



City of Evansville

www.ci.evansville.wi.gov

31 S Madison St
PO Box 76
Evansville, WI 53536
(608) 882-2266

4 October 2011

Request for Proposals City Engineering Services Evansville, Wisconsin

The City of Evansville wishes to contract with an experienced consulting engineering firm to provide engineering services, referenced herein after as "City Engineer." Evansville is requesting proposals for the years 2012-2013 with provisions for future renewals. Proposals must be received no later than **4:00 p.m. on Friday, November 4, 2011**. Proposals received after the above date and time may not be considered.

Please submit one print and one digital copy of proposals to:

CITY OF EVANSVILLE
Attn: Dan Wietecha, City Administrator
31 South Madison Street
PO Box 76
Evansville, WI 53536

Notwithstanding any other provisions of the RFP, the City reserves the right to reject any or all proposals, to waive any irregularity in a proposal, and to accept or reject any item or a combination of items, when to do so would be to the advantage of the City or its taxpayers. It is further within the right of the City to reject proposals that do not contain all elements and information requested in this document. The City reserves the right to request additional written or oral information to supplement any or all submitted proposals. The City shall not be liable for any losses incurred by any responders throughout the process.

Minimum Qualifications

1. Licensed to provide engineering services in the State of Wisconsin.
2. Proven experience with public sector engineering of similar size and scope of the services being requested.
3. Assign the City a licensed engineer who has a minimum of five years experience with municipal engineering projects.

Scope of Services

Responsibilities of the City Engineer include the following illustrative listing, not meant to limit the potential extent of services:

1. Surveying.
2. Street, sidewalk, parking lot, curb and gutter design.
3. Sanitary sewer and lift station design.

4. Water utility main and facilities design.
5. Storm sewer, pond and infiltration design.
6. Assist with grant writing and grant applications.
7. Assist with obtaining necessary permits from regulatory agencies.
8. Assist with obtaining utility easements.
9. Assist with developer agreements.
10. Prepare contracts and let bids for projects.
11. Project administration and construction inspection.
12. Develop maps and record drawings.
13. Estimate costs and phasing for capital improvement projects.
14. With the City Planner, Public Works Department, and Water & Light Utility, review and prepare reports on plats, site plans, and other proposed developments with input from appropriate consultants and/or departments.
15. Attend City Council, public hearings, committee and staff meetings as required.
16. Other typical general engineering services for municipalities of similar size and staff.

Content of Proposal

Proposals shall contain the following information:

1. Cover letter and introduction, including the name, phone, and email of the person(s) authorized to represent the company regarding all matters related to the proposal.
2. A description of the candidate firm, including brief history, number of employees and their disciplines, philosophy regarding client service, location, years in business, etc.
3. A general statement indicating how the candidate envisions being able to provide services to the City of Evansville and how those services will fit within the goals and policies of the City.
4. Resumes of key personnel to be performing engineering services for the City, including resumes of any sub-consultants likely to work on services for the City.
5. Three examples of projects demonstrating specific knowledge and expertise, including project management skills and methodology to monitor project budgets.
6. List of current clients for engineering services.
7. Information on the candidate's current and projected workload and its ability to meet project schedules.
8. Contact information for five references (may be past or current clients).
9. Statement regarding how the applicant would handle conflicts of interest and potential conflicts of interest.
10. A fee schedule identifying hourly rates per staff position, reimbursable items and rates, equipment rates, mileage rates, overhead (often expressed as a multiple of direct labor costs), mark-up for subcontracted services, professional fees and any other compensation.
11. Information on frequency and method for rate changes, including any projections for future rates.
12. Any additional information which the candidate considers pertinent.

Evaluation Criteria

Proposals shall be reviewed by a selection committee, who will make a recommendation to the Common Council. Presentations and/or interviews of finalists are anticipated. Reference checks will be performed. The following criteria will be considered in the selection process:

1. Experience and qualifications of company with municipal engineering generally, and specifically the City of Evansville and/or similarly sized and staffed municipalities.
2. Philosophy of company regarding client service and ability to meet goals and policies of the City.
3. Qualifications of the key personnel assigned to perform the engineering services.
4. Staff capability to timely manage and complete projects on budget.
5. Estimated fees associated with the engineering service.

Point of Contact

All questions shall be directed to:

Dan Wietecha, City Administrator
dan.wietecha@ci.evansville.wi.gov
(608) 882-2263

Right to Reject

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

Offer Expiration Date

Proposals in response to this RFP will be valid for sixty (60) days from the proposal due date. The City reserves the right to ask for an extension of time if needed.

Ownership of Materials

All materials submitted in response to the RFP become the property of the City of Evansville and supporting materials will not be returned. The City of Evansville is not responsible for any costs incurred by the candidate in the preparation of the proposal or for presentation or related meeting time.

Service Agreement and Insurance

The City Engineer will be required to enter into a service agreement through December 31, 2013, with provision for future renewal. The City Engineer will be required to provide a certificate of insurance showing coverage for liability, workers compensation and automobile. The service agreement will contain a provision specifying a deadline for submitting invoices. The service agreement will contain a provision specifying frequency and method for rate changes.

Independent Contractor

The City Engineer will not be an employee of the City for any purpose, including but not limited to the application of the Social Security Act, the Fair Labor Standards Act, the Federal Insurance Contribution Act, and the Wisconsin Unemployment Compensation and Workers' Compensation Laws. The City Engineer will have a federal employer identification number.
