CITY OF ONALASKA

415 MAIN STREET
ONALASKA, WISCONSIN 54650-2953
FAX (608) 781-9563

PARKS & RECREATION
(608) 781-9560

Request for Proposals

Great River Landing Trail/Boardwalk Plan

SECTION 1: GENERAL INFORMATION:

Project Overview/Background Information
The City of Onalaska, WI requests proposals from qualified firms for a Great River Landing Trail/Boardwalk Plan from the Great River Landing at Irvin Street to the Onalaska Spillway. It is anticipated that the chosen consultant will lead and coordinate the creation of the Planning document.

The Great River Landing is located on the waterfront of Lake Onalaska and the Black River at the intersection of Main Street and the Wisconsin State Highway 35 National Scenic Byway Corridor/Great River Road. The proposed trail location is along the Black River from the active areas within the Great River Landing from Irvin Street on the southern end to the Onalaska Spillway on the northern end – approximately 0.2 miles in length (approximately 1,000 feet). Currently, there is no formal pedestrian-friendly access to the Onalaska Spillway/fishing areas. The trail location has terrain obstacles, is in close proximity to railroad property, crosses a City stormwater outfall and will likely require both state/federal permitting processes. Proposed materials will need to be withstand flooding events. The City has 15% engineering plans as part of other planning activities that will be made available to the consultants.

SECTION 2: SCOPE OF SERVICES:
The Consultant shall provide full professional services as described below to the City of Onalaska Parks & Recreation Staff, Parks and Recreation Board (PRB), Common Council and others with the proposed Great River Landing Trail/Boardwalk Plan. Parks & Recreation Staff will be administering the project and coordinate public meetings as needed. The Consultant will attend meetings and present information as noted and as necessary. If prospective Consultants have new ideas or a different approach other than what is found within the RFP, the Consultant should propose such changes for consideration by the City in the submitted RFP.

Overall Plan Work Tasks/Objectives

1. Creatively identify and provide solutions to the issues and opportunities facing Onalaska Parks and Recreation Department in the development and management of Great River Landing Trail/Boardwalk system. Include processes or products that will improve efficiencies and/or reduce labor.
2. Conduct and prepare a site survey identifying and locating natural and man-made features in the area for the proposed Great River Landing Trail/Boardwalk. Include topography, flood elevations, wetland delineation, vegetation, utilities, structures, and other features as necessary for the purpose of planning and permitting.

3. Identify partners and regulatory agencies that the City would need to consult, partner with, and obtain permits for this project and set up a meeting with respective representatives. Examples: US Fish and Wildlife, US Army Corp of Engineers, Wisconsin Department of Natural Resources, and BNSF Railroad
4. Provide five (5) design alternatives of the Great River Landing Trail/ Boardwalk to Onalaska Parks and Recreation Department for consideration and feedback. Narrow from five (5) to three (3) design alternatives and estimated costs for trail construction and implementation for consideration by the PRB. The PRB will make a recommendation for the preferred design alternative to be included in the Great River Landing Trail/Boardwalk Plan.
5. Create the Great River Landing Trail/Boardwalk Plan that includes the final preferred design alternative that can be used for grant applications and will serve as a basis for future construction plans. Plan to also identify grants and other funding opportunities to assist with implementing the project.

Responsibilities of Consultant to Fulfill Overall Plan Work Tasks/Objectives

1. Conduct an initial project kick-off meeting with Parks and Recreation Department & Parks & Recreation Board to identify needs, finalize project schedule, and gather information/data.
2. Conduct bi-weekly progress updates (written, telephone, or in-person) to Parks and Recreation Department Staff during kick-off and active phase with a minimum of one (1) progress meeting per month.
3. Coordinate information/data collection with Parks and Recreation Department.
4. Develop a Public Opinion Survey for City to distribute via email to gather public input for the three (3) trail design alternatives.
5. Conduct a minimum of four (4) in-person meetings throughout the project:
   a. Project Kick-Off;
   b. Meeting with appropriate Regulatory Agencies (as a large group or individually) either in-person or teleconference; and
   c. PRB meeting(s) / Public Input Session(s) for the three (3) trail design alternatives.
   d. Present the Final Great River Landing Trail/Boardwalk Plan to the PRB for final approval.
6. Prepare a draft Great River Landing Trail/Boardwalk Plan and email to Parks and Recreation Department for review and provide a Final Great River Landing Trail/Boardwalk Plan based upon all input received.
7. Provide one (1) electronic copy in Microsoft Word format and PDF format, including mapping, and seven (7) colored copies of the Final Great River Landing Trail/Boardwalk Plan.
8. It is anticipated that the plan will be considered for adoption by the Common Council on December 8, 2020.

