



Request for Proposals

**Engineering Services for City of Viroqua
Commercial and Industrial Development 2019**

May 9, 2018

1. Objective

The City of Viroqua, Vernon County, Wisconsin, is soliciting proposals from consulting firms for engineering services for the City of Viroqua, Commercial and Industrial Development 2019. This RFP is seeking consulting services for co-creation of a United States Economic Development Administration (US EDA) grant proposal and application, the preliminary and final design and construction for site development, water, sanitary and storm sewer and roadway in a new commercial and industrial land development on land north of Viroqua. See attached information. The total area has yet to be determined but could be around 100 acres. The project cost could be up to \$3 Million.

2. Background

Over the past number of years, the City of Viroqua and Vernon County have been working on future commercial and industrial development on county owned lands north of Viroqua. The City will hopefully receive US EDA grant monies to develop sites and construction infrastructure to service this area. Unfortunately, up until recently the City did not qualify for EDA funding until the recent disaster declaration by the Federal Government for storm events that occurred in 2017. EDA published the Fiscal Year 2018 (FY2018) Disaster Supplemental Notice of Funding Opportunity (NOFO) making \$587 million available to eligible grantees in communities impacted by natural disasters in 2017. As such the City and County are now in position to make a joint application for funds to develop the lands and provide infrastructure for the future commercial and industrial development.

Over the past few years the City has been working on how the most western part of this area could be serviced with utilities. Just recently conversation have expanded to include more land northeast of the City. Since the City has worked with Vierbicher Associates Inc. on other Tax Increment District development and road reconstruction projects in the past, we worked with them to develop very rough estimates and maps of potential utility routes. The information developed to date regarding this project is attached for your consideration. Routes designated and estimated made may change based on more thorough assessment of the project.

3. Project Description

The RFP involves numerous steps which relate to the success of the US EDA grant application at various milestones.

- 1. US EDA Proposal Submission** – The consultant will work with the City staff and the project team to develop a proposal for submission by June 29th, 2018.
- 2. US EDA Application Submission** – The consultant will work with the City staff and the project team to develop an application for submission provided acceptance by US EDA of the proposal. This includes Preliminary Engineering and possibly creation of a Preliminary Engineering Report and Environmental Review.
- 3. Final Design and Construction Engineering** – With approval of the project from US EDA, the consultant will proceed with final design. The consultant will also provide engineering construction services for the project.
- 4. US EDA Grant Administration** – The consultant will work with the City staff to administer the US EDA grant.

4. Scope of Services

Services may include but not limited to:

1. US EDA Proposal Submission

- a. Meet with the City to perform site visit and discuss proposed project.
- b. Provide assistance, as needed, for the Proposal (ED-900P), including document review and comments.
- c. Pre-preliminary engineering for the project including scope development and cost.
- d. Provide all budget information needed to complete form OMB Number: 4040 Budget Information – Construction Programs
- e. Aid with the screening of Environmental Concerns.

2. US EDA Application Submission

- a. Provide assistance, as needed, for the Application (ED-900), including document review and comments.
- b. Perform preliminary engineering of the project including
 - i. Consultation with City and County boards, committees and staff
 - ii. Preliminary alignment and profile
 - iii. Topographic survey
 - iv. Hydrologic analysis
 - v. Analysis of geotechnical information
 - vi. Engineers' probable opinion of cost
- c. Work with the City to create a Preliminary Engineering Report
- d. Work with the City to create an Environmental Review
- e. Additional assistance as needed for the application

3. Final Design and Construction Engineering

- a. Final Design
 - i. Consultation with City and County boards, committees and staff
 - ii. Survey work to the extent necessary to provide full design plans.
 - iii. Prepare required plans, typical cross-sections, details, specifications and cost estimates required for design and construction.
 - iv. Develop traffic plans, staging plans, signage plans and special provisions.
 - v. Identified utilities in conflict and coordinate with the appropriate agency.
 - vi. Apply for and obtain all permits as required from any applicable state or local agency.
 - vii. Regular meeting and updates with City staff (can be remote).
- b. Construction Engineering
 - i. Coordinating, facilitating and/or attending project-related meetings.
 - ii. Regular meetings and updates with City staff.
 - iii. Construction administration, including, but not limited to, issuing bid notices, applications for payment, review and approval of material submittals, handling of permitting request such as WDNR storm water permits and construction cost accounting.
 - iv. Review and approval of work, change orders and project schedule monitoring.
 - v. Final review of project records, punch lists and input in any contractor-claim proceedings.

