

WAUNONA SANITARY DISTRICT NO. 2

TELEPHONE 608-249-0705

3325 THURBER AVENUE • MADISON, WISCONSIN 53714

DATE: March 14, 2017

TO: CONSULTANTS SUBMITTING PROPOSALS FOR ENGINEERING SERVICES

FROM: Waunona Sanitary District #2

SUBJECT: CONSULTING PROPOSALS FOR THE FOLLOWING PROJECT:

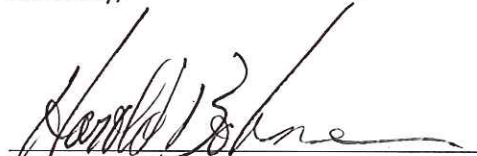
**Design Service and Contract Specification and Public Works Contract Drafting for:
Waunona Sanitary District #2 Lift Station Improvements**

The Waunona Sanitary District #2 (WSD #2) is requesting consultant proposals for a project to review the District's Sewer Lift Station and draft specification and bid documents for the purpose of letting a Public Works contract to bring the lift station up to a higher standard of safety and maintainability. The intent for the Request for Proposal is to allow consultants the opportunity to enter into a contract with the WSD #2 for the required work as detailed in the Request for Proposals.

Please refer to the Request for Proposals for all pertinent information and important RFP calendar dates. The Consultant selected for the work shall work closely with WSD #2, the City of Madison Engineering Division, and the Madison Metropolitan Sewerage District (MMSD).

Please carefully review the RFP and follow all instructions. The successful submittal should include a proposed contract for the WSD#2 to execute, subject to review of the WSD #2 attorney. Questions regarding this project may be directed to the project manager Mike Dailey (City of Madison) at 608-266-4058 or mdailey@cityofmadison.com.

Sincerely,



Hal Bohne, Commissioner

Waunona Sanitary District #2

REQUEST FOR PROPOSALS

Waunona Sanitary District #2 Lift Station Improvements
Waunona Sanitary District #2, Town of Blooming Grove

An RFP Administered by Waunona Sanitary District #2

with technical and administrative assistance from:

*City of Madison Engineering Division &
Madison Metropolitan Sewerage District.*

Due: Tuesday, April 11, 2017 12:00 PM

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RFP SUMMARY

| | |
|---|--|
| RFP TITLE | Waunona Sanitary District #2 Lift Station Improvements |
| DEADLINE FOR BID SUBMISSIONS | 12:00 P.M. CDT, Tuesday, April 11, 2017 Late proposals may be rejected. |
| SCOPE | The Waunona Sanitary District #2 (WSD #2) is seeking consultant proposals to review the WSD #2 Lift Station and draft plans, specifications, and bid documents for the purpose of letting a Public Works contract to bring the lift station up to a higher standard for safety and maintainability. The City of Madison Engineering Division and the Madison Metropolitan Sewerage District are assisting WSD #2 with this project. See the Detailed Scope within for complete scope considerations. |
| SUBMIT PROPOSAL TO: | Waunona Sewer District #2 3325 Thurber Avenue Madison, WI 53714 |
| LABELING | All mailed or hand delivered proposals must be packaged, sealed and clearly labeled. Electronic submittals shall include a cover letter with this information. Proposer's Name and Address TITLE: Waunona Sanitary District #2 Lift Station Improvements DUE: Tuesday, April 11, 2017; 12:00 PM CDT |
| DIRECT ALL INQUIRES TO: | Michael Dailey, Deputy City Engineer City of Madison Engineering Division Phone: 608-266-4058 Fax: 608-264-9275 Email: mdailey@cityofmadison.com An inspection of the Lift Station is not required to submit a proposal. Anyone desiring to inspect the Lift Station can do so by appointment only. Contact John Johnson at 608-695-9274. |
| QUESTIONS AND REVISIONS TO RFP: | <ol style="list-style-type: none"> 1. Submit questions in writing (mail, email, fax) no later than April 4, 2017 at 4:00 PM CST. Only written answers will be binding. 2. In the event that it is necessary to provide additional clarification or revision to the RFP, WSD #2 will issue addenda and post to the bid distribution websites – see below. It is the proposer's responsibility to regularly monitor the websites for any such postings. |
| DOCUMENTS AVAILABLE ON BID DISTRIBUTION WEB SITES: | State of Wisconsin VendorNet System: www.vendornet.state.wi.us City of Madison Public Works Projects Notices: www.cityofmadison.com/business/pw/requestForProposals.cfm Demandstar by Onvia: www.demandstar.com |

FORMAT OF SUBMITTALS

1. Submit proposal in separate, distinct parts or as a single document with separate tabs for the proposal components.
2. Proposal Components must be packaged, sealed and clearly labeled.
3. Submit the correct number of copies per table below.

