

REQUEST FOR PROPOSALS CITY PROJECT ID 2019-111

FIELD SURVEYING, MAPPING, PERMITTING, SITE PLANNING / DESIGN, ARCHITECTURAL, AND ENGINEERING DESIGN SERVICES FOR CITY OF VERONA PUBLIC WORKS FACILITY

CITY OF VERONA

November 6, 2019

1 Introduction

The City of Verona (the City) is requesting proposals for field surveying, mapping, permitting, site planning / design, architectural, and engineering design services associated with the proposed City of Verona Public Works Facility. These services are being requested to assist the City with the planning, design, and construction documentation preparation of the proposed project.

2 Background Information

The City of Verona Public Works facility is currently located at 410 Investment Court Verona, WI 53593 and was constructed in 2000/2001 and fully occupied in September of 2001. The Public Works facility is past capacity for equipment storage and personnel facilities. The Public Works facility is also the home of the facility manager, Water Utility, Sewer Utility, Storm Water Utility, Parks Department, and Recreation Department (Public Works). In 2000, the City of Verona had a population of 7,052 residences per the US Census Bureau. Currently, the City of Verona population is estimated at 12,969 as of 2017 per the US Census Bureau.

Barrientos Design and Consulting completed a space needs analysis in 2017 to assist the Department of Public Works (DPW) to determine department needs for either renovating current facility or relocating to a new location, with building size and land needs. The report is included as Exhibit A to the RFP.

During the initial concept study, it was determined that a new site was most appropriate to handle the expanded facility needs of the DPW. After reviewing various sites capable of City services, the Purple Cow site located on Range Trail Road was evaluated as the site that best fit the site requirements. The site currently has a slope from north to south, stockpiles from the current owner, a berm along the southern edge, and a drainage ditch that has also been identified as an environmental corridor.

City utility services exist on site in easements and/or adjacent roadways and some loop around to the Cathedral Point residential subdivision to the southwest. It is assumed City services located in the easement and ROW will be of sufficient capacity for the new garage complex.

The City of Verona has acquired a 877,751 square foot (20.15 acre) parcel located at 2159 Range Trail Verona, WI 53593. The Dane County parcel ID is 286/0608-271-8100-2. The parcel is further described as Lot 1 CSM 15050 Document No. 5470033 volume 106 sheet 187. The CSM is included as Exhibit B to the RFP. The City of Verona also annexed the lands that contain lot 1 of CSM 15050, see Exhibit C for annexation documents. The land owned by the City is zoned as Public Institutional per Ordinance 18-927, the zoning documents are included in Exhibit D.

As part of the due diligence process of acquiring the parcel, the City performed the following analyses that are included as Exhibits to the RFP for reference:

1. Exhibit E – Wetland Delineation (by assured delineator)
2. Exhibit F – Wetland Exemption submittal (by assured delineator)
 - a. Submitted to:
 - i. Wisconsin Department of Natural Resources
 - ii. United States Army Corps of Engineers
3. Exhibit G – Wisconsin Department of Natural Resources wetland exemption concurrence
4. Exhibit H – United States Army Corps of Engineers wetland exemption concurrence
5. Exhibit I – Preliminary Geotechnical investigation
6. Exhibit J – Phase I Environmental Assessment of 2159 Range Trail Site
7. Exhibit K – ALTA Survey
8. Exhibit L – Cathedral Point Second Addition Recorded Final Plat

The Exhibits will be provided as a download link with the RFP due to file size and number of pages.

3 Work Elements

3.1 General

The City is relying on the recently completed space needs study completed by Barrientos Design and Consulting as the starting point for the future size and configuration of the new facility.

The Consultant shall review the report, update the space needs assessment, and propose modifications where deemed necessary to properly size the proposed facility.

3.2 Sub-Consultant / Specialty Services / Incidental Work

Any work under section 3.2 and the associated subsections is part of the scope and is considered incidental to the contract.

3.2.1 Geotechnical

The consultant shall retain the services of a geotechnical engineer.