Responsibilities of City of Onalaska Staff & Other Resources

1. The following data will be made available by the City of Onalaska staff:
2. The City will provide 15% Engineering Plans for the Great River Landing Trail/Boardwalk Plan for use as needed by the hired consultant.
3. All existing City plans as requested.
4. Upon request, the City's GIS Analyst will provide GIS support and data for the project. The City of Onalaska intends to work with the selected Consultant to keep mapping costs to a minimum.
5. Parks & Recreation Department Staff will lead in project management and administration. City Staff will attend all meetings with the Consultant and act as a liaison between the public and Consultant.

6. Parks & Recreation Department Staff will coordinate and schedule all meetings (formal and informal) involving the Consultant. Parks & Recreation Department Staff will create and distribute all meeting agendas, minutes, and meeting information packets for publically-noticed meetings. The City is equipped to participate in virtual meetings (GoToMeetings, etc.) with the Consultant when appropriate to save travel time and expense. Meeting setup, materials, exhibits, etc. to be provided by Consultant.

SECTION 3: PROPOSAL FORMAT / SUBMITTALS:

Proposal Organization & Format

To aid in the evaluation, it is desired that all proposals follow the same general format as described below. Proposals must be on standard 8 ½' X 11" paper and all supporting documents on paper no larger than 11" X 17". Submit four (4) complete sets of the Required Submittals as detailed below within a sealed envelope and the Cost for Services provided within a second sealed envelope and addressed in the following manner:

Mailing Address:
Onalaska Park and Recreation Department
Attention: Daniel Wick
415 Main Street
Onalaska, WI 54650

The following shall appear in the <u>lower left hand corner</u> of each respective sealed envelope:

Envelope One:
RFP – Great River Landing Trail/Boardwalk Plan
Onalaska Parks and Recreation Department
Attn: Daniel Wick
Qualifications and Technical Information

Envelope Two:
RFP – Great River Landing Trail/Boardwalk Plan
Onalaska Parks and Recreation Department
Attn: Daniel Wick
Pricing Forms

Response to the RFP is due to the Onalaska Parks & Recreation Department by mail or hand-delivery to Dan Wick, at the address set forth below by **Wednesday, February 19th, 2020 at 12:00 P.M.** All proposals shall be date and time stamped upon receipt. Proposals received after Wednesday, February 19, 2020 at 12:00 P.M. will **NOT** be accepted. Actual receipt by said time is required and deposit in the mail is insufficient.

Proposals may be withdrawn by the proposer provided a written request has been hand-delivered to the Parks and Recreation Director prior to the RFP deadline. Any proposal withdrawn will be returned, unopened, to the proposer after the opening process has been completed.

General Submittal Information
The response to the RFP should be succinct but comprehensive and shall include the suggested approaches related to the Consultant's ability to achieve the City's deliverables stated in the Scope of Services. The Consultant may propose modifications to the suggested Scope of Services if they believe it will better achieve the project objectives.