COMPONENTS: Technical Proposal, Costs, Contract Term / Contract Form, Implementation / Schedule, and Form Signatures and Certifications.

| | |
|--|---|
| Four (4) copies <i>(1) signed original + (3) complete copy</i> | <ol style="list-style-type: none"> 1. Hard copy of Proposal / Components 2. RFP Forms A – D (may substitute own format in place of Form D) |
| One (1) complete copy | <ol style="list-style-type: none"> 3. Electronic Copy of complete proposal Electronic proposal should be in a PDF format stored on a common media (CD, DVD, or flash drive), identical in content and sequence to hardcopy proposals submitted. <i>Email is also an acceptable method of submission.</i> |
| <p><i>The electronic copy may be emailed to Mike Dailey at: mdailey@cityofmadison.com</i></p> | |

RFP CALENDAR

Please Note: These dates are for planning purposes. They represent the City’s desired timeline for implementing this project. Any revision to the Due Date for submission of proposals will be made by addendum. All other dates may be adjusted without notice, as needs and circumstances dictate.

| Date | RFP Activity |
|-----------------------------------|---|
| March 23, 2017 | Release of RFP |
| April 4, 2017 4:00 PM CST | Written Questions Due |
| April 6, 2017 12:00 p.m. CST | Response to Written Questions will be posted on DemandStar and Vendornet web sites and City of Madison RFP website. |
| April 11, 2017 12:00 PM CST | DEADLINE FOR SUBMISSION OF PROPOSALS |
| Prior to 4/17/2017 4:00 PM CST | Interviews of highest ranking submittals, if interviews are desired. |

April 18, 2017

Selection of Consultant

May 1, 2017

Approximate start of work (Assumes timely WSD #2 approval, negotiation of contract, execution, etc)

SECTION 1: SCOPE OF SERVICES

1.1. PROJECT OVERVIEW

The Waunona Sewer District #2 (WSD #2) is soliciting proposals from qualified contractors to provide contract specifications and documents including any plans or details necessary for purposes of bidding a public works project to improve the condition of the WSD #2 Sewerage Lift Station, in accordance with recommendations of Madison Metropolitan Sewerage District staff (MMSD), and in accordance with any other items the Consultant recommends and the WSD #2 agrees with. The successful Consultant will detail how they will complete this task and provide a schedule and cost estimate to do the necessary work. The City of Madison Engineering Division and the Madison Metropolitan Sewerage District will assist Waunona Sewer District #2 in the review of the Consultant RFP's, Selection of the Consultant, and review of the Consultant work in progress and final product.

Additionally, with submittal of the RFP, the Consultant shall submit a proposed contract form for use as an agreement between WSD #2 and the Consultant for this RFP contracted work (if consultant is selected).

1.2. TECHNICAL PROVISIONS

The technical provisions should include detailed information for bidders to bid on and perform the necessary repairs and work at the Lift Station. These include:

- 1) Electrical
- 2) Structural
- 3) Mechanical
- 4) Safety

The provisions shall be prepared in the format of a Public Works Project suitable for bidding and include general contract terms for a Public Works contract, including but not limited to: general contract provisions, bid due date, bid opening date, bid bond requirements, surety bond requirements, proposal, special provisions, standard provisions, and the agreement. The technical provisions shall be written and may also need to include details or plans where appropriate. The contract must specify the construction start and completion date and protocol for approvals of the construction work and payment.

The Consultant may use their own standard provisions or reference the City of Madison "Standard Specifications for Public Works Construction 2017 Edition" if applicable.