- vi. Creation of as-built plans in hard copy and PDF formats.
- vii. Complete the contract closeout.

c. Construction Services

- i. Provide construction inspection and testing services (cost of tests will not be included in this RFP).
- ii. Provide all necessary construction surveying.

4. US EDA Grant Administration

- a. Provide project monitoring and reporting.
- b. Assistance in requests for reimbursement.
- c. Aid in other related reporting requirements.

5. Project Team

The project team will include the consultant, City staff and elected officials in consultation with Vernon County. The City of Viroqua staff include Director of Public Works/City Engineer, City Administrator, City Clerk, Utility and Operation Superintendent and Street Superintendents. All significant project decisions shall be made in consultation and agreement with the City staff.

6. Timing

The following is an anticipated schedule for the RFP process. The City of Viroqua reserves the right to modify any part of this schedule:

Distribute Request for Proposal	May 9, 2018
Proposals Due	May 25, 2018
Presentations for selected firms	June 5, 2018
Consultant Selected	June 12, 2018
EDA Proposal Due	June 29, 2018

7. Proposal Content and Evaluation

Proposals should be complete but concise. Consultants will be evaluated on the following information listed in the order of importance:

1. Related Project Experience

Provide a list of specific project experience with pertinent project information. Provide the name of the project manager for each similar project completed. Present the proposed budget and schedule for each project in comparison to the final cost and completion time. References should be provided for each project.

2. Understanding of the Project

Provide a brief statement as to the Consultant's understanding of the project. Discuss the resources needed to achieve the work listed in the scope of services, specifically related to the employees and required time that will be responsible for each component and explain the approach.

Discuss the proposed planning, organization and management tools to be used to control schedule and costs. Provide an estimated schedule for the project from award of the RFP to project closeout.

3. Fee Schedule

Fee quotations are to include the names, title, hourly rates, overhead factors, and any other details by which the project costs have been derived. Provide an estimate of hours needed to complete the tasks outlined in the Scope of Services.

Due to the uncertainty of scope and extent of the project please break the fees into the following:

1. US EDA Proposal Submission – Hourly rate and estimated hours
2. US EDA Application Submission – Hourly rate and estimated hours
3. Final Design and Construction
 - a. Final design – Hourly rate and estimated hours
 - b. Construction Services – Hourly rate and estimated hours plus overhead costs (travel/lodging as needed)
4. US EDA Grant Administration – Hourly rate and estimated hours

4. Personnel Assigned to Project (Project Team)

Provide the name of the project manager to be assigned this work along with a description of their experience and expertise. This person will be the main point of contact with the City and be directly responsible for the project. Also, list the names of other key members of the project team, including construction observer or subconsultants, along with their experience and expertise.

If selected, the naming of personnel as listed above will be considered by the City to be the project team and will be expected to be assigned to the project for its duration. These personnel are also expected to be readily available by email, telephone and in person.

8. Presentation

The City will select no more than three firms to do a presentation to City staff, Public Works Committee and interested Council members. The presentations are scheduled for June 5, 2018 at City Hall between 5:00-6:30 pm. It is anticipated that each consultant presenting will be given 15 minutes for the presentation and 10 minutes for questions.

9. Point of Contact and Selection Process

The Point of Contact is:

Sarah Grainger
Director of Public Works/City Engineer
202 North Main Street
Viroqua, WI 54665
Office: 608-637-7154 ext. 20
Cell: 608-606-0620
sgrainger@viroqua-wisconsin.com

Please contact Sarah to discuss the project.

