Request for Proposal – Issued 07/09/2020
GENERAL ENGINEERING SERVICES
City of Glendale

Proposal Requested
The City of Glendale is requesting proposals from qualified firms to provide a full range of municipal engineering services. The contract will be administered by Department of Public Works staff.

City Profile
Located in the heart of the North Shore, just one mile from Lake Michigan, the City of Glendale is a unique community characterized by its diverse residents, family friendly atmosphere and robust commercial and economic opportunities.

Glendale is a well-connected community with vast transportation infrastructure and access to major regional thoroughfares, including interstate 43 and a number of state highways.

The City is a member community of the Milwaukee Metropolitan Sewerage District and is served by both combined and separated sewer conveyance systems. The City is also a member of the North Shore Water Commission.

Contracts for engineering design and construction management services related to infrastructure improvement programs are currently competitively awarded on a project basis. The firm to which the general engineering services contract is award would be eligible to compete for these projects.

General engineering services are currently provided under contract by Clark Dietz, Inc.

Estimated Timeline
The City anticipates that engineering services under a new contract will begin on or about January 1, 2021.

Proposals due	August 6, 2020
Firms notified of interview	August 13, 2020
Interview week	September 14, 2020
City Board approval of contract	September 28, 2020

The above schedule for review by the City is subject to change. The City will not be legally obligated to adhere to the dates for interviews, recommendations and/or award. Interviews will be with staff and members and the Board chairperson of the recommending Board Committee. Interested firms are strongly encouraged to contact the Department of Public Works to schedule a pre-proposal systems review.

Project Scope

Task 1 General Municipal Engineering Services

A. Provide a full range of municipal engineering services to support all municipal operations including, but not limited to: sanitary sewer collection, storm sewer collection and management, water distribution, traffic control, street lighting, pavement management and transportation facilities.
B. Provide supplemental municipal engineering services to support infrastructure maintenance including, but not limited to: surveying, grant writing or assistance with grant applications when applicable, development of maps utilizing GIS or computer generated graphics, transportation analysis, stormwater management, and capital project cost estimate development.
C. Provide site plan review and assessment for commercial development/redevelopment projects, as necessary.
D. Performance of field inspections as necessary to support the above.

Task 2 Engineering Project Review

A. Construction drawing review and quality control. Currently, design engineering services for capital improvement projects are competitively awarded on a project basis. The firm retained for general engineering services may be asked to provide a plan review prior to bidding.
B. Plan and study review. The firm retained for municipal engineering services will, as requested, provide additional review of any engineering-related plans or studies performed by others including, but not limited to:
    1. Site plan review
    2. Stormwater permitting
    3. Utility infrastructure review

Proposal Content

The proposal should not exceed ten (20) single-sided pages and should address the following:

1. Transmittal Information.
    a. Firm's name, address, telephone number and contact person.
    b. Firm's confirmation of understanding of the project and commitment to provide the appropriate personnel, equipment and facilities to perform the scope of services as defined in this document.

2. Qualifications.
    a. Provide a description of the firm's background and history with emphasis on municipal engineering services.
    b. Identify municipal engineering services which firm members are qualified to perform.

3. Project Team. Identify the individual who will serve as "City Engineer" and other key personnel. For each project team member please submit a BRIEF description of the following:
    a. Name
    b. Proposed responsibilities
    c. Professional registrations
4. Description of related past municipal experience

5. Rates.
    a. Provide a fee schedule for general municipal engineering services identify hourly rates for staff assigned to the project team. Rates shall be established for each contract period. Fees submitted as part of your proposal may be subject to negotiation.
    b. Specific projects may be identified in addition to the general services outlined above. A

separate task order will be negotiated for such work.

c. Please note there will be no reimbursement for travel time, meals, or mileage; these incidental costs should be included in the hourly rates. Only document reproduction costs will be reimbursable.

6. Contract
   a. Please attach a copy of your standard contract for these types of services in the email submitting the proposal.

7. Insurance
   a. The proposal must include either a description of the firm's insurance or a certificate of insurance outlining the firm's insurance policies which evidence compliance with the requirements noted in the *Terms and Conditions* section of this RFP.