It is assumed that the Consultant shall address all items on the "Waunona Pumping Station Evaluation" Document as prepared by MMSD (see attachment A), unless noted otherwise below. When referencing the Evaluation Document, keep in mind the following:

#1 Electrical – while the electric service would be installed by the local Electric Utility, it should still be included in the contract for the coordination and the portion of work needed by a contractor. Possibly this would be bid with an allowance for the utility's portion of the cost.

#6 Electrical – Assume all of this task shall be completed by others (MMSD).

#13 & #14 Electrical – Assume only work to disconnect and remove the dialer. MMSD shall install a telemmetry system to replace the dialer

#18 Electrical – this is not to be bid, but rather a Consultant task to complete as part of the Constultant Contract.

#19 & #20 Electrical - Assume all of these 2 tasks shall be completed by others (MMSD).

#6 Structural – This task has already been completed.

#8 & #9 Stuctural - Assume all of these 2 tasks shall be completed by others (WSD #2).

#1 Safety – The Consultant will need to review this in detail and propose a design, which could include the option of removal of portions and / or other solutions.

Lastly, the Consultant shall review the Station in detail, along with the recommendations of the Evaluation Document, and propose any additional findings deemed necessary for correction.

DELIVERABLES

- 1) A complete Public Works Contract doucment suitable for advertising and receiving bids to complete the necessary work at the lift station. The bid documents shall be sealed by a professional engineer or multiple engineers.
- 2) A cost estimate (bid estimate) for a contractor to complete the desired work.
- 3) Electrical Drawings for the station (post construction).
- 4) A brief report of other findings or recommendations with respect to rehab work needed at the lift station.

1.3. COSTS

Provide a cost to complete the required work of this RFP. This should be a fixed cost or a range of cost with a maximum “not to exceed” cost.

1.4. CONTRACT TERM / CONTRACT FORM

Identify the proposed term.

The Consultant shall propose a contract form, which shall be subject to review and approval of the Waunona Sewer District #2 attorney. There must be agreement by both parties on the final acceptable contract form.

1.5. IMPLEMENTATION / SCHEDULE

The Consultant shall lay out a proposed schedule for completing the tasks of this RFP, more or less on the desired timeline of Waunona Sewer District #2.

SECTION 2: REQUIRED INFORMATION AND CONTENT OF PROPOSALS

2.1. COMPANY INFORMATION

- A. Firm Identification.** State name of the individual or firm, address of home and branch offices, nature of the organization (individual, partnership, or corporation; private or public; profit or non-profit). State organization's size including the number of employees and state whether it is a local, regional, national and international, in relation to providing services requested in this RFP. State the location of the office from which this engagement will be serviced and the range of activities performed at that office. Identify the state in which the firm is incorporated or chiefly located. Identify if the firm is licensed to operate in Wisconsin. Identify the number of years you have been in business supplying the services referenced herein and experience in serving governmental entities. Include name, title, and telephone number of person(s) in your organization authorized to negotiate the proposed contract.
- B. Background and History.** Describe briefly your firm's background, history, nature of services offered.
- C. Organizational Structure, Qualifications, Experience.** Describe the proposed organizational structure for those key employee(s) who will be involved in the execution and performance of the contract, their qualifications, experience, reporting responsibilities, and team interface with WSD #2 and their representatives.
- D. References.**
Provide the references in accordance with form D or similar.
- E. Financial Capability.** The successful proposer will be required to provide or make available for inspection, one or more of the following financial statements or reports, as evidence that he or she has the financial stability and capability to perform the work outlined within the scope of work. 1) Audited Balance Sheet and Income Statements for the past three (3) years (If unavailable, an unaudited Balance Sheet and Income Statement is acceptable); 2) Internal report which provides a three (3) year financial trend analysis; 3) Current credit report; 4) Letter from proposer's bank verifying financial stability; or 5) Any other financial status report which can be used to demonstrate financial stability and is approved by the City during the request for clarifications process.
- F. Disclosure of Contract Failures, Litigations.** Disclose any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation or investigation pending within the last three (3) years which involves your firm and all subcontractors involved in the project. List any contracts in which your firm and any subcontractor has been found guilty or liable, or which may affect the performance of the services

SECTION 3: GENERAL RFP ADMINISTRATIVE INFORMATION

3.1 RESTRICTION ON COMMUNICATIONS

All communications relating to this RFP must be directed to the RFP contact named above.

