

Request for Proposals

ENGINEERING SERVICES

The Village of Fall Creek invites consulting engineers qualified to practice engineering and land surveying in the State of Wisconsin to submit a proposal to provide engineering and surveying services for the Village.

There is no expressed or implied obligation for the Village of Fall Creek to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

An email sent to jared.mckee@fallcreekwi.gov shall be received no later than Friday, May 27, 2022 at 4:00pm. Proposal shall be received in a format that can be opened by the Village.

During the evaluation process, the Village of Fall Creek reserves the right to reject any or all proposals, waive technicalities or irregularities, and to accept any proposal if such action is believed to be in the best interest of the Village. The Village also reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

The Village of Fall Creek reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals.

RFP Overview

For information about the Village of Fall Creek, visit www.fallcreekwi.gov or contact Village Administrator-Public Works Director Jared McKee at 715-877-2177 x. 15 or Jared.McKee@fallcreekwi.gov

Services to be Provided

As the Village Engineer, the successful firm will be expected to play a proactive role in helping the Village Board and staff make appropriate decisions regarding Village infrastructure. The selected firm will be expected to provide a wide range of engineering services. As specific work is requested by the Village, the firm shall provide the Village with an estimated budget for the proposed work. Written approval will then be given by the Village prior to commencing. The following list represents a sampling of typical examples of work to be assigned.

A. Design and Bidding Services, including:

1. Preparation of plans and specifications for highway, and capital projects with the input of Village staff.
2. Consulting with local, state, and federal agencies having jurisdictional authority over the project(s) as directed. Engineer must comply with all requirements.
3. Handling a bid advertising according to statutory requirements.
4. Reproducing plans and contract documents for bidding purposes.
5. Reviewing the bids and preparing bid tabulations.
6. Evaluating bids and preparing bid tabulations.
7. Evaluating bids and preparing a recommendation of award to the Village Board.
8. Assembling and awarding contracts.

B. Project Management/Construction Administration, including:

1. Convening pre-construction conference(s) with staff, contractors, utility company representatives, etc.
2. Performing construction staking and surveying.
3. Providing observation during construction as necessary, both on Village projects, and representing the Village on private development projects, as directed. Photograph documented inspection reports, submitted at the end of the project should detail work completed and verified in the field.
4. Preparing and maintaining necessary documentation and a log of the contractor's progress and providing copies of such logs to the Village on a regular basis.
5. Convening regular construction progress meetings, as required.
6. Preparing, reviewing, and recommending action for proposed pay requests and change orders.
7. Reviewing and recommending final acceptable by the Village.
8. Assisting the Village in ensuring that contractors have been paid and lien waivers have been acquired.
9. Providing as-built drawings.
10. Reviewing as-built drawings upon conclusion of privately installed projects that will be turned over to the Village

C. General Engineering Services, including:

1. Assisting in planning, coordinating, and evaluating programs, services, equipment, and infrastructure, and assisting with funding solutions.
2. Assisting with development and implementation of capital improvement plans.
3. Assisting the Village with infrastructure issues through proactive planning, monitoring, operations and maintenance, and recommendations.
4. Reviewing land use applications and construction plans for private development consistency with Village adopted engineering specifications, Village Ordinance, and relevant laws, rules and regulation and ensuring board actions are implemented.
5. Assisting of the existence and assisting in preparation of, various grant application of benefit to the Village.
6. Assisting with interpretation and enforcement of local, state and federal storm water regulations.
7. Assisting on traffic issues, such as design or alteration of traffic signals, traffic counts, etc. as directed by the Village.
8. Assisting with environmental issues such as erosion control, and sub-surface soil and groundwater investigations on Village infrastructure projects.

D. Participation in Village meetings, including:

1. Village Board meetings as needed.

2. Meeting with developers and members of the public on proposed development projects in order to explain the processes and procedures involved with engineering and infrastructure development as directed.
3. Internal and external meetings with Village and/or developer engineering firms involving engineering questions and issues.

