



REQUEST FOR PROPOSALS

Engineering Services for Madison Water Utility Prairie Road Water Tower

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December 1, 2010

I. INTRODUCTION

Madison Water Utility is soliciting proposals for engineering services to include but not be limited to: development of documents suitable for bidding, scheduling, and cost estimating for the abandonment of an existing 100,000 gallon elevated water tower, and the construction of a new 400,000 gallon elevated water tower to be located adjacent to Madison Water Utility Unit Well 20, 2829 Prairie Road, Madison, Wisconsin.

II. PROJECT BACKGROUND

- A. Existing elevated tank: The existing water tower is a 100,000 gallon elevated tower built in 1976 by Chicago Bridge and Iron and is 125 feet high from base to overflow. The approximate dimensions include a 15 foot cone, an 80 foot stem, and a ball with a 30 foot head range. In addition there is an existing well and booster station on site, as well as a 4.2 MG ground storage reservoir.

The tower was damaged by a fire on May 14, 2010 during a repainting operation. Even though a subsequent structural analysis showed that the steel was not compromised by the fire the Madison Water Utility has decided that, due to the need for additional elevated storage in this pressure district, the tower will be replaced rather than be rebuilt. The new tower shall be constructed to the same elevation as the existing tower.

The tower is presently filled with two 1100 gpm booster pumps in the adjoining booster station.

City records show four cell companies have equipment mounted on the existing tower.

An aerial photo of the existing reservoir prior to the fire is included below:

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B. Project Intent:

It is the intent of the Madison Water Utility that a single City of Madison Public Works contract be let for the demolition of the existing tower and the construction of the new tower and associated site piping up to the booster station.

C. Budget:

The Water Utility has budgeted \$ 1,000,000 for this project. Firms shall develop a budget for the work as a part of the proposal and any budget concerns on the project shall be detailed in the proposal.

D. Schedule:

It is anticipated that the Water Utility will be authorized on January 4, 2011 by the City of Madison Common Council to execute this contract with the Consultant.

Plans and specifications for the removal of the existing tower and the construction of the new tower shall be completed by March 1, 2011. It is the intent of the



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Madison Water Utility that a City of Madison Public Works contract be awarded and executed by June 1, 2011.

III. SCOPE OF SERVICES

- A. The Consultant shall prepare construction drawings and technical specifications for the demolition of the existing tower and the construction of a new 400,000 gallon tower to be included in an existing City of Madison Public Works Contract.
- B. The Consultant shall obtain all necessary regulatory permits.
- C. The Consultant shall prepare an opinion of probable cost and provide bidding assistance as needed including answering technical questions and reviewing proposals as required.
- D. The Consultant shall be responsible for field observation including reviewing all shop drawing submittals, attending a preconstruction meeting, inspecting work for compliance with plans and specifications, preparing a punchlist and monitoring corrective actions taken, reviewing partial payment requests and assisting with contract administration as needed.
- E. The Consultant shall assist the Water Utility with public participation including attending up to two public meetings.
- F. The Madison Water Utility will provide the following services:
 - 1. Designate a project manager.
 - 2. Provide a list and contact names for all cell companies with facilities on the tower.

IV. WATER UTILITY PROJECT TEAM

- A. Water Utility Project Manager and point of contact:

Dennis M. Cawley, P.E.
Madison Water Utility
119 East Olin Ave.
Madison, WI 53713



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Phone: (608) 261-9243
Fax: (608) 266-4644
Email: dcawley@cityofmadison.com

V. PROPOSAL

A. General:

1. The proposal will be limited to no more than **Five (5) pages**
2. A minimum of 3 of the pages shall have a maximum size of 8.5 x 11 and no more than 2 of the 5 pages may be 11 x 17 size.
3. Any submitted resumes shall not exceed one page in length per person. Resumes are not included in the page count for the proposal.

B. Statement of Qualifications and Work History, to include but not necessarily be limited to:

1. Documentation of qualifications of the proposed project team on projects of similar size and complexity.
2. Proposed Subcontractors with their proposed portion of the work and a listing of the appropriate qualifications and references with phone numbers.
3. Detailed scope and project approach
4. Provide names and phone numbers of three references

C. Projected Hours and Estimated Costs -

1. Submit a detailed estimate of hours and costs for the work
2. Submit the estimated hours and associated costs in a separate sealed envelope clearly marked **“Projected Hours and Estimated Costs”**.

D. Submit four copies of the proposal to the following address:

Madison Water Utility
119 E. Olin Avenue
Madison, Wisconsin 53713

The submittal shall be clearly marked:

**“Proposal For Engineering Services -
Prairie Road Water Tower”**



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- E. Due Date and Time:
1. The submittal is due no later than **3:00 p.m. Wednesday December 15, 2010.**
 2. The Water Utility is not responsible for late deliveries.
 3. Submittals received after the designated time shall be returned unopened.

VI. SELECTION PROCESS

- A. The selection will be based on demonstrated qualifications in the design and construction of projects of similar size and complexity, an established understanding of the project objectives, and a capability of working as a team with Water Utility staff toward the successful completion of the project.
- B. Selection Committee: The Selection Committee shall be made up of 3 or 4 members selected by Water Utility staff.
- C. Ranking
1. Submittals will be ranked based on the following categories:
 - a) Experience/Qualifications
 - b) Project Understanding
 - c) Proposed Project Team
 - d) Proposed Scope of Work
 - e) If Necessary, Projected Hours and Costs
 2. Final Selection:
 - a) The Firm judged to be the most qualified based on all of the information presented will be selected by the committee.
 - b) The selected Firm shall be notified in writing. No other method shall be considered to be official notification of selection by the Water Utility.
 - c) The selection of the committee shall be final.

VII. CONTRACT

- A. The Firm that is recommended for award of this Contract will be required to negotiate an equitable contract with the Water Utility based on the approved Scope of Work.
- B. The selected Firm will then enter into a standard City of Madison Contract for Purchase of Services. A copy of this standard contract is attached for your review.