3.2 INQUIRIES AND CLARIFICATION OF SPECIFICATIONS

Proposers shall immediately notify the RFP contact of any questions, exceptions, clarification of any ambiguity, error, conflict, discrepancy omission or other deficiency or additions they have concerning the RFP document at this point in the RFP process. In the event that it becomes necessary to provide additional clarification or revision to the RFP, WSD #2 shall have the City will post an addendum – see par. 3.3 below. Proposers are responsible for checking the bid distributions sites regularly for such postings.

Direct all questions to the RFP contact, in writing via; mail, fax or email, no later than 4:00 PM on April 4th, 2017. WSD #2 and / or their representatives shall compile and issue a response to these questions in an addendum which will be published on the bid distribution networks indicated below:

www.demandstar.com and www.vendornet.state.wi.us and
www.cityofmadison.com/business/pw/requestForProposals.cfm

3.3 ADDENDA / OFFICIAL COMMUNICATION

During the solicitation process for this RFP, all official communication between the City (on behalf of WSD #2) and proposers will be made via notices on the bid distribution websites used by the City (www.demandstar.com and www.vendornet.state.wi.us and www.cityofmadison.com/business/pw/requestForProposals.cfm) The WSD #2 and their representatives shall post such notices, which will include, but not be limited to, addenda for any modifications to administrative or performance requirements, answers to inquiries received, clarifications to requirements, and the announcement of the apparent winning proposer. It shall be the responsibility of the proposers to regularly monitor these bid distribution websites for any such postings. Failure to retrieve such addenda and include their appropriate provisions in your response, may result in your proposal being disqualified.

3.4 ORAL PRESENTATIONS / SITE VISITS / PRE-BID MEETINGS

Proposers may be asked to attend meetings or make oral presentations in person. Such presentations or meetings will be at the proposer's expense. No pre-bid meetings are proposed, but consultants may arrange for inspection of the lift station per contact instructions on page 3.

3.5 ACCEPTANCE/REJECTION OF PROPOSALS

The WSD #2 reserves the right to accept or reject any or all proposals submitted, in whole or in part, and to waive any informalities or technicalities, which at the WSD #2's discretion is determined to be in the best interests of the WSD #2. Further, the WSD #2 makes no representations that a contract will be awarded to any proposer responding to this request.

The WSD #2 reserves the right to postpone due dates and openings for its own convenience and to withdraw this solicitation at any time without prior notice.

3.6 INCURRING COSTS

This request for proposals does not commit the WSD #2 to award a contract, pay any costs incurred in preparation of proposals, or to procure or contract for services or equipment.

3.7 PROPOSER'S RESPONSIBILITY

Proposers shall examine this RFP and contract documents and shall exercise their own judgment as to the nature and scope of the work required. No plea of ignorance of conditions or difficulties that exist or may hereafter arise in the execution of the work under this contract as a result of failure to make necessary examinations and investigations, shall be accepted as an excuse for any failure or omission on the part of the proposer to fulfill the requirements of the contract.

3.8 PROPOSER QUALIFICATIONS

The WSD #2 and their representatives may make such investigations as it deems necessary to determine the ability of the proposer to perform the work, and the proposer shall furnish to WSD #2 all such information and data for this purpose, as WSD #2 may request. The WSD #2 reserves the right to reject any proposal if the evidence submitted by, or investigated of, such proposer fails to satisfy the WSD #2 that such proposer 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.

3.9 PROPOSAL CONTENT

The evaluation and selection of a Consultant and the contract will be based on the information submitted in the Consultant's proposal plus references and any required meetings or presentations. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response.

Elaborate proposals (e.g. expensive artwork) beyond that sufficient to present a complete and effective proposal, are not necessary or desired.

3.10 WITHDRAWAL OR REVISION OF PROPOSALS

A proposer may, without prejudice, withdraw a proposal submitted prior to the date and time specified for receipt of proposals by requesting such withdrawal in writing before the due time and date for submission of proposals. Telephone requests for withdrawal shall not be accepted. After the due date of submission of proposals, no proposal may be withdrawn by the proposer for a period of 90 days or as otherwise specified or provided by law.

