

**City of
Clintonville
Wisconsin**

**REQUEST FOR PROPOSALS FOR
ENGINEERING SERVICES OF**

**Robert Street and W. 12th
Street Design Plans
Robert St: E. 14th St. to E. 16th St.
Reconstruction Project
W. 12th Street: S. Main St to Hemlock St.
Reconstruction Project**

**Proposals Due: October 15, 2018 (4:00 PM)
Contract Award: November 13, 2018 (6:00 PM)**

September 18, 2018

City of Clintonville Wisconsin

**Robert Street and W. 12th Street
Design Plans
Robert St: E. 14th St. to E. 16th St.
Reconstruction Project
W. 12th Street: S. Main St to Hemlock St.
Reconstruction Project**

I. REQUEST FOR PROPOSALS

The City of Clintonville is requesting proposals for Engineering Services for the planning, design, permitting, bidding, and construction staking of **Robert Street and W. 12th Street**. The plan and specifications shall be prepared in a manner that the project is shown as two separate projects within the same set of plans and specifications as:

**Robert St: E. 14th St. to E. 16th St.
Reconstruction Project
W. 12th Street: Hemlock Street Bridge to 120' West of
Main Street Reconstruction Project**

It is anticipated that all construction will occur within the same year.

**Estimated bidding date: January/February 2019
Construction date: Spring/Summer 2019**

**Robert St: E. 14th St. to E. 16th St.
Reconstruction Project**

Scope of Work: The project will be a complete reconstruction. Typical section will be a 3-inch asphaltic surface that measures 32 feet in width with 30-inch curb and gutter on both sides. A 9-inch layer of crushed aggregate base course over a 12-inch layer of select crushed material will be installed below the asphalt pavement. Sidewalks 5-foot wide are assumed to be installed on both sides of the roadway for the entire length of the project except for the east side of the road between E. 14th St. and E. 15th St. All driveways will have a concrete approach between the curb and sidewalk, beyond the sidewalk will be matched to the existing pavement material. Water main, sanitary sewer, and storm sewer are assumed to be reconstructed the entire length of the project. This project is scheduled for the Spring/Summer 2019 construction season.

Approximate roadway length: 1765 LF
Flange to Flange Width: 32 LF
Approximate watermain replacement: 2000 LF
Approximate sanitary sewer replacement: 1800 LF
Number of Houses: 36
Driveways: 22

**W. 12th Street: Hemlock St. Bridge to 120' West of Main Street
Reconstruction Project**

Scope of Work: The project will be a complete street reconstruction of West 12th Street from the bridge on Hemlock Street to the east, approximately 120 feet from North Main Street. Typical section will be a 4-inch asphaltic surface that measures 39 feet in width. All driveways will have a concrete approach between the curb and sidewalk, beyond the sidewalk will be matched to the existing pavement material. Water main, sanitary sewer, and storm sewer are assumed to be reconstructed the entire length of the project. This project is scheduled for the Spring/Summer 2019 construction season.

Approximate length: 725 LF

Flange to Flange Width: 39 LF

Approximate watermain replacement: 850 LF

Approximate sanitary sewer replacement: 750 LF

Number of Houses: 0

Number of Businesses; 4

Driveways: 4

II. PROJECT BACKGROUND

Engineering services for the proposed project will include planning, preparation of design plans and specifications, permitting, and construction staking for the project detailed as follows:

1. Survey of existing topography the entire length of the projects. Survey back of curb to back of curb along all of W. 12th Street and the specified area of Robert St and far enough along each side road to design proper pavement transition and utility connections.
2. Complete plan and profile set (with cross sections) and plan specification preparation for the resurfacing/reconstruction of pavement, water system, and transitions to all adjacent side roads.
3. Adjustments to manholes, valve boxes, street signs, light poles and other utilities as needed.
4. Perform two (2) geotechnical soil boring for pavement design of Section 2.
5. Complete utility plans showing sanitary and watermain replacement:
 - a. Section 1) 6-inch watermain is present in W. 12th Street side road. Plans shall show replacement of Water main. and include all fittings, connections, valves, tie in's, hydrants, etc. as needed. Anticipated length of new watermain is approximately 850 LF.

10-inch Sanitary Sewer is present in W. 12th Street from Main Street to N. Clinton Street, and 15-inch from N. Clinton to Hemlock Street, and tie on to 12-inch from hemlock going to N. 12th Street Plans shall show replacement of Sanitary Sewer and include all fittings and

connections. Anticipated length of new Sanitary Sewer is Approximately 750 LF.

