

City of Monona – Department of Public Works

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REQUEST FOR STATEMENT OF QUALIFICATIONS

CONCEPTUAL DESIGN ENGINEERING SERVICES

2011 STREET AND UTILITY IMPROVEMENTS

CITY OF MONONA, WI

The City of Monona is seeking conceptual design engineering services for its 2011 Street and Utility Improvements program. The following improvements are scheduled for 2011:

- Tecumseh Avenue – 1,700 LF: Reconstruct street with new concrete curb and gutter and necessary storm sewer.
- Neponset Trail – 500 LF: Reconstruct street with new concrete curb and gutter and necessary storm sewer.
- Nishishin Trail – 1,200 LF: Reconstruct street with new concrete curb and gutter and necessary storm sewer.
- Pocahontas Drive – 600 LF: Reconstruct street with new concrete curb and gutter and necessary storm sewer.
- Oneida Park: Grading and restoration of park to improve drainage. Coordinate with adjoining street design.

The aforementioned improvements are located in the Belle Isle area. The existing asphalt streets do not have curb, nor is there any storm sewer. The installation of storm water lift stations at the south end of Tecumseh Avenue and the southeast end of Nishishin Trail was completed in late fall 2009. The regrading of Oneida Park is necessary to address current drainage issues; however such improvements must be in concert with adjoining roadway design. The design should incorporate the reconstruction of the existing asphalt roadways, installation of concrete curb and gutter and the appropriate installation of storm sewer infrastructure. The proximity to Lake Monona, both in location and elevation, will present challenges in terms of drainage design and roadway subbase conditions. Existing water and sanitary sewer will remain in place. The project construction cost is estimated to be \$1.3 million.

The City wishes to employ professional engineering services to provide a conceptual design for the aforementioned improvements. The conceptual design shall provide the basis for the development of plans and specifications for the proposed improvements. At this time, because of the uniqueness of the area and the many variables/unknowns associated with the project as well as obstacles requiring solutions, the City cannot proceed with the development of formalized engineering plans and specifications without this conceptual design/study phase.

Conceptual design services shall consider the following:

- Development of conceptual design for proposed improvements such that the results of this effort will enable the City to solicit a Request for Proposal (RFP) for design and construction engineering services pertaining to the proposed improvements.
- Utilization of topographic mapping of the area completed in the fall of 2009.
- It is anticipated that there will be significant interaction with the residents of the subject project area.
- Given the proximity of the project to Lake Monona, subbase roadway conditions and drainage may require extraordinary design considerations.
- The City will provide as-built drawings of appropriate infrastructure.
- Completion of conceptual design to occur by August 1, 2010. Completion of conceptual design shall be such that the design phase (completion of plans, specifications and cost estimate) of the project can be completed in order to facilitate bidding of the project in February 2011.

The City is requesting submittal of a Statement of Qualifications (SOQ) from area firms to provide a conceptual design of the proposed improvements. The SOQ shall include the following elements:

- Pertinent firm experience and references in providing such services to municipal clients, in particular relevant project experience in infrastructure design and construction in areas close to water elevation within the last five years. For each relevant project, provide references (name and telephone number), key personnel who worked on the project, and project cost.
- Provide resumes of staff to be assigned to the project. Highlight pertinent experience in infrastructure design and construction in areas close to water elevation.
- Pertinent experience in working with public involvement to build consensus on design elements for public infrastructure improvements. Include methods successfully incorporated to achieve such.
- Knowledge and familiarity of the project area and prior experience with the City of Monona (this could be evaluated as a positive or negative).
- Project schedule with major milestones identified.

All SOQs deemed responsive to this request will be evaluated and up to three firms will be invited to be interviewed by the Public Works Committee. The Committee reserves the right to meet with only a select group of candidates that best meet the requirements listed in this Request. Upon completion of the interview process, the City will negotiate an appropriate compensation agreement with the successful firm. If such an agreement cannot be reached, the City will negotiate with another of the three interviewed firms.

The following is a summary of the SOQ evaluation factors and the point value assigned to each. These factors will be used in the evaluation of the individual SOQs. Points will be awarded on the basis of the following factors:

Specifications	Points
1. Municipal Experience	20
2. Successful Project Experience in Infrastructure Design/Construction at Water Elevation within the last Five Years.	35
3. Organizational/Staff Capabilities and Qualifications	15
4. Experience with Public Involvement and Consensus Building	20
5. Knowledge and Familiarity of the Project Area and City of Monona	10
TOTAL POINTS	100

The SOQ shall not exceed twenty (20) pages, single-sided printing, and shall be suitable for black and white reproduction using a standard copy machine. Please submit four (4) copies, one copy unbound, plus an electronic version of your statement no later than 4:30 p.m. on Wednesday February 24, 2010. Proposals are to be submitted to

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