Any proposer may modify his proposal by fax communication to the WSD #2 or their representative at any time prior to opening of proposals. The communication shall not reveal the proposal price, but shall provide the addition or subtraction or other modification.

3.11 NON-MATERIAL AND MATERIAL VARIANCES

The WSD #2 reserves the right to waive or permit cure of nonmaterial variances in the offer if, in the judgment of WSD #2, it is in WSD #2's best interest to do so. Nonmaterial variances include minor informalities that do not affect responsiveness, that are merely a matter of form or format, that do not change the relative standing or otherwise prejudice other vendors, that do not change the meaning or scope of the RFP, or that do not reflect a material change in the services. In the event WSD #2 waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the Consultant from full compliance with RFP specifications or other contract requirements if the vendor is awarded the contract. The determination of materiality is in the sole discretion of the WSD #2.

3.12 MULTIPLE PROPOSALS

Multiple proposals from proposers are permitted; however, each must fully conform to the requirements for submission. Proposers must sequentially label (e.g. Proposal #1, Proposal #2) and separately package each bid. Alternate pricing proposals do not constitute multiple proposals.

3.13 DESIGNATION OF PROPRIETARY INFORMATION

Proposers are hereby notified that all information submitted in response to this RFP may be made available for public inspection according to the Public Records Law of the State of Wisconsin or other applicable public record laws. To the extent permitted by such laws, it is the intention of the WSD #2 to withhold the contents of the bid from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of the WSD #2. At that time, all bids will be available for review in accordance with such laws. Proposer may submit with this RFP separated and marked items that the proposer deems to be proprietary or otherwise confidential, and the specific reasons proposer is seeking confidentiality and the WSD #2 will handle such information according to applicable law, however the WSD #2 cannot ensure that the information will not be subject to release if a request is made under applicable public records laws. Neither a proposal in its entirety, nor price proposal information will be considered confidential, and the entire contents of any resulting contract cannot be considered confidential. The WSD #2 will not provide advance notice to a proposer prior to release of any requested record.

3.14 EXCEPTIONS

Proposer acknowledges that exceptions to any portion of this solicitation including terms and conditions may jeopardize acceptance of the proposal. The proposer must clearly indicate the exceptions taken and include a full explanation as a separate attachment to the Proposal. The failure to identify exceptions or proposed changes with a full explanation will constitute acceptance by the proposer of the Solicitation as proposed by the WSD #2. The WSD #2 reserves the right to reject a proposal containing exceptions, additions, qualifications or conditions not called for in the solicitation.

3.15 BINDING OFFER

A proposal submitted in response to this RFP shall constitute a binding offer. Acknowledgement of this condition shall be indicated, on the "Request for Proposal Signature Page," by the signature of the proposer or an officer of the proposer legally authorized to execute contractual obligations. By submitting a proposal, the proposer affirms its acceptance of the terms and conditions of this RFP, including its attachments and exhibits, without exception, deletion or qualification, and without making its offer contingent.

3.16 EXECUTED CONTRACT

The WSD #2's Request for Proposal, the proposal responses, written communications and the resulting Contract constitute the entire Contract between the parties. The hierarchy of documents in descending order for resolution is as follows:

- a. Official Contract
- b. Any finally negotiated terms and conditions
- c. Applicable Request for Proposal, amendments/attachments
- d. Response received
- e. Written communications

3.17 PROPOSAL EVALUATION AND AWARD

PRELIMINARY EVALUATION

Received proposals will be reviewed for completeness and compliance with RFP guidelines. All incomplete RFP's submitted may be determined nonresponsive and removed from the evaluation process. To be considered complete, RFP's shall include all required submittals listed in the checklist (Form A - Part II) and shall be signed and dated. In the event that all proposers do not meet one or more of the requirements, the WSD #2 reserves the right to continue the evaluation of the proposals that most closely meet the requirements of this RFP.

PROPOSAL EVALUATIONS, INTERVIEWS AND/OR SITE VISITS

The WSD #2's RFP Selection Committee will make the final selection and recommendation following the evaluation of the proposals which may include meetings, interviews, presentations, if deemed necessary, with some or all of the proposers. However, the WSD #2 may make preliminary selection(s) on the basis of the original proposals only, without negotiation or interviews with any proposers. If interviews are conducted, the Selection Committee may choose to re-rank the finalists' proposals based upon the written documents submitted and any clarifications offered in the interviews.