After the facility building locations are identified, the selected Consultant shall identify locations for soils borings, pavement cores (if necessary), stake preliminary borings in field, and survey final locations in field after borings are completed.

The Consultant shall coordinate all design work with a geotechnical engineer.

The Consultant shall review all recommendations by the geotechnical engineer, suggest alternatives, perform any structural analysis required, and incorporate all necessary details into the contract documents. The Consultant shall provide an Engineer's cost estimate for any proposed foundation support systems.

3.2.2 Archaeological Survey

Portions of the project will be located near wetlands, stream-beds and lake shores. Since these areas may contain Native American burial sites, the consultant shall hire an archaeologist to perform a detailed archaeological review and field survey of the entire project corridor. The archaeologist shall be licensed with the State of Wisconsin and approved to perform archaeological surveys.

After all literature review and field survey work is completed in accordance with state statutes, the archaeologist shall submit a report to the Wisconsin Historical Society and any other state organizations for approval. The archaeologist shall work with the State Historical Society to insure all state laws are met and that the proposed construction is approved by the State Historical Society. The consultant and archaeologist shall provide any special language that would need to be included in contract documents concerning archaeological regulations and/or discoveries during construction.

3.2.3 Cold Water Fishery

The proposed project is within the watershed of the Badger Mill Creek. Badger Mill Creek is a cold water fishery and special attention shall be considered as storm water management design occurs. Additional coordination may be required but is not anticipated.

3.2.4 Wetland Delineations

Depending on the final site configuration, portions of the proposed project are anticipated to be located in designated wetlands. The City consulted with Mark Gonzalez of MSA, an Assured Wetland Delineator to identify, locate, classify, and evaluate all wetlands in the project corridor.

The Consultant shall document the results of the wetlands investigation report and include all mapped wetlands on the project plans / design documents. The wetland delineation report was sufficient to obtain US Army Corp and WDNR approval.

3.2.5 Roadway Improvements / Traffic Impacts

It is currently anticipated that the project will include urbanization of the west half of Range Trail along the frontage of the property and improvements to the intersection of Range Trail / CTH M. CTH M is in the jurisdiction of Dane County Highway Department at the intersection of Range Trail.

The Consultant shall evaluate all traffic impacts associated with site improvements, Range Trail urbanization, Range Trail / CTH M intersection improvements, and include the necessary traffic control plans in the design documents.

Roadway-wise, the load capacity of Range Lane Trail is not known but with an increase of heavy truck traffic, pavement cores shall be taken.

It is assumed that two openings will be allowed for traffic control and site access. Turning lanes have not been established yet or warranted but shall be evaluated. Sidewalk shall be extended on the west side of Range Trail along the frontage of the property.

3.2.6 Site Planning Submittal / Approval Process

The City of Verona site plan submittal/approval process shall be followed and included within the RFP.

3.2.7 Public Information Meeting

One (1) public information meeting is anticipated for the project. The consultant shall prepare exhibits for the meeting and attend the meeting to provide technical support to the City. The exhibits from the Planning submittal shall be sufficient for the Public Information Meeting. The Consultants project manager and lead engineer are anticipated to attend.

3.2.8 Committee / Council Meetings

The Public Works Department reports to the Public Works Committee and ultimately the Common Council. The consultant should plan on attending three (3) meetings with the Public Works Committee.

The Parks and Recreation Department reports to the Parks, Recreation, and Forestry Committee and ultimately the Common Council. The consultant should plan on attending three (3) meetings with the Parks, Recreation, and Forestry Committee.

The consultant shall plan to attend two (2) meetings with the Common Council.

These are meetings outside of the site planning submittal / approval process.

The City may create a subcommittee comprised of staff; member(s) of the Public Works Committee; member(s) of the Parks, Recreation, and Forestry Committee; and / or Mayor.

The City will also take suggestions from the consultant on the most effective process for staff and board involvement that has effectively been utilized for other similar projects.