Ten copies of the proposal should be received by May 25, 2018 at 2:00PM. All proposals and presentations will be reviewed based on the criteria listed in Section 7, by City staff and Public Works Committee.

Recommendation will be made to the City Council for final approval. The selected consultant shall provide a standard contract for the City of Viroqua to review and sign. The City of Viroqua reserves the right to reject any or all proposals and to award a contract to the consultant who in the judgment of the City will best serve the interest of the City.

10. Insurance

The consultant must provide evidence of insurance coverage for the following:

Workers Compensation	
Comprehensive General Liability	\$2,000,000
Automobile Liability	\$1,000,000
Professional Liability	\$1,000,000

11. Rejection of Proposals

The City of Viroqua reserves the right to reject any and all of the responses received as a result of this RFP. The City of Viroqua does not intend to award a contract solely on the basis of responses to this RFP.



City of Viroqua
 Engineers Opinion of Probable Cost
 STH 14/61 & Bad Axe Ct. Water Main Extension
 3/27/2018

Ref. No.	Description	Unit of Measure	Estimated Quantity	Unit Price	Item Total
Water Main Extension STH 14/61					
1	Miscellaneous Street & Sitework	LS	1	\$30,000.00	\$30,000.00
2	8" Water Main	LF	1675	\$55.00	\$92,125.00
3	Gate Valves	EA	6	\$1,800.00	\$10,800.00
4	Hydrant	EA	3	\$3,500.00	\$10,500.00
5	Restoration	SY	5600	\$3.00	\$16,800.00
Subtotal- Water Main Extension STH 14/61					\$160,225.00
Water Main Extension Bad Axe Ct.					
1	Miscellaneous Street & Sitework	LS	1	\$5,000.00	\$5,000.00
2	8" Water Main	LF	2275	\$55.00	\$125,125.00
3	Gate Valves	EA	8	\$1,800.00	\$14,400.00
4	Hydrant	EA	4	\$3,500.00	\$14,000.00
5	Restoration	SY	7600	\$3.00	\$22,800.00
Subtotal- Water Main Extension Bad Axe Ct.					\$181,325.00
SubTotal- Overall					\$341,550.00
Contingencies (10%)					\$34,155.00
Engineering, Administration & Legal (12%)					\$45,084.60
Total Estimated Cost					\$420,789.60

Estimate does not include any rock excavation.

City of Viroqua
 Engineers Opinion of Probable Cost
 Viroqua Railroad Street Sanitary Sewer and Water Main Extension
 3/27/2018

Ref. No.	Description	Unit of Measure	Estimated Quantity	Unit Price	Item Total
Water Main Connection					
1	Miscellaneous Street & Sitework	LS	1	\$40,000.00	\$40,000.00
2	8" Water Main - Power Drive	LF	1875	\$55.00	\$103,125.00
3	12" Water Main - CTH BB	LF	1825	\$65.00	\$118,625.00
3	Gate Valves	EA	17	\$1,800.00	\$30,600.00
4	Hydrant	EA	8	\$3,500.00	\$28,000.00
5	Restoration	SY	12400	\$3.00	\$37,200.00
Subtotal Water					\$357,550.00
Sanitary Sewer Gravity Connection					
1	Miscellaneous Street & Sitework	LS	1	\$20,000.00	\$20,000.00
2	Sanitary Sewer	LF	2400	\$40.00	\$104,000.00
3	Manholes	LS	8	\$3,800.00	\$30,400.00
4	Restoration & Erosion Control	SY	8700	\$3.00	\$26,100.00
5	Rock Excavation	LS	1	\$50,000.00	\$50,000.00
Subtotal Sewer					\$230,500.00
Total					\$588,050.00
Contingencies (10%)					\$58,805.00
Engineering, Administration & Legal (12%)					\$77,522.60
Total Estimated Cost					\$724,477.60

Estimate assumes rock excavation will be required. Soil borings should be completed to help estimate rock excavation quantity.

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