



Request for Proposal: Design Services for Improvements to City Brush Site

Project Summary

The City of Mequon is seeking proposals from qualified firms interested in providing architectural, engineering, and design services for the design of improvements to the City's Brush & Yard Waste Disposal Center (Brush Site) at 5880 W Bonniwell Road. Improvements include reconstruction and expansion of the hard surface pavement of the yard, removal and replacement of the site's security fencing and gate to include new fencing and an automated gate system for issuing access cards/permits to residents, installation of both broad view security cameras and a license plate reader camera, and construction of a new combined equipment storage facility & office space to house the necessary computer and control systems for the automated gate and security cameras. Design work includes agency approvals and utility coordination, site design, preparation plans specifications & bidding documents, bidding assistance, meetings, and any necessary construction staking. The project areas are shown on the attached conceptual exhibit.

Background and Intent

The current City of Mequon Brush Site, located on a historic landfill, is open on Wednesdays and Saturdays from April through November for a predetermined number of hours and is manned by a seasonal brush site attendant. Annual Brush Site Permits are sold through the Finance Department at City Hall and the brush site attendant checks each vehicle that enters the site to verify they have a permit. The brush site has an asphalt driveway and pavement area measuring approximately 57,000 square feet.

Over the years, residents have requested the brush site be open earlier and later in the year and be open more days per week. Automated gates would allow the City the flexibility to greatly expand the availability of the brush site and eliminate the need to check license plates and permits by issuing annual brush site access cards.

Additionally, the quantity of brush and other collected materials has grown over the years. The City of Mequon desires to expand the lot to the west and improve the overall width of the driveway, adding approximately 20,000 square feet of pavement. In addition, the City proposes adding an equipment storage building with office and security cameras.

The current City of Mequon Brush Site is located on a former landfill. The critical task of this project is to determine what improvements are allowed to be made on the former landfill. The Wisconsin Department of Natural Resources (DNR) has a lengthy review process to grant the required exemptions and approvals for this site. Landfill Site #429 historic waste site information taken from the DNR [Solid and Hazardous Waste Information Management System \(SHWIMS\)](#) is attached. Guidance from the DNR for development on historic landfills is found at the following website: <https://dnr.wisconsin.gov/topic/Landfills/development.html> .

Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 10:00AM CST on [May 1st, 2024](#). Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal. Proposals should include a brief resume of the firms' qualifications and recently completed similar projects. The cost for each task shall be broken down as provided in the attached format.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in the proposal must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include names and descriptions of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Proposals will be received by:

Timothy J. Weyker, Deputy Director of Public Works
City of Mequon
11333 N. Cedarburg Road
Mequon, Wisconsin 53092

Proposals must be received by [May 1st, 2024](#), at 10:00AM CST.

Emailed/electronic copies can be sent to tweyker@ci.mequon.wi.us. Confirmation of receipt is required, and the Proposer is responsible for obtaining confirmation of receipt. Proposal selection will be based on quality of proposal, qualifications of the design team, schedule, and fee to complete the work.

Non-disclosure of the data contained within a proposal cannot be guaranteed because of Public Records Laws.

The City reserves the right to reject any and all proposals. The City 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.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the City Attorney and will include scope, budget, schedule, and other necessary items pertaining to the project.

Scope of Services:

Task 1 – Agency Approvals and Utility Coordination

- The Wisconsin Department of Natural Resources (DNR) has a lengthy review process (up to 90 days) to grant the required exemptions and approvals for this site. Consultant to complete the required application for exemptions to the prohibition of structures and other improvements placed on historic landfills. Through this process, determine if a building would be allowed on the site, and where that building can be located. Guidance from the DNR for development on historic landfills is found at the following website: <https://dnr.wisconsin.gov/topic/Landfills/development.html> .
- To build on historic waste fill, an exemption under Wis. Admin. Code S NR506.085 is required.
- If waste fill needs to be managed (moved) on the site, a low-hazard exemption under S289.43(8) is required.
- Obtain all DNR and City of Mequon permitting, as applicable.
- Plans for the building are to be filed by E-Plan Exam. Please contact the City Inspections Division at (262) 236-2926.
- More information at: <https://www.ci.mequon.wi.us/commdev/page/inspections-division>
- Inform utilities of the planned construction and provide them with preliminary and final plans.

Task 2 – Site Design

Preliminary Work:

- The Consultant shall attend a kickoff meeting with City staff.
- The existing utilities on or adjacent to the site and in public right-of-way shall be located and shown on the construction plans.
- Pavement and base course cores shall be taken to determine the existing cross section at locations determined by the Designer, but a minimum of five cores shall be taken across the existing paved yard area and driveway.
- Shallow soil cores shall be taken in area of pavement expansion to determine pavement design and to determine material import and export quantities.
- Analyze drainage of existing site and provide new designs as necessary.
- Identify any culverts for replacement or the need for additional culverts.