3.2.9 Utility Coordination

The Consultant shall coordinate, provide figures, send files, and organize a utility meeting with all local utility companies within the project corridor to determine facility and any relocation needs. The meeting shall occur after the preliminary layout is completed and feedback from the plan commission has been obtained to avoid major redesigns. Known local utility companies are as follows, but not limited to: American Transmission Company, Alliant Energy, TDS, Charter, MGE (Gas), and City of Verona (water and sewer).

3.2.10 Green Infrastructure

The City of Verona has interest in investing into Green Infrastructure at the Public Works Facility. Such infrastructure includes but is not limited to:

1. Building being certified as LEED
 - a. The consultant shall provide separate costs for this task to allow the City to determine the pursuit of this facility being LEED certified.
2. Long term building materials such as tilt up panels
3. Electric charging stations accessible for public
4. Electric charging stations internal to the facility for future electric vehicles
5. LED lighting
6. Solar panels on roof of facility
 - a. Alliant Energy has already been contacted by Public Works Director expressing interest with Alliant on a partnership
 - b. Jeff McCarthy at Alliant energy is the account manager for the City of Verona
Jeff McCarthy, Key Account Manager, Alliant Energy
608-845-1112
jeffmccarthy@alliantenergy.com
7. Compressed Natural Gas Vehicles

Provisions in the scope of work shall be accounted for to plan, design, and specify Green Infrastructure elements in the planning and construction documents.

3.2.11 Focus on Energy Programs

The Consultant shall coordinate and utilize design services as needed to assist in the design and/or to provide financial benefits to the project.

Focus on Energy is a pass through company that will perform the paperwork to get rebates for energy efficient items pending **prior approval** before purchasing the equipment.

The Dane County representative for Focus on Energy is:

Joel Roltgen, Energy Advisor
Agriculture, Schools and Government Programs
715-720-2152
Joel.roltgen@focusonenergy.com

Mr. Roltgen has stated that lighting and controls for HVAC and lighting and VFD (variable frequency drivers) are the biggest place to save on energy with this program.

<https://www.focusonenergy.com/>
<https://www.focusonenergy.com/programs/government-facilities>

The design assistance is solely focused on design/engineering assistance for new facilities for energy efficiency. Per the website, City of Verona recommends scrolling down to the pale blue box to click item five (5) and download the design assistance information sheet to aid with this project.

<https://www.focusonenergy.com/programs/design-assistance>.

The cost is free if accepted into the program. The design team incentives are provided upon completion of the analysis. Once the building is completed, the building owner will receive financial incentives after verification that the energy efficiency measures were implemented.

3.2.12 Constructability Review

The Consultant shall solicit the input of a contractor(s) familiar with the type of construction anticipated to conduct a constructability review. The review shall take place early enough in the design process to avoid major redesigns should portions of the selected routes be deemed unbuildable.

3.2.13 Construction Phasing

The Consultant shall be able to identify (if possible) potential construction phasing to spread costs.

The Consultant shall also be able to advise on whether phasing for similar projects was completed and if there was any costs savings or if the costs ultimately increased.

Ultimately any decisions shall be made by City prior to moving forward with design preparation.

4 Anticipated Scope of Services

The anticipated services to be provided by the consultant:

4.1 Building and Site Program

The 2017 space needs analysis by Barrientos was a planning effort that developed an initial space program, building layout and site plan, and recommended development of a new Garage and Yard at the Purple Cow site. The new facility will contain the following mix of buildings and site facilities:

1. Main Garage containing Heated Parking, Truck Wash, Repair Bay, Shops, Parts Storage, Crew Quarters, Conference Rooms, and Administration
2. Cold Storage Building
3. Recycling Drop-off

4. Yard waste and miscellaneous construction debris drop-off
5. Salt Shed
6. Materials Storage Bins
7. Parking and internal drives
8. Secure fencing, signage and landscaping

The sizes and capacities of these facility items shall be re-evaluated and refined throughout the phase of development along with further cost-estimating.