Required Submittals
A submitted proposal should include the following:

1. A cover letter and executive summary providing the highlights and basic information included in the proposal.
2. A description of your organization including general information about the firm and a description of the firm's capabilities and experience with projects of equal or greater scope to the project outlined in this RFP and the location of the firm's office serving this project. An emphasis is placed on park and recreation planning. A description and resumes of the individuals on your team that will be directly involved with the project, their roles, and specific indication of the project manager. Note the primary individual(s) that will serve as the main contact for the project.
3. Provide a minimum of three (3) comparable projects in progress or completed in the last five (5) years. Describe the approach and methodology used, including any equipment and special software. Describe any supplemental tasks that were deemed necessary or recommended, which enhanced the outcome, reduced costs or expedited delivery. Specifically, the City is interested in projects with railroad coordination.
4. Provide a detailed project timeline with the date of initiation of work and a project completion date not to extend beyond December 8, 2020, the date of Common Council consideration of plan adoption. The project timeline to be based upon project tasks associated with the schedule of costs and scope of services; also include milestone deliverable dates and meetings.
5. Provide a list of what is expected of the City of Onalaska including proposed use of City Staff, data, office space, equipment, materials/supplies, etc. Describe your firm's intended relationship and level of assistance throughout the project with City staff.
6. Provide a cost estimate of professional fees to undertake each element outlined in the Scope of Services. The cost estimate should include labor costs, any mark-up for fringe benefits, overhead, profit and other direct expenses such as transportation, housing, printing, etc. The core project will be a lump sum contract. A breakdown of labor costs, including position, hours, hourly rates of pay, and cost should also be provided. Provide an overall "cost not to exceed" figure for the project.
7. Provide an estimate of per meeting costs for additional meetings beyond those described in the Scope of Services. This work will be on an as requested/as needed basis with the cost of work being paid by the requesting group.
8. Provide a statement that the Consultant has no conflict of interest with past, present, or known future policies, plans, or programs with the City of Onalaska.

SECTION 4: PROPOSAL EVALUATION, INTERVIEW/SELECTION PROCESS

1. **Evaluation/Consultant Selection Criteria**
   The selection committee will consider the following criteria in evaluation of the proposals:
   A. Degree to which Consultant has park and recreation planning experience, in particular focused on trail development with unique obstacles. (20 points)
   B. Degree to which the Consultant's method to complete each task/deliverable in the Scope of Services demonstrates the ability to work effectively on complex public projects with the participation of multiple stakeholders and broad-based public

input, and to bring such projects to successful completion within the constraints of time and budget. (45 points)

C. Understanding and agreement with the consultant's approach and methodology to the project including the selection committee's general feeling and/or confidence in the firm. (25 points)

D. Quality and content of written proposal. (10 points)

2. Proposal Review

The selection committee will review all proposals received by the aforementioned deadline against the listed criteria. Depending upon the response to the RFP, the committee may elect to short-list two to three firms that demonstrate substantial qualifications and experience. These firms will be then be scheduled for interviews.

3. Interview

Firms submitting proposals for this project may be scheduled for interviews as noted in the Calendar of Events (Section 5:2). The interview will enable your firm to present your proposal and approach to the project in person. The Consultant Project Manager is expected to take an active part in making the presentation during the firm's interview. The Project Manager is defined as the person having day-to-day responsibility to conduct the project work or to very closely supervise the work of others working on the project. Your firm may have other key people you feel will aid in the interview process. The interview will last approximately thirty (30) minutes. Your presentation should be limited to twenty (20) minutes to allow the remaining time to be used for follow-up discussion and questions.

4. Award of Project

Receipt of proposals and subsequent award of the contract will be with the highest ranked responsible proposer. The final scope of the project may vary from the proposal depending on the needs and resources of the City of Onalaska. If the City of Onalaska is unable to successfully conclude negotiations with the highest ranked responsible proposer, negotiations will be held with the next highest ranking responsible proposer. The contract shall then be awarded to the responsible proposer whose proposal is determined to be the most advantageous to the City of Onalaska taking into consideration the evaluation factors set forth herein. All proposals shall be a matter of public record upon award of the contract.

SECTION 5: ADMINISTRATIVE INFORMATION

1. Inquiries & Clarification of Specifications

Proposals and any questions (only in written/email form) concerning this RFP/RFQ should be directed to the contact listed below. Other members of the selection committee will not respond to any questions, written or verbal. The questions, and subsequent answers, will be documented and distributed to all interested parties.