- b. Section 2) 6-inch watermain is present in Robert Street side road. Plans shall show replacement of watermain. Anticipated length of new watermain in Robert Street is approximately 2000 LF. Plans shall show replacement of all 6-inch watermain under Robert Street mainline from 14th Street to 16th Street and include all fittings, connections, valves, tie in's, hydrants, etc. as needed.

8-inch Sanitary Sewer is present in Robert Street from 14th street to 15th Street, and 12-inch sanitary Sewer from 15th to 16th Street. Plans shall show replacement of Sanitary Sewer and include all fittings, connections. Anticipated length of new Sanitary Sewer is Approximately 1800 LF.

6. W 12th Street will be closed to thru traffic and a detour route shall be established by the engineer. At no time will traffic be able to park on W. 12th Street and businesses will have limited access at times.
7. Construction staking for entire project.
8. Engineering design will be completed to allow project bidding in January/February, 2019.
9. All other necessary engineering services to provide for a successful project.

If you wish to discuss the project or visit the proposed site, please contact:

Kray Brown
Public Works Manager
715-823-7685
kbrown@clintonvillewi.org

or

Dave Tichinel
Water/Wastewater Manager
715-823-6167
dtichinel@clintonvillewi.org

III. SCOPE OF SERVICES

The following is a list of expected services:

1. All field work necessary to assess and identify the site of the proposed improvements. Any topographic survey plans and GIS information are available for the project area, including orthophotography, digital terrain modeling (two-foot contours) and planimetric data. Hard copy plans of existing improvements are limited.
2. Complete design plans and specifications.
3. Conduct geotechnical investigation.

4. Apply for and obtain all necessary permits, easements, and authorizations.
 - a. Provide design calculations as needed for permits.
 - b. The City will assist with obtaining easements from property owners, if required.
5. Complete construction cost estimate of proposed project in itemized form for each plan review meeting.
6. Allow for maximum of three (3) - 2 hour meetings with city staff /elected officials to review the preliminary, 90% complete, and final plans and specifications.
7. Plan and coordinate entire bidding process.
 - a. Produce ad, bid tab, and recommendation letter awarding of bid following Community Development Block Grant Requirements.
8. Construction staking for entire project area.

Items not included:

Construction material testing, any needed right of way or easement vacation or dedication documents, storm sewer and sanitary sewer televising.

IV. REQUIREMENTS FOR PROPOSALS

Interested parties should submit proposals which include, at a minimum, the following information:

- A. A statement of qualifications and experience. This should include, at a minimum, a discussion of the availability of necessary expertise and resources to perform the project requirements either within the firm or through the use of subcontractors. The proposal should include a detailed listing of personnel (including their resumes) anticipated to be assigned to the project.
- B. The proposal should include information of similar projects, including description of experience and ability to work on similar projects. Experience working on projects funded in part by CDBG are desirable and proposals should detail any such experience.
- C. All respondents shall present evidence of maintaining the following types and minimum amounts of insurance coverage:
 - Worker's Compensation (including employer's liability) - statutory
 - Comprehensive Business Vehicle - \$100,000 per person; \$300,000 per occurrence and \$100,000 for property damage
 - Comprehensive General Liability Insurance - \$3,000,000 per each occurrence
 - Errors and Omissions Insurance - \$1,000,000

The above amounts are minimums of liability insurance and the insurance must be not less than the values indicated.

V. SELECTION CRITERIA

Selection will be on a best value determination subject to CDBG stipulations, which may include an interview with appropriate city officials, using the following criteria:

- A. Firm - General qualifications and experience of the company as related to the scope of services required by this RFP, particularly experience and ability to work on similar projects, including CDBG-funded projects, and familiarity with the City.
- B. Personnel - The professional qualifications and experience of the staff to be assigned to this project and the availability of the assigned staff to carry out the scope of services.
- C. Engineering Services - During the planning, design and supervision phases, description of the extent of services to be provided.
- D. Time Schedule - A statement of time schedule for the engineering services for the project shall be included.
- E. Cost Submittal- A breakdown of each identified engineering service shall be included.

VI SUBMITTAL

Three (3) copies of proposals must be sealed and marked “**12th Street and Robert St Project**”, and received no later than **4:00 pm. (CST) on Monday, October 15, 2018**, in the City Administrator’s Office, 50 10th Street, Clintonville, WI 54929. Faxes and emails will not be accepted. All proposals must be received in a sealed envelope directed to Sharon Eveland, City Administrator. Pricing must be in a separate sealed envelope. Any proposal not received at the above address by the date and time and in the number specified will be disqualified. The City reserves the right to reject any and/or all proposals, and to request submission of additional information. Failure to submit any required data item may be cause for rejection. **A contract award for these engineering services is expected at the November 13, 2018 Common Council Meeting.**