At this point, no plans for a phased construction approach have been established but shall be evaluated during the next phases of design.

4.2 Architectural and Engineering Services

Starting with the concept site and buildings plans developed prior, the Architect will develop preliminary then final designs of the Garage complex suitable for public bidding.

4.2.1 The Architect and Engineer will provide these professional design services:

1. Architecture
2. Structural Engineering
3. HVAC Engineering
4. Plumbing and Fire Protection
5. Electrical Engineering
6. Landscape Architecture
7. Site Civil Engineering
8. Utility Engineering
9. Range Trail roadway engineering
10. Storm water management and erosion control

The Architect is also to provide evaluation of sustainable design options.

The building design documents shall be created within Revit, a Building Information Modeling software. The site design documents shall be created within AutoCAD Modeling software.

4.2.2 Consultant shall sub-contract the following:

1. Interior Design, furnishings and signage

4.2.3 Phases of Design Work

For the Final Design of the Verona Public Works Garage, Architectural/Engineering services will be conducted in the phases of: Schematic Design and Permitting, Design Development, Construction Documents, and Bidding. The terms, responsibilities, definitions and phases generally will follow the AIA Owner Architect Agreement B101 2007 with the following scope governing:

1. Detailed Facility Programming

- a. The facility programming effort will set forth the design criteria for the eventual design of a new Public Works Garage and Yard to be located on Range Trail Road. The design criteria to be established includes: assigned staff and population of each room, vehicle stall assignments, spatial needs and configuration of each room, fixed equipment identification and locations, relationship and adjacency requirements, circulation patterns for vehicles and pedestrians, height and width clearances, architectural finish requirements, interior environmental needs including HVAC, power and lighting, general security needs and major building codes affecting the design. Moreover, the program will identify the seasonal changes and how this affects facility usage, describe yard functions, and determine cold storage space requirements.
- b. Specific facility programming tasks and deliverables include:
 - i. Conduct a Kick-off Workshop focusing on the facility programming process, vision for the DPW facility, organizational structure, operational delivery methods, current facility usage, and overview of space needs.
 - ii. Conduct onsite interviews with key Public Works staff on the operations, equipment parking, parts storage, staff support, and administrative areas
 - iii. Intake facility data on: fleet composition, major fixed equipment, parts and bulk storage, fueling, salt storage, field crews, supervisors and administration needs. In tabular form, summarize existing facility data and capacities including: number of vehicles parked, staff assigned, storage areas, fuel gallons stored, and salt tonnage stored.
 - iv. Tabulate existing square footage by room and function groups. Show diagram plan of existing Garage and note square footage and current vehicle parking arrangements. Similarly, show current Yard parking and storage usage.
 - v. Observe the flow of operations, traffic, material, deliveries, fueling, staging, and personnel. Document the sequence of Yard events throughout the day. Recommend the best relationship the rooms should have to each other along with grouping into compatible zones. Also identify Yard function flow and relationships. Create bubble diagrams that diagrammatically document how the functions should relate to each other.
 - vi. Assess the future growth of the Public Works Department's activities along with fleet, shop, storage, and staffing changes. A percent increase in growth over the next twenty years is to be developed.
 - vii. Develop an Optimal Room Tabulation Program that identifies the needed space and configuration for each room. Compare recommended square feet against existing square feet and identify percent increases.
 - viii. Document the Facility Programming recommendations in a report format that follows the structure below:
 1. Executive Summary
 2. Programming Methodology & Scope