Terms and Conditions

Payment Terms

All invoices for services will be processed within 30 days, pending verification and the receipt of any required documentation of services provided in accordance with the terms of the agreement.

Insurance

The successful firm shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance policies required by the contract, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the City. Such insurance shall be primary. Prior to execution of the written contract, the successful firm shall furnish the City with a Certificate of Insurance listing the City as an additional insured and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for thirty (30) days advance notice of cancellation or nonrenewal during the term of the agreement. Failure to submit an insurance certificate, as required, can make the contract voidable at the City's discretion. Additionally, the Firm shall not allow any subcontractor to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor and approved by City of Glendale.

Nondiscrimination

In connection with the performance of work under this agreement, the Firm agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin or ancestry. This provision must be included in all subcontracts.

Assignment or Subcontract

The contract may not be assigned or subcontracted by the firm without the written consent of the City. If all or a portion on the contract work is proposed to assigned or subcontracted, the name of the individual(s) to complete the work, address and firm proposed shall be submitted within the scope of the proposal.

Independent Contractor Status

The firm agrees that it is an independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

Amendments to Contract

This contract may be modified only by written amendment to the contract, signed by both parties.

Waiver

One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent

breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

Indemnification and Defense of Suits
The firm agrees to indemnify, hold harmless, and defend the City, its officers, agents and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the firm, its employees, agents or subcontractors.

Contract Period
This will be a three-year contract (2021-2023) with the option for a two-year extension (through 2025).

Termination of Contract
To be defined in the contract document.

Professional Services Contract
If your proposal is accepted and a contract is issued, then this Request for Proposal and all documents attached hereto including any amendments, the firm's technical and price proposals, and any other written offers/clarifications made by the firm and accepted by the City, will be incorporated into a contract between the City and the firm, it shall contain all the terms and conditions agreed on by the parties hereto, an no other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

The submission of a proposal shall be considered as a representation that the firm has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable State, Federal and Local regulations that affect, or may at some future date affect the performance of this contract.

Acceptance of this proposal will take place only upon award by the City Council, execution of the contract by the proper City officials, and delivery of the fully-executed contract to the firm. Acceptance may be revoked at any time prior to delivery of the fully-executed contract to the successful firm. The contract may be amended only by written agreement between the firm and the City of Glendale.

Selection Criteria
A selection committee will be comprised of the City Administrator, Deputy City Administrator, Director of Public Works, and Planning Director. The following will be considered in evaluation of the proposals:

1. Qualifications
2. Past record of performance of the firm, project manager and consultant team, including references from communities under contract for municipal engineering services.
3. Familiarity and understanding of the firm with the City of Glendale.
4. Experience, technical competence and diversity of the consultant team assigned to the project.
5. Proximity of the project manager and key members of the consultant team to the City of Glendale.
6. Cost.

Instructions to Firms

Submittal Instructions

1. Please provide (1) digital copy of the proposal via email only to:
   Charlie Imig, Director of Public Works
   c.imig@glendalewi.gov
   Identify proposal name into subject line of the email: General Engineering Services
   Deadline: Thursday, August 6, 2020 at 3:00 P.M. CST
2. Proposals will be accepted on or before the deadline identified above. Proposals received after that date and time will be rejected. Proposals will not be opened publicly.
3. Questions regarding this RFP should only be directed to staff member identified above. Contact with elected officials, committee members and other staff members is grounds for disqualification.

This RFP does not commit the City to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all proposals received as a result of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of the City of Glendale to do so.

Amendments

Amendment of proposals may be done as follows:
By City: Proposals may be amended by the City in response to need for further clarification, specifications and/or requirements changes, new opening date, etc. Copies of the amendment will be mailed to prospective vendors.

By Firm: Proposals may only be amended after receipt by the City by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the City.

Proposals may be withdrawn only in total, and only by a written request to the City prior to the time and date scheduled for opening of proposals.

The staff member is the primary contact for contract administration of this proposal:

4. Charlie Imig, Director of Public Works
   c.imig@glendalewi.gov
   414-228-1746

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