Daniel D. Wick
Parks and Recreation Director
Onalaska Park and Recreation Department
415 Main Street
Onalaska, WI 54650
Phone: 608-781-9560 ext. 5
Email: dwick@onalaskawi.gov

2. Calendar of Events

EVENT:	DATE:
RFP Released	Wednesday, February 5th, 2020
Deadline: Proposals Due	**Wednesday, February 19th, 2020 @ 12:00 P.M.**
Parks & Recreation Board Approval of Consultant	Monday, February 24th, 2020
Common Council Approval of Consultant	Tuesday, March 10th, 2020

**Please note, these dates are for planning purposes only. They represent the City's desired timeline for implementing this project. The timeline may be adjusted, however, as needs and circumstances dictate.*

3. Consultant Qualifications

The City of Onalaska may make such investigations as it deems necessary to determine the ability of the Consultant to perform the work, and the Consultant shall furnish to the City all such information and data for this purpose, as the City may request. The City reserves the right to reject any proposal if the evidence submitted by, or investigated of, such Consultant fails to satisfy the City that such Consultant understands the full scope of work and is properly qualified to carry out the obligations of the contract and to complete the work contemplated herein.

4. Discussions and Revisions to Proposals

As provided in the RFP, discussions may be conducted with responsible Consultants who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of and conformance to the solicitation requirements. Consultants shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussion, there shall be no disclosure of the information derived from proposals submitted by competitive consultants.

5. Acceptance / Rejection of Proposals

The City reserves the right to reject in whole or in part any and all proposals submitted, to waive any informalities or technicalities, and to accept the proposal determined to be in the best interest of the City. The City reserves the right to negotiate with any Consultant it deems suitable to carry out this project. The City of Onalaska has the right to re-issue all or part of this RFP/RFQ, and not award any contract, all at its discretion and without penalty.

6. Property

All proposals, responses, inquiries or correspondence relating to or in reference to this RFP, and all reports, charts, displays, schedules exhibits and other documentation submitted by the Consultant shall become the property of the City when received and are available for use by the City in any manner the City deems appropriate. Any restrictions on the use of data contained within the proposal must be clearly stated in the proposal itself. Non-disclosure cannot be guaranteed after the selection stage of this procurement due to Wisconsin public records law considerations.

7. **Incurring Costs**
   All costs, directly or indirectly related to the preparation of a proposal, including any oral presentations/interviews required to supplement and/or clarify a proposal, shall be the sole responsibility of the Consultant.

8. **Project Budget**
   The City has budgeted $20,000 for the preparation and completion of the Great River Landing Trail / Boardwalk Plan including all planning documents, materials, meeting costs and deliverables. The budgeted amount is a preliminary estimate of cost and the final dollar amount will be dependent on the extent of tasks identified in the final scope of work in an executed contract.

9. **Assignment**
   No right or duty in whole or in part of the Consultant may be assigned or delegated without the prior written consent of the City of Onalaska.

10. **Insurance**
    The Consultant to perform services for the City of Onalaska shall: (A) Maintain worker's compensation insurance as required by Wisconsin Statutes, for all employees engaged in work: (B) Maintain general liability and property damage against any and all claim(s) which might occur in the carrying out of this agreement/contract. Minimum coverage is $1 million-for each occurrence, $1 million personal liability and advertising injury, $2 million general aggregate and $2 million products liability. (C) Maintain professional liability insurance with a minimum coverage of $2 million. At the time of signing the agreement, provide an insurance certificate(s) indicating this coverage, countersigned by an insurer licensed to do business in the State of Wisconsin, covering the period of this agreement, stating that such insurance is primary coverage and list the City of Onalaska, its officers, council members, agents, employees or volunteers as additional insureds.

11. **Independent Contractors**
    The parties shall be independent contractors in the performance of the services requested and nothing herein is intended or may be construed to make either party the employee, agent, partner, or representative of the other. Neither party shall represent to any third party that they are the employee, agent, partner, or representative of the other party.