3. Participants and Key Stakeholders
 - a. List of meetings, workshops, and presentations
4. Public Works Operations and Functions
 - a. Narrative on each operating group
5. Public Works Organization
 - a. Staffing charts and relationships
 - b. Breakdown of staff functions and count
6. Fleet Composition
 - a. Listing of Fleet Vehicles
 - b. Sorting of vehicle storage needs, and by season
 - c. Graphic illustration of entire fleet
7. Design Criteria
 - a. Truck and rolling stock storage
 - b. Shops
 - c. Parts and materials storage
 - d. Crew support areas
 - e. Administrative areas
8. Yard Functions Criteria
 - a. Salt storage
 - b. Brine making
 - c. Fueling
 - d. Truck scale
 - e. Site security
9. Optimal Space Needs Tabulation
 - a. Tabulate each room's configuration dimensions and square feet. Summarize recommended square feet by function area, by building and total facility.
 - b. For Yard activities, establish square foot and configuration needs.
10. Room Data Sheets
 - a. Room by room sheets establishing design criteria. Identify these facility criteria; staff assigned, vehicles stored, major fixed equipment, fixture and furnishing types spatial needs, configuration of space, clearances required, interior environmental needs, relationship and adjacency needs, security issues, lighting levels, telecommunication requirements and seasonal and daily usage patterns.
11. Relationship and Adjacency Diagrams
12. Optimal Floor Plan Diagram
13. Conceptual Cost Estimate
14. Projected Design and Construction Implementation Schedule
- ix. Conduct a final workshop explaining the final recommendation in detail and methods used to arrive at design criteria.
- x. Provide two (2) Council level presentation on PowerPoint.

- xii. Format the report into an 8 ½ x 11 booklet, provide copies along with an electronic version as required.

4.2.4 Schematic Design and Permitting Phase

The Schematic Design will generate building and site plan alternatives that best supports Public Work's daily operations, prepare Concept Review submittals, and provide an updated construction cost estimate.

Specific tasks to be undertaken for Schematic Design include:

ARCHITECTURAL AND SITE DESIGN

1. Create up to three (3) alternate layouts for a new consolidated facility. Alternate plans will have a concept site plans and diagram floor plans.
2. Review with staff (and committees) the three (3) alternates, weighing the pros and cons of each.
3. Revise plans per comments and edit or combine plan options so that the City has at least two edited plan options to select from.
4. Develop preliminary massing diagrams to indicate overall size and heights of the different volumes of space on the entire site. More detailed renderings will be developed in the Design Development phase.
5. Discuss preliminary concepts with engineers to gather their thoughts regarding each option. Develop preliminary concepts for selected plan.
6. Update the construction cost estimate to reflect the selected building and site plan direction.
7. Submit necessary permit applications when applicable to all levels of government including but not limited to; Federal, State, local, Army Corps of Engineers, Wisconsin Department of Natural Resources, Dane County Highway Department, Wisconsin Department of Transportation, and City of Verona.

Consultant shall allow the City appropriate time for review. Integrate any comments into the Schematic design report to ensure the appropriate direction of the project prior to starting the next phase.

4.2.5 Design Development and Planning Approvals

1. Finalizing of the Building and Site Plan with Public Works staff, gathering of additional room and equipment requirements.
2. Development of building sections, elevations, and typical wall assemblies.
3. Finalize site facility requirements, sizing, layout, and product lines.
4. Obtain necessary permit applications and submit applications to all levels of government including but not limited to: Federal, State, local, Army Corps of Engineers, Wisconsin Department of Natural Resources, Dane County Highway Department, Wisconsin Department of Transportation, and City of Verona.
5. Selection and specification of fixed equipment within the Building.

6. Building Engineering: structural, HVAC, electrical, plumbing. Selection and sizing of systems.
7. Updated building and site civil cost estimates.
8. Finalize site plan development plan suitable for City's Site Plan Approval and Plan Commission requirements.
9. Develop documents for Site Plan Approval Package and Plan Commission hearings. Specific components include but not limited to: architectural plans, landscape plans, traffic plan, autoturn analysis for site circulation, utility layouts, grading plan, roadway improvement plans, stormwater, and erosion control management.
10. Submit Site Plan Approval Package and attend meetings and hearings
11. Conduct preliminary building code review.
12. Preliminary engineering of Green/Sustainable technologies, return on investment, funding applications.
13. Evaluation of LEED application process, costs, feasibility of obtaining rating.
14. Preliminary specifications.
15. Cost Estimates.
16. Presentation graphics suitable for public meetings. Includes two perspectives, colored elevations, colored site plans with landscaping.
17. Monthly client review and progress meetings as needed or more frequent as needed, no limit.
18. City Council and / or Committee presentations.
19. Submit Design Development set to the City for a Plan Commission review. Prepare documents and attend meetings, up to two (2).