Yard Layout and Design

- Based on the attached concept drawing exhibit, requirements of the DNR, and information from the kickoff meeting with staff, develop a plan showing a proposed layout of the yard, building, portable restroom, stockpile locations for the various brush, yard waste, mulch, compost, log wood, and any other identified recycling materials, driveway and pavement marking, fence, gate and card reader, driveway, and security cameras. Include Jersey Barrier or other recommended barrier system for containment in design & bid documents.
- Provide designs for both asphalt pavement and concrete pavement and provide engineer's estimate for each. Provide a cost benefit analysis for asphalt vs. concrete pavement based on the existing site conditions, cost, and use of the property. In the bidding documents provide recommended option as base bid, and other option as alternate bid.
- For asphalt pavement design, recommend pulverizing or milling and repaving based on site constraints, pavement condition, and subsurface investigation data.

Security Fence, Automated Gate, and Camera System

- Identify utility laterals or service lines needed for this project including electricity and communications for automated gate, card reader, and security system/cameras.
- The existing fence & gate should be removed and replaced. The location of the new fence and gate should take into consideration design of an automated gate facility with card reader

access, driveway modifications, site security at an unattended facility, queuing for facility users with trailers, ability to turn around if the site is closed or they are denied access for whatever reason, etc.

- Design should be for complete system to include an automated gate with card reader system for residents, overall coverage security cameras, and cameras to read and record license plates entering and exiting the facility. All systems should include on-site controls, and remote access.
- Design options should be presented to the City for single or multiple entrances to the site. In addition to year-round access for residents, the site also has to be accessible for large equipment (semi-truck & trailers) for grinding brush and logs, as well as hauling in and out of material both by contractors and City DPW crews.
- Preliminary options for all of the above shall be presented with design alternatives and engineers estimates for review by City staff at the 60% plan review meeting.

Building Design

- Design building with small, heated office space (approximately 150 SF) and computer system for automated gate and cameras. The remainder of the building to be approximately 3,450 square feet for basic unheated equipment storage with concrete floors and electrical service outlets. The design of the exterior of the building shall be rural in nature fitting in with the surrounding neighborhood. The City will provide examples at the kickoff meeting.

Task 3 – Preparation of Plans and Specifications

- The City will provide template contract bid documents and boilerplate contract documents.
- Technical specifications are required for all bid items.
- Plans shall include separate or combined plan sheets including, but not limited to, the following:
 - Cover Sheet
 - Overall Site Plan
 - Paved Yard Plans with Construction Details and Typical Cross Sections
 - Pavement Marking Plan if Needed
 - Drainage Plan including Culverts with Invert Elevations
 - Grading and Restoration
 - Erosion Control Plan
 - Building Plans with Utility Service Connection Details
 - Fence and Automated Gate Plan & Details
 - Security System/Camera Details
- Provide all utility contact information on the plans.
- Plans to be provided to the City in AutoCAD and PDF format.
- Plans and specifications to be stamped and signed by a registered professional engineer.
- Provide engineer's construction cost estimate for all aspects of the construction project.

Task 4 – Bidding Assistance

- City Staff will send the advertisement to the appropriate publications and distribute plans.
- Consultant to attend pre-bid meeting.
- Consultant to respond to bidder inquiries and provide any required addenda to the City.

Task 5 – Meetings

- Consultant must attend the design kickoff meeting, one 60% plan review meeting, one 90% plan review meeting, and a construction pre-bid meeting which will be held during the day with City staff at the City of Mequon Department of Public Works Building at 10800 N. Industrial Drive, Mequon, WI 53092.

Task 6 – Construction Staking

- Provide line & grade offset staking for any culverts.
- Provide offset staking for edge of pavement for all curve points of tangency and midpoints, all corners of yard, and along all edges of pavement at no less than 25’ intervals.
- Provide red-top and blue-top grade stakes for entire yard at 25’ minimum grid pattern, or acceptable GPS horizontal and vertical control meeting the contractor’s requirements.
- Provide any required construction staking for building.
- Provide offset staking for all fencing and gates.
- Provide slope intercept staking for any required landscape grading.

Deliverables

While many of the deliverables will be based upon the details of the project and contract, the design firm may expect to provide, at a minimum:

- Electronic copies (.pdf format) of plans for review
- Electronic and hard copies of final plans for bidding
- Electronic and hard copies of building specifications for bidding
- Bidding documents to include all necessary work and materials to complete project

Project Schedule

Proposals

Consultants must submit their proposals to the City of Mequon by **10:00 AM CST on May 1st, 2024**. Emailed/electronic copies are preferred and can be sent to tweyker@ci.mequon.wi.us. The Consultant is required to confirm receipt of the proposal. Consultant selection will be based on quality of proposal, qualifications of the design team, and fee to complete the work. The fee should be broken down by task as in the table at the end of the document. The City anticipates award of the design contract at the **May 14th or June 11th, 2024** Common Council meeting.

