

Proposals may be withdrawn only in total, and only by a written request to the Village prior to the time and date scheduled for opening of proposals.

#### *Contract Administration*

The staff member is the primary contact for contract administration of this proposal:

Leeann Butschlick, Director of Public Works  
lbutschlick@villageofshorewood.org  
414-847-2650

END