4.2.6 Construction and Bidding Documents

1. Final construction documents for all disciplines including plans, details and schedules.
2. Final review of products, materials and equipment.
3. Finish board of interior products.
4. Finalize technical specifications.
5. Writing of General Conditions and Bid Invitation documents.
6. Final cost estimate.
7. Value engineering options.
8. Submission of Design Documents for Building inspection / State Plan Review.
9. Client review and progress meetings as needed, no limit.

4.3 Sustainability Program

During Design Development, a sustainable design program will be identified and evaluated for payback efficiencies. Sustainable design practices to be incorporated within this budget include: use of recycled and renewable products, use of local products, solar orientation, extensive use of daylighting, light tube array in roof, evaluate additional insulation in roof and walls, radiant heat flooring, and rainwater roof collection.

Additional technologies and services that are to be evaluated for incorporation are: geothermal heating and cooling, photovoltaic (mounting structures only) on roof, solar power storage

(battery system), waste oil recovery and solar hot water panels on roof. The final design incorporation and LEED certification process is not part of the base scope or cost estimating effort. If the City authorizes implementation of these technologies and a LEED application process, then these will be performed as additional services.

5 City of Verona Planning Submittal Process Requirements

Per the [Zoning Ordinance](#), the Applicant is to provide the following information and follow these steps:

1. Narrative – This includes existing conditions of the property and proposed development such as operations, hours, building materials, future expansion, and land use.
2. Vicinity Map
3. Property Site Plan – This includes existing and proposed buildings, structures, paved area, access, dimensions/locations of parking and loading areas, lighting, signage, screening, drainage, and protected areas.
4. Landscaping Plan
5. Grading and Erosion Control Plan – This includes existing and proposed grades, including retention walls and devices
6. Elevation Drawings – This is to show the building height and materials used for the building.
7. Site Analysis – This includes specific natural resource areas noted, site disruption, visible damage to natural resources, soil, drainage patterns, vegetation, and mitigation areas.

Staff reviews the information. The site analysis map is submitted prior to, or concurrently with, the preliminary plat or CSM unless there is not a land division, which means the site plan analysis map is attached to the site plan.

The Plan Commission reviews the application. They can make amendments and conditions to the plans as part of the official record, which the developer will be required to do prior to moving forward by meeting the condition as noted by Staff or deemed acceptable by Staff.

The Zoning Ordinance states that no land use or development activity can occur prior to approval of the site plan, which includes clearing, grubbing, or grading. An approved site plan shall be initiated within 365 days of approval by Plan Commission and operational within 730 days of said approval. City staff will work to obtain site plan approval and extend the development activity calendar to fit to City budgetary needs.

The City is in the process of updating the zoning code. The Consultant shall keep in mind that some of these steps may change with the adoption of a new Zoning Ordinance in a year.

Consultant shall include a noise analysis to document noise generation to the adjacent neighboring properties as part of the site plan analysis for the Public Works Facility.

3D renderings of the proposed site, landscaping, building and site circulation shall be included as part of the site plan application to the planning department.

6 City of Verona Building Permit Submittal Process Requirements

The process for project of such nature is as follows:

1. Obtain an approved Erosion Control Permit from City Engineer
2. Submit application for commercial plan review along with three (3) sets of building & plumbing plans
3. Submit Building Permit Application

The City of Verona has state review and permit issuance authority.