BEST AND FINAL OFFER

The Selection Committee may request best and final offers from one or more proposers determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Proposers 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 discussions, there shall be no disclosure of any information derived from proposals submitted by competing proposers. If best and final offers are requested, they will be evaluated against the stated criteria, scored and ranked. The WSD #2 reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer(s) prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer(s), the WSD #2 may negotiate a contract with the next highest scoring proposer.

CLARIFICATION AND CONSIDERATION OF PROPOSALS

During the evaluation of proposals, the WSD #2 reserves the right to contact any or all proposers to request additional information for purposes of clarification of RFP responses, reject proposals which contain errors, or at its sole discretion, waive disqualifying errors or gain clarification of error or information. In making their selection under this RFP, the WSD #2 and the RFP Selection Committee will consider the submittals, Contractor interviews, general qualifications, prior history of performance, and cost.

PRICE AND/OR COST ANALYSIS

The WSD #2 reserves the right to conduct a price and/or cost analysis to determine if the price is fair and reasonable. If only one responsive proposal is received, a detailed price and/or cost analysis may be requested of the single proposer. Proposers shall cooperate as needed with the WSD #2's efforts to perform said analyses.

NEGOTIATION

The WSD #2 reserves the right to negotiate final fees and scope of services with the selected Consultant, potentially including the final composition of the Consultant team.

PROCESS

At any phase, the WSD #2 reserves the right to terminate, suspend or modify this selection process; reject any or all submittals; and waive any informalities, irregularities or omissions in submittals, all as deemed in the best interests of the WSD #2.

RIGHT TO REJECT PROPOSALS AND NEGOTIATE CONTRACT TERMS

The WSD #2 reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer(s) prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer(s), the WSD #2 may negotiate a contract with the next highest scoring proposer.

BASIS FOR EVALUATION AND AWARD.

The WSD #2 will have sole discretion as to the methodology used in making the award. The award will be made to the responsible and responsive proposer who offers the best combination of criteria to include, but not limited to: qualifications, experience, capability, management, accountability, past and current performance, adherence to applicable state and federal regulations, location, and cost, all in compliance with the specifications and requirements of this solicitation.

3.20 PUBLIC OPENINGS

There shall be no public opening on the due date and time specified in this RFP.

3.22 BID DISTRIBUTION NETWORKS

The City of Madison, on behalf of WSD #2 posts all bid announcements, addenda notices, and bid/RFP documents on two bid distribution networks. All proposers must access documents, information, amendments or supplements from either one of these websites. It shall be the responsibility of the proposers to regularly monitor the bid distribution websites for any such postings. Failure to retrieve such addenda and include their appropriate provisions in your response, may result in your proposal being disqualified.

- **State of WI VendorNet System**
(WI state and local agencies post bids on this network. **Registration is FREE.**)
<http://vendornet.state.wi.us/vendornet/default.asp>
- **DemandStar by Onvia**
(National bid distribution system – **FREE** if registering for the WI Association of Public Purchasers (WAPP) consortium.)
<http://www.onvia.com/WAPP> - to register
<http://www.demandstar.com> – website

RFP FORM A

SIGNATURE AFFIDAVIT

Note: This form must be returned with your proposal response.

In signing this proposal, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening of proposals to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, submitting this proposal, hereby agrees with all the terms, conditions, and specifications required by WSD #2 in this Request for Bid, and declares that the attached proposal and pricing are in conformity therewith, and attests to the truthfulness of all submissions in response to this solicitation..