Contract Terms, Subcontracting, & Insurance

An ongoing contract is being contemplated, subject to the following:

1. An annual review,
2. The satisfactory negotiation of a price acceptable to both the Village of Fall Creek and the selected firm; and,
3. The annual availability of an appropriation.

If firms are considering subcontracting portions of the engagement to other firms, the name of the proposed firms must be clearly identified in the proposal. Following the award of the contract, no additional subcontracting will be allowed without the express prior written consent of the Village.

The Village reserves the right to employ any consulting engineer when an engineer with special expertise in a given area is needed. A determination as to when this should occur shall be at the sole discretion of the Village Board.

Responding firms shall maintain full general liability insurance coverage to protect and hold harmless the Village of Fall Creek. An insurance certificate from the carrier attesting to coverage and naming the Village of Fall Creek as third party insured shall be provided to the Village prior to commencement of work. Coverage must include Worker's Compensation, General Liability and Professional Liability. The Firm agrees to carry proper and sufficient insurance to cover loss of records withdrawn from the Village of Fall Creek by the firm for its use as well as records created under this agreement.

Required Information

The consultants responding to this RFP are advised to provide a clear and responsive approach to addressing all issues noted in this RFP. Key elements to each Proposal should include, but not necessarily be limited to, the following items:

Firm's History: Provide a brief history of your firm.

Understanding of Need and Approach: The firm should clearly state their understanding of the Village need for Consulting Engineering Services, and the role the engineer should play for a community like Fall Creek. The firm should describe the approach they would take towards Fall Creek's engineering needs. Specifically, how they will communicate with the Village staff, and what policies they will follow when interacting with the Village on projects and on a regular basis. Specific example and insights will be useful in this section.

Experience: The firm shall describe their experience and expertise in providing engineering services for similar communities. Experience with streets, storm, and general municipal engineering is required. Please also detail experience with local, state and federal agencies. Identify any past written violations from the Wisconsin Department of Natural Resources and how violations were resolved.

Project Team: Provide resumes of the project and support team. Describe the proposed project team and appointed lead engineer. Describe who will be the key contacts and leaders of the team. Discuss who will interact with the Village and the organizational structure that will be proposed. Discuss any subcontractors that may be used and why their services are important.

Availability: It is important that the selected Consulting Engineer be capable of responding to the Village's needs in a timely manner, completing projects on time, and be an efficient and effective resource for the Village. The Proposal should address consultants' approach to ensuring the Village's needs will be met by their firm.

Invoice Submittals: Please include a template invoice and explain how the firm determines which services are to be billed.

Rates Changed for Service: Please provide a rate sheet that lists your firm's hourly charges for services for the proposed contract. Please include a list of rates for all potential staff members that may be involved on a project, as well as your charge for mileage. Identify any fees and expenses that would not be covered under this schedule but may be required in order to implement the firm's program. In addition, please include the typical percentage ranges your firm would expect for "a typical municipal project" under \$25,000; between \$25,000 and \$250,000, and over \$250,000.

References: Firms shall provide a list of three (3) municipal references for which the firm provided similar professional services. Reference information should include:

1. Municipal name
2. Contact information
3. Brief listing of a project for client
4. Firm's key personnel assigned to referenced project

Evaluation and Selection

The Village will utilize the following general selection process in determining the most qualified and best firm to serve as consulting engineer for the Village.

1. Interested parties will provide written statements of qualifications to the Village based on the guidelines and information in the RFP.
2. The Public Works, Public Safety and Property Committee will review and rank the proposals based upon overall quality, the firm's understanding of the Village's needs, the firm's approach to the work, or any other quality about the firm's proposal that sets it apart from any others.
3. The Village may request 2-3 firms to participate in an interview process to include, but not be limited to, an interview, a review of the firm's engineering fee structure, an extended check on references.
4. The Village Board will review proposal rankings and notify the successful firm.
5. The Village will then proceed to negotiate a contract with the firm selected.
6. If the Village is unable to negotiate a contract with the selected firm, they will then enter negotiations with the next preferred firm.
7. The Village reserves the right to reject any and all proposals at any time, waive minor informalities in the screening process and/or terminate the selection process at any time.