7 Survey Requirements

Surveying shall include the following:

1. A Wisconsin registered land surveyor (RLS) shall oversee all surveys.
2. Survey Control
 - a. Vertical datum to be used shall be North American Vertical Datum of 1988 (NAVD88).
 - b. All survey data shall be collected in Wisconsin County Coordinate System – Dane Zone, NAD83 (1997) datum. A newer (substantially equivalent) horizontal datum may also be allowed.
 - c. Establish control points with accurate vertical and horizontal positions throughout the project: A minimum of four control points on the site, or more as deemed necessary by RLS.
 - d. Control Points shall be of solid material type consistent with the terrain in which the monument is to be set and provide a degree of permanence.
 - e. Provide documentation of geodetic control monuments used to establish and verify horizontal and vertical control.
3. The surveyor will be responsible for obtaining all necessary permits for survey work on public lands or public rights-of-way.
4. The surveyor will be responsible for obtaining permission from all private property owners for survey work on private property. This can be accomplished via a right of entry agreement or any other documentation the Consultant has used in the past.
5. The surveyor shall conduct the survey to a sufficient detail to prepare a digital terrain model (DTM). The site corridor shall record a grid to obtain, but not limited to sufficient data to prepare a DTM, all utilities, changes in topography (toe, top of slopes, breaklines), existing road/driveway features, existing buildings, retaining walls, above grades elements, and debris. Along corridors in public right-of-way, cross sections shall be recorded at 50-foot intervals and shall span the full width of the right-of-way. Obtain sufficient horizontal and vertical information for all surface features that may be removed during construction. This includes curbs, sidewalks, bike paths, roadways, etc., and any other features that may be disturbed during construction.

6. The surveyor shall record all topographical features including, but not limited to, bench marks, control points, property irons, all PLSS corners, drive aprons, utilities (above and below ground), break lines, trees and shrubs, buildings, retaining structures, fencing, and any other pertinent physical features. Every effort shall be required to record property irons along the project corridor. All trees with diameters greater than four (4) inches must have the diameters labeled. The center of rim locations shall be recorded for all manholes, and all invert elevations of all culverts, pipes, and structures used for storm sewer or sanitary sewer shall be recorded and labeled. The surveyor shall notify Digger's Hotline prior to site surveying for marking of all underground facilities, and shall record and label the facilities centerlines.
7. Measure the actual invert elevations of existing sanitary and storm sewers in the survey corridor. Also, obtain elevations of all water valves, storm drains, and any other underground structures in the survey area that can be accurately measured. Provide measure down sheets for each measure down performed. Measure down sheets shall include shot numbers, surface elevation, elevation of the subsurface structure, description of the subsurface structure, and diagrams as appropriate to clarify the nature, location, and condition of the subsurface structure.
8. The surveyor shall provide appropriate traffic control in accordance to the Manual on Uniform Traffic Control Devices (MUTCD).
9. Deliverables
 - a. Prepare maps showing 1-foot contour intervals, as well as spot elevations collected at required cross section intervals. Show all information which would be relevant to develop construction plans in the project areas.
 - b. Supply a Digital Terrain Model (DTM) of the existing topography for project areas.

8 Project Deliverables

Deliverables for each of the phases of the projects have been outlined and discussed in previous sections of this RFP. A general summary, but not limited to the major deliverables to be included for this project is provided in this section.

1. Facility Programming Recommendations report
2. Alternative layouts of facility and subsequent supporting documentation
3. Proposed layout of selected building site plan direction
4. Planning department submittal
5. Stormwater Management Plan
6. Permit applications to agencies
7. Preliminary engineering drawings
8. 60% engineering drawings
9. 90% engineering drawings
10. Project Manual / Bidding Documents

- a. Prepare detailed plans and specifications to be used for construction bidding. Provide the City with paper and electronic copies of all contract documents, including the following:
 - i. Electronic copies of all plans shall be supplied in AutoCad and Microstation format. Label all layers in the CAD drawings and include any special files required to view and/or print the plans.
 - ii. Provide one electronic copy of the final design plans in Adobe Acrobat "PDF" format.
 - iii. Provide an electronic copy of all specifications in Microsoft Word format.

