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ENGINEERING\PUBLIC WORKS

January 13, 2017

REQUEST FOR PROPOSAL
Lift Stations Q & B
Force Main Replacements

The City of Mequon is seeking proposals from a select group of qualified engineering consultants for the survey, design, preparation of bid documents and as-built record drawings for the replacement of two force mains from Lift Station Q and Lift Station B.

Lift Station Q is located at 5600 West County Line Road, and had a repair on the Lift Station Q force main completed in November 2016. The City plans to replace 1450'+/- of 6-inch diameter sanitary force main from LS Q, made of ductile iron in 1971, from a point east of Riebs Lane to a point east of the Canadian National Railway to the City of Mequon sanitary sewer manhole 0835-070.

Lift Station B is located at 5000 West Parkview Drive and has had capacity issues during wet weather events. The City plans to replace 1200'+/- of 6-inch diameter sanitary sewer force main from LS B, made of cast iron in 1966, from West Parkview Drive along Eastgate Drive to Hillcrest Drive to the City of Mequon sanitary sewer manhole 0623-118.

The City of Mequon intends for the selected consultant to evaluate the local sewer areas to determine if the wet wells, pumps and force mains are sized appropriately for the respective sanitary sewer service areas. The construction projects will be let by the City of Mequon, and preparation of project manual by the consultant will include the plans and specifications following the City of Mequon standards. Please see plan files F-28638, 35-5283 and A89-243 for more information on LS Q, and plan files 35-3782, 35-3785 and 35-3856 for LS B (lift station specifications and run cycle summaries available upon request).

Scope of Services:

At a minimum, design services should include the following task items. The consultant may expand items as necessary in preparing the proposal.

1. Data Gathering, Boundary Surveys and Field Surveys
 - a. Hold kickoff meeting with City of Mequon (Meeting #1).
 - b. Perform a topographic survey and locate utilities in the project areas.
 - c. Perform boundary surveys of the lift station areas to determine the location of the existing force mains with respective offset distances from the right-of-way, and to the existing sanitary sewer and to other utilities.
2. Lift Station Condition Assessments
 - a. Perform lift station inspections and summarize findings.
 - b. Prepare condition assessments in a letter report format that includes capacity evaluation to size and replace pumps, force main, replace discharge and suction gate valves, and check valves.
3. Preliminary Design
 - a. Prepare two options for force main replacement for each lift station.
 - b. Prepare preliminary construction estimate based on construction options.
 - c. Acquire the latest City Specifications and Standards for the design.
 - d. Attend Preliminary Plan Meeting (#2) with City staff to review and discuss the options.

4. Prepare Project Manual including Final Plans and Specifications
 - a. Provide final construction estimates.
 - b. Prepare final specifications. The City of Mequon will provide front end documents for the specifications.
 - c. Prepare 11-inch x 17-inch plan set in AutoCad 2015 and in .PDF for project manual.
 - d. Attend Final Design Meeting (#3).
 - e. Prepare and finalize Project Manual with plans and specifications to be stamped by registered professional engineer.
5. Bidding Assistance
 - a. Prepare addenda if necessary.
 - b. Attend Pre-Bid Meeting (#4)
 - c. Attend Pre-Construction Meeting (#5)
6. Prepare As-Built Drawings to match City of Mequon record drawing format.
7. Provide Inspection Services (If Authorized)

Proposal Format

The City of Mequon will evaluate and select the best qualified consultant using a quality based and a fee based selection process. The proposal should be in letter form. Consultant proposal should include a brief resume of the firms' qualifications and recently completed similar projects. The cost shall be broken down per task. The selected firm will be entering into a contract with City of Mequon. Please provide costs for each task individually and the overall total cost. The City of Mequon reserves the right to award a portion of the work or the entire scope of services.

The City of Mequon reserves the right to reject any and all proposals. The City of Mequon reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the preferred proposer, the City may negotiate a contract with the next preferred proposer.

Pre-proposal Meeting

None. Questions can be directed to Kevin Driscoll, (262) 236-2937 or kdriscoll@ci.mequon.wi.us

Project Schedule

It is the City of Mequon's intent to bid out the project in Fall of 2017.

- City Notice of Selection January 2017
- City Notice of Award February 12, 2017
- Consultant Survey & Preliminary Design March/April/May 2017
- Consultant Preliminary Plans Development/Review May/June of 2017
- Consultant Construction Estimate June 23, 2017
- Consultant Final Plans and Specifications (Project Manual) July 14, 2017
- City Advertisement of Project Manual (Bid Package) July 31, 2017
- Pre-Bid Meeting August 8, 2017 (Bids tentatively due August 18, 2017)
- City Selection for Construction Contract August 21, 2017
- City Notice of Award September 12, 2017
- Pre-Construction Meeting September
- City Notice to Proceed September or October
- Substantial Completion November 15, 2017

Proposal Due Date

Please submit a letter of proposal to Kevin Driscoll, P.E., Deputy Director of Utilities by 4:30 pm on Friday, January 27, 2017. Electronic copies are preferred and may be submitted to kdriscoll@ci.mequon.wi.us adhering to the same deadline. If you elect not to respond to this request for proposals, please acknowledge receipt of this document and indicate that you will not provide a proposal.