

# CITY OF ALGOMA



## REQUEST FOR PROPOSALS AND QUALIFICATIONS MUNICIPAL ENGINEERING SERVICES

The City of Algoma, Kewaunee County, WI is requesting proposals from qualified firms to provide a wide-variety of general civil engineering services to the City on an as-needed, time-and-materials basis and for selected projects with lump sum contracts based on fee schedules stipulated in a master agreement with the City.

### **A. DESCRIPTION**

The City of Algoma desires to solicit proposals from firms who are interested in providing general engineering services and related technical services on a variety of municipal projects and issues. The successful applicant will provide the City these services from January/February, 2020 – December 31, 2022. Future contracts will depend on the firm's performance in the above stated period. Services may include, but will not be limited to those listed in Section B – Scope of Services.

### **B. SCOPE OF SERVICES**

The intent of this solicitation is to identify one firm that can and will be available to provide services similar to those listed below. This list is representative of work to be assigned. These services to be provided will be selective and determined by the City. Expected engineering services include, but are not limited to the following:

- 1) Surveying
- 2) Grant writing or assistance with grant applications, when applicable
- 3) Street design
- 4) Curb and gutter design
- 5) Sanitary sewer design
- 6) Storm sewer design
- 7) Storm water management design
- 8) Facilitation of obtaining utility easements, as necessary
- 9) Review of developer agreements, as necessary
- 10) Sidewalk design
- 11) Street lighting design
- 12) Parking lot and other paved surface design
- 13) Development of maps utilizing GIS/GPS/computer generated graphics
- 14) Subdivision design
- 15) Site plan review and assessment – residential, commercial and industrial projects
- 16) Street construction management, inspection and annual reporting
- 17) Traffic impact study review and interpretation

- 18) Capital improvement project cost estimates and construction
- 19) Park and green space design, including paths, facilities, future development
- 20) Environmental analyses, as necessary
- 21) Working relationship with other governmental entities
- 22) Coordinating with the Algoma Utilities' engineers on combined projects
- 23) Preparation of statutorily required engineering reports which follow the City's policies for special assessment proceedings etc.
- 24) Other typical general engineering services for small communities, including urban forestry knowledge and guidance

### **C. REQUIREMENTS/EXPECTATIONS**

The City Engineer will be required to attend regular City Council meetings held on the 1<sup>st</sup> Monday of every month and will be required to attend Planning Commission meetings held on the 4<sup>th</sup> Thursday of every month, as necessary. Various committee meetings held throughout the year may require attendance.

The City Engineer is expected to assist the City Administrator, Clerk, Treasurer, Public Works Director, other City staff and the City Council when necessary. The City Engineer may act as the City Planner, advising and guiding the City in long-range development plans and working with developers in creation of various projects.

He/she will be responsible for administering various contracts and serving as the liaison between the City and the chosen consultant/contractor for a project.

The City Engineer will be expected to understand and interpret the City's ordinances and zoning code, working with other City staff and the City Council to maintain compliance.

Monthly billing is expected to be for hours worked for planning services and basic engineering services. Specific projects will require a firm cost prior to project approval.

### **D. QUALIFICATIONS**

The City of Algoma expects that, at a minimum, the firm must meet and demonstrate the following requirements:

- 1) Be licensed to provide engineering services in the State of Wisconsin
- 2) Be on WisDOT's "Roster of Eligible Engineering Consultants" as of Nov. 22, 2019.
- 3) Effectively demonstrate experience with public sector engineering of similar size and scope of services being requested.
- 4) Assign the City a WI licensed engineer who has a minimum of five years of experience with municipal engineering projects.
- 5) Demonstrate experience with TIF districts and economic development.
- 6) Have extensive experience working with WI DNR, WI DOT, Economic Development Organizations and other state and Federal agencies.

## **E. RESPONSE CONTENTS**

At a minimum, the proposal should include the following information:

- 1) Firm name, address, telephone number, email address and contact person. A one-page statement of your interest and qualifications.
- 2) A brief description of the scope of similar client relationships.
- 3) Familiarity of the City of Algoma and its needs.
- 4) A description of the firm, including brief history, the number of employees and their discipline, philosophy regarding client services, location, years in business etc.
- 5) Resumes of key personnel who may be assigned to conduct various general engineering service tasks.
- 6) Resumes of sub-consultants proposed as project team members.
- 7) The firm's ability to work with a client with a need for services that fluctuates significantly from month-to-month and year-to-year.
- 8) The firm and consultant's current and projected workload and ability to meet schedules.
- 9) Discussion of the firm's specific abilities to provide the required professional services.
- 10) Three examples of specific knowledge and expertise including project management skills and methodology used to monitor project budgets.
- 11) The firm's experience in grant writing, including combining sources of funds.
- 12) 2020 Fee Schedule
- 13) Three references of other municipalities for which the firm has provided similar professional services. Reference information must include:
  - a. Name of Owner/Municipality
  - b. Project name
  - c. Contact person
  - d. Address
  - e. Phone number/email address
  - f. Firm's key personnel assigned to the referenced project
- 14) Other factors that would be helpful in evaluating the firm/consultant.
- 15) Carrier and coverage limits for Errors/Omissions Coverage and other mechanisms to control risk.

## **F. SELECTION PROCESS**

Proposals will be reviewed by City staff and the selection committee. Only the top three firms will be interviewed by a selection committee. The selection is subject, but not limited, to the following criteria:

- 1) Demonstrate experience and qualifications of assigned personnel with familiarity with general municipal engineering and specifically with the City of Algoma.
- 2) Staff capability to execute projects in a timely manner.
- 3) Performance on similar projects as noted in the qualifications section.
- 4) The firm's knowledge of the City of Algoma.
- 5) The firm's knowledge of grant writing and administration.

The interview process will consist of each firm responding to questions from the selection committee. Fee schedules will also be evaluated. The selection committee will rank the firms based on points awarded by staff review and from interviews. The City Council will have final approval of appointment of engineering firms. Appointment may occur when a negotiated contract has been tentatively agreed upon by both parties.

#### **G. CONTRACT**

The general engineering services agreement will be in the format that is agreed upon between the City's municipal legal counsel and the legal counsel for the engineering firm selected. The agreement will be from January or February, 2020 – December 31, 2022, with the option to extend for an additional two years (through December 31, 2024).

#### **H. SUBMISSION**

Submit four (4) copies of the proposal on or before 3:30pm on November 22, 2019 to:

City of Algoma  
ATTN: Amber Shallow  
416 Fremont St  
Algoma, WI 54201

Questions may be directed to Amber Shallow at 920-487-5203.

The interview process will be conducted within 30 days of receipt of proposals.

*The City of Algoma reserves the right to reject any and all responses, to waive informalities, and has the right, at its sole discretion, to accept the submittal it considers most favorable to the City's interest.*