Proposer shall provide the complete information requested below. Include the legal name of the Proposer and signature of the person(s) legally authorized to bind the Proposer to a contract.

| Proposal Invalid Without Signature | |
|--|---------------|
| SIGNATURE OF PROPOSER: | DATE: |
| NAME AND TITLE OF PROPOSER: | COMPANY NAME: |
| TELEPHONE: | ADDRESS: |
| FAX NO.: | |
| Person to Be Contacted If There Are Questions about Your Proposal (if different from above) | |
| NAME: | TITLE: |
| TELEPHONE: | FAX NO.: |

RFP FORM B

RECEIPT FORMS and SUBMITTAL CHECKLIST

| RECEIPT OF FORMS. | | |
|---|---|--|
| The undersigned hereby acknowledges the receipt of the following forms: | | |
| Request for Proposal (Initial all <u>applicable</u> forms) | Initial to acknowledge receipt of RFP Documents | <u>Required Submittals Checklist</u> Initial all submitted documents |
| RFP SECTIONS: | | |
| Section 1: Scope of Services | | |
| Section 2: Required Information and Content of Proposals | | |
| FORMS: | | |
| RFP Form A, RFP Form B, RFP Form C, RFP Form D | | |
| ATTACHMENTS | | |
| Waunona Pumping Station Evaluation (by MMSD) | | |
| ADDENDA | | |
| Addendum No. ____ Dated: _____ | | |
| Addendum No. ____ Dated: _____ | | |

| SUBMITTALS CHECKLIST. | | |
|--|--|--|
| The undersigned hereby acknowledges the submittal of the following forms: (Initial all applicable forms) | | |
| COST, RFP FORMS, CERTIFICATIONS AND ELECTRONIC PROPOSAL | | |
| 4 copies | <p>COMPANY INFORMATION: background, qualifications, experience, capabilities, references, financial capacity, your willingness to execute the contract form.</p> <p>TECHNICAL INFORMATION: Description, specifications, system capabilities and features, implementation schedule, training, term of the contract, maintenance, support, security, etc.</p> <p>COST: Cost Proposal, cost to City, cost to Vendor, training costs, other costs, etc.</p> | |
| 4 copies | <p>REQUIRED RFP FORMS:</p> <ol style="list-style-type: none"> 1. RFP FORM A: Signature Affidavit 2. RFP FORM B: Receipt Forms and Submittal Checklist 3. RFP FORM C: Contractor Profile 4. RFP FORM D: Contractor References (may use own format) | |
| 1 copy | ELECTRONIC COPY – Complete Proposal | |

PROPOSER: _____

RFP FORM C

CONTRACTOR PROFILE

1. **Proposing Company Name:** _____
2. FEIN _____ OR _____ (If Sole Proprietorship, provide SSN upon award, if FEIN is N/A)
DUNN AND BRADSTREET NO. _____
3. **Form of Organization:**

| | | |
|--|---|--|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> General Partnership |
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Unincorporated Association | <input type="checkbox"/> Other: _____ |
4. **Location of Main Office:** _____
ADDRESS _____ CITY _____ STATE _____ ZIP+4 _____
5. **Location of Office servicing City of Madison account:** _____
ADDRESS _____ CITY _____ STATE _____ ZIP+4 _____
6. **Principal Information and Contact:**
NAME _____ TITLE: _____
TEL _____ TOLL FREE TEL _____
FAX _____ E-MAIL _____
7. **Contact Person about your proposal if different from above:**
NAME _____ TITLE: _____
TEL _____ TOLL FREE TEL _____
FAX _____ E-MAIL _____
8. **Orders and Billing Contacts and Mailing Address:**
NAME _____ TITLE: _____
TEL _____ TOLL FREE TEL _____
FAX _____ E-MAIL ADDRESS _____
ADDRESS _____ CITY _____ STATE _____ ZIP+4 _____

RFP FORM D PROPOSER REFERENCES

FOR VENDOR: _____

Provide company name, address, contact person, telephone number, and appropriate information for four (4) or more services provided with requirements similar to or applicable to those included in this solicitation document. If vendor is proposing any arrangement involving a third party, the named references should also be involved in a similar arrangement.

Company Name _____

Address (include ZIP) _____

Contact Person _____ Phone No. _____

Contract Period _____

Services Provided _____

Company Name _____

Address (include ZIP) _____

Contact Person _____ Phone No. _____

Contract Period _____

Services Provided _____

Company Name _____

Address (include ZIP) _____

Contact Person _____ Phone No. _____

Contract Period _____

Services Provided _____

Company Name _____

Address (include ZIP) _____

Contact Person _____ Phone No. _____

Contract Period _____

Services Provided _____

Waunona Pumping Station Evaluation (Attachment A – pages 18 thru 23)

November 18, 2016

-The following are a list of immediate needs deemed by MMSD maintenance staff that needs to be addressed prior to MMSD operating the Waunona Sanitary District No. 2 pumping station

Electrical

What follows is what the MMSD Electrical Department feels is the minimum that needs to be completed at the station electrically to make it safe to operate and to be able to safely perform maintenance for the short term.