Design

After the design contract is awarded, the following design milestones shall be met:

60% Plans	July 23 rd 2024
90% Plans	September 3 rd 2024
Construction Contract Ad for Bid	September 26 th 2024
Construction Contract Pre-Bid Meeting	October 8 th 2024
Construction Contract Bid Opening	October 22 nd 2024
Construction Contract Award	November 12 th 2024

Construction

The design consultant shall work with City staff during the design process and based on the design options chosen to determine a construction schedule with the least impact to the operation of the City Brush Site to be incorporated in the construction contract documents based on the following:

Current Brush Site Dates of Operation:	Early April through End of November
Current Brush Permit Supplies Purchased:	Early February
Brush Site Pass Sales Begin:	First Business Day of March
Mid-Season Brush & Log Grinding:	Late July or Early August
End Season Brush & Log Grinding:	Early December

Terms and Conditions

If for any reason, the firm selected shall fail to fulfill the obligations agreed to in a timely manner, the City shall have the right to terminate the contract by specifying the date of termination in a written notice to the firm at least (7) days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for the work satisfactorily completed.

The successful proposer will be required to furnish, within five (5) days of award notification and before commencing work, a certificate of insurance. The certificate shall name the City, its officers and employees, as additional insured.

The agreement resulting from this RFP shall be required to contain the following:

“Provider agrees to indemnify, defend and hold harmless the City and its officers, officials, employees and agents from and against any and all liability, loss, damage expense, costs, (including attorney fees) arising out of this agreement, caused in whole or in part by the Provider or anyone for whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City.”

The City reserves the right to reject any or all proposals, to waive technicalities, or to accept the proposal deemed to serve the City’s best interest.

All costs associated with preparation, submittal and presentation of proposals shall be borne by the proposer.

Thank you for your interest in this project, and feel free to call Tim at (262) 236-8145 or email tweyker@ci.mequon.wi.us to discuss the scope of work.

Sincerely,



Timothy J. Weyker
Deputy Director of Public Works

PROPOSAL COSTS

Task	Description	Cost
Task 1	Agency Approvals and Utility Coordination	\$
Task 2	Site Design	\$
Task 3	Preparation of Plans and Specifications	\$
Task 4	Bidding Assistance	\$
Task 5	Meetings	\$
Task 6	Construction Staking	\$
TOTAL BID:		\$

Total Bid Written

ACTIVITY DETAILS

LICENSED LANDFILL OR HISTORIC WASTE SITE

Waste Sites are sites that are located on the same property as a landfill licensed under Wis. Admin. Code NR500 or on a known historic waste site never issued a license by the DNR. Prior to constructing or reconstructing a water supply well, you need to contact DNR for approval of well construction specifications. You may also need approval to build or excavate. Please see the documentation below or contact the DNR Project Manager or DNR File Contact listed at the bottom of this page.

09-46-000739 MEQUON CTY LF #429

Activity Type				Jurisdiction				
NO ACTION REQUIRED				DNR RR				
Location Name				County		DNR Region		
<u>5880 W BONIWELL RD COMPOSTING FACILITY</u>				OZAUKEE		SOUTHEAST		
Address				Municipality				
5880 W BONIWELL RD				MEQUON				
PLSS Description		Latitude (WGS84)	Longitude (WGS84)	Google Maps	RR Sites Map			
SW 1/4 of the SW 1/4 of Sec 02, T09N, R21E		43.2657708	-87.9834391	CLICK TO VIEW	CLICK TO VIEW			
Additional Activity Details				Acres				
				UNKNOWN				
Facility ID	PECFA No.	EPA ID	Start Date		End Date			
246046460			1980-01-01		2003-03-19			
Characteristics								
PECFA Funds Eligible	EPA Superfund	EPA NPL Site	Above Ground Petrol Tank	Underground Petrol Tank	Drycleaner	PFAS	Sediments	WI DOT Site
Actions								
Records related to the site are documents that were available at the time the scanned paper or electronic file was uploaded. Records withheld by the department due to confidentiality, attorney-client privilege, and other sensitive records, as well as lab data, may not be included. Additional records associated with the site may or may not be accessible through an open records request through DNR or another state agency (see Jurisdiction above).								
Date	Code	Name			File	Comment		
2002-06-25	170	Registry of Waste Disposal Site Screening Completed						
1980-01-01	1	Notification of Hazardous Substance Discharge						
DNR Project Manager								
JOHN FEENEY johnm.feeney@wisconsin.gov								
For More Information on this Activity								
Southeast Region Contact: Jenny Meyer jennifer.meyer1@wisconsin.gov								