9 Bidding Services

1. Preparation of Bid announcement –
 - a. Assuming General Contractor approach with one bid package
2. Bidding issuance, walk-through, and issuance of addenda.
3. Attend a bid opening.
4. Review, tabulation and recommendation of bids.
5. Final GC contract writing.

10 Schedule

Written proposals for all work described in this RFP are due no later than **12:00 p.m. on Wednesday, November 27, 2019**. Consultant presentations and interviews are tentatively scheduled for Tuesday, December 10, 2019. The City expects to select the consultant services work the week of December 16, 2019. The City anticipates the selected Consultant contract negotiations to between the selection and January 6, 2020. The City approval of the contract is anticipated to occur at the Public Works Committee and Common Council meeting on January 13, 2020.

A kick off meeting shall be schedule for the week of January 27, 2020.

10.1 Project Schedule

The Consultant shall proceed along these milestones:

- | | |
|--|--------------------------|
| 1. Kick off meeting | Week of January 27, 2020 |
| 2. Detailed Room Program and Data Sheets | 1-2 months |
| 3. Schematic Design and Permitting | 5-6 months |
| 4. Design Development | 5-6 months |
| 5. Construction Documents | 4-5 months |
| 6. Bidding and Contract Execution | 2-3 months |

Anticipated project schedule shall be 17 – 22 months. Project shall remain on schedule to execute the deliverables in an efficient and quality manner.

Anticipated construction schedule is programed as follows (subject to change based upon budget approvals):

1. Bid – 2022 (Actual bid time is to be determined by anticipate length of construction)
2. Occupancy – September 2023

11 Proposal Requirements

The City requests that the proposals be as brief as possible, and limited to fifteen (15) pages of text. Proposals may be organized as you see fit, but should address the following areas:

11.1 Project Approach

Explain how your firm would organize the project and carry out the work. Include timelines and milestones for key tasks.

11.2 Key Technical Issues

Comment on key technical aspects or components of the projects that your firm believes will be particularly important to the success of the project.

11.3 Strength of the Project Team

Show the specialized experience and skills of the individuals to be assigned to each project, including subconsultants. Clearly indicate the responsibilities and role of each individual for each of the project tasks. Include a chart or table showing the anticipated hours from each individual (by name, not title), organized by the areas or tasks where each would be involved. Attach resumes of proposed personnel. For past project experience, emphasize the specific responsibilities carried out by the individual.

11.4 Pricing

Provide an estimated price range and detailed breakdown for the services to be provided. Include a breakdown of costs for each task. Show billable rates and estimated hours for the individuals to be involved for each task. Include salary multipliers to be used for the project and define the additional expenses that are billed outside of the multiplier. In general, project permit fees will be paid directly by the City and should not be included in the Consultant's Proposal.

11.5 Schedule

Break down each project into tasks and show how and when the various tasks will be completed to meet major milestones.

Attachments showing general firm information and organization may be included. Excessive or irrelevant materials will not be favorably received. The consultant shall e-mail, provide USB flashdrive, or a CD of a PDF of the proposal along with the submitted ten (10) copies of your Proposal for use by the selection committee.

The fifteen (15) pages of text shall not include the following towards the total:

1. Cover letter
2. Dividers
3. 11x17 shall be counted as one page
4. Double sided printing will count as two pages
5. Resumes

Resumes shall be included in an appendix.

12 Evaluation of Proposals

Proposals will be reviewed by a selection committee consisting of internal City personnel. The criteria shown in the following table will be used in evaluating and ranking the Proposals received for this project:

Criteria	Point Allocation
Project Approach	0-20
Key Technical Issues	0-20
Strength of Project Team	0-20
Pricing	0-20
Schedule	0-10
Overall Impression	0-10
TOTAL	0-100

13 Interviews

If the selection deems interviews are necessary the consultant presentations and interviews are tentatively scheduled for Tuesday, December 10, 2019. **The consultant shall be notified by 12:00pm on Thursday December 5, 2019** if interviews are required.

14 City of Verona Contact

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Drafted // reviewed by:
TPJ//mf/KM/mf

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