1. Replacement of the existing overhead service with and underground service
 - o 3 wire with neutral and ground either 480vac or 208vac, 100 amp
 - o The existing structure is no longer capable of supporting an overhead service.

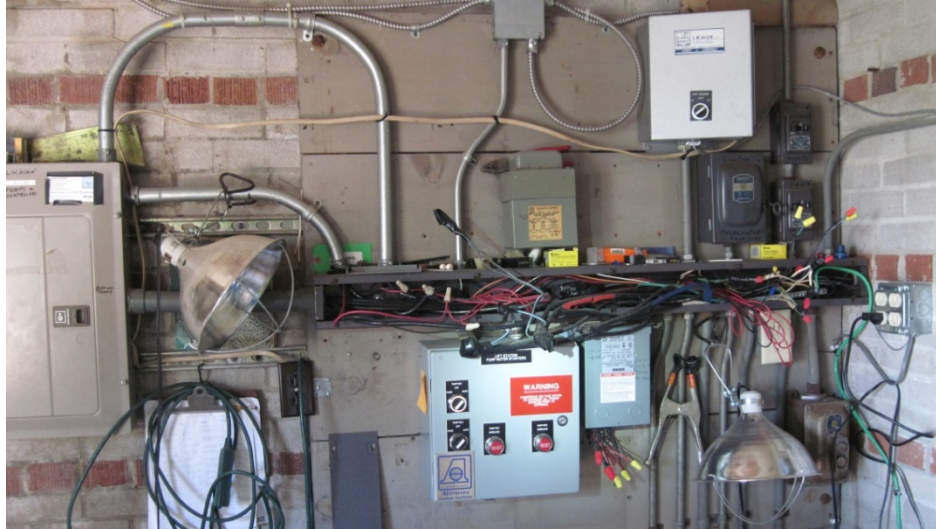


2. Replacement of utility meter socket
3. Installation of station fused disconnect with modern low peak fuses



4. Installation of proper grounding field
5. Replacement of the power Distribution Panel to accommodate the new service
6. Arc flash / shock hazard study, including labeling of equipment using MMSD standard label
 - o To be completed by MMSD Electrical Engineering Department
7. Install a means to properly lockout and tag out the pumps
8. Properly install the conduit to each pump motor
9. Replacement of bad vent fan motor after re-piping
10. Restore the function of all lights within and outside the station
11. Re-termination of all wet well float balls and installation of intrinsic barriers

12. Installation of automatic sump pump controls
13. Removal of receptacle for dialer that is powered from separate building
14. Reprogram the dialer to call MMSD operators
15. General clean-up and enclosure of all wiring and connections (to be completed after new service and arch flash study)



16. Verify/repair the function of all electrical circuits
17. Seal the wet well off from the rest of the station



18. Creation of electrical drawings for the station
19. Creation of all electrical assets in MMSD computerized maintenance management system
20. Creation of a yearly electrical preventative maintenance standard operating procedure

Structural

1. Properly cover the holes in the floor where the pump motors used to be



2. Removal of false ceiling that is falling out



3. Tuck-point brick at south and east walls
4. Replace door and Lockset to control room
5. Replace rungs to pump well with ladder
6. Replace roof and fascia cover (current staff indicated this is going to be completed soon)
7. Repair/ install new ventilation system in pump well that is separate from wet well

8. Removal of all non-station related equipment and debris



9. Removal of the truck from in front of the station to allow the alarm light to be seen
o Or removal of alarm light and horn if going to rely on dialer



Mechanical

1. Repair or replace sump pump. It's currently not functioning.



2. Replace both discharge check valves.



3. Replace both suction isolation valves or repair so they are operable.
4. Clean up and paint pumps and pipes
5. Volute bolt was broke off. Extract broke off bolt and install a new bolt.

Safety

1. There are some wood planks – looks like a work surface. No guardrail or way of tying off unless piping can support 5000lbs as an anchor point

