

REQUEST FOR PROPOSAL

NORTH SHERMAN BLVD. RELAY PROJECT

CONTRACT C05021D01

The Milwaukee Metropolitan Sewerage District (DISTRICT) is inviting engineering consulting firms (CONSULTANT) who have experience in sanitary sewer design to submit sealed proposals for engineering services for the North Sherman Blvd. Relay North 31st Street Diversion projects.

PROJECT BACKGROUND AND SUMMARY OF SCOPE OF SERVICES

This project combines the North Sherman Blvd Relay and the North 31st Street Diversion projects from the 2010 Facility Plan into one. The North Sherman Blvd project consists of replacing 1,420 linear feet (LF) of existing 12-inch Metropolitan Interceptor Sewer (MIS) with a new 15-inch MIS. The North 31st Street project consists of diverting flow from an existing MIS by relaying 770 LF of 24-inch sewer in the opposite direction with 15-inch pipe and adding 2,700 LF 21-inch sewer.

These projects are recommendations only, and this project requires more detailed review by the CONSULTANT. The first phase of this project will be a detailed review of the recommendations of the Facilities Plan and preparation of Preliminary Engineering Reports for each of the MISs. Once final recommendations are determined the CONSULTANT will provide design engineering, prepare construction Contract Documents and provide engineering services during construction (ESDC) for both projects. The DISTRICT anticipates that the projects will be constructed under one set of construction Contract Documents.

Excerpts from the Facilities Plan and other pertinent information are included as **Attachment D**.

A detailed Scope of Services is shown in **Attachment A**.

GENERAL

Firms wishing to be considered in the consultant selection process must submit seven (7) copies of their technical proposal and one (1) separate sealed compensation package **no later than 10:30 a.m., local Milwaukee time, October 23, 2003.**

The complete proposal package shall be plainly marked as shown in the box below. A complete proposal package shall consist of two individual packages (envelopes) that are both placed within a single complete proposal package. The **first package** (seven copies) shall contain the proposal transmittal letter and the firm's technical and qualification proposal, without the proposed compensation. A **second sealed package** (one copy) shall also include the proposal transmittal letter, and the proposed compensation. The single complete proposal package and each of the two individual packages shall be marked as shown in the box below.

<p style="text-align: center;">Mr. James P. Morgan Senior Contract Administrator Milwaukee Metropolitan Sewerage District 260 West Seeboth Street Milwaukee, WI 53204-1446</p> <p>(Label as appropriate: COMPLETE PACKAGE, TECHNICAL AND QUALIFICATION PACKAGE, OR COMPENSATION PACKAGE)</p> <p>Project Name: _____</p> <p>District Contract No: _____</p> <p>Submittal Date: _____</p> <p>Firm Name : _____</p>
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The proposal transmittal letter shall be on company letterhead signed by a person authorized to submit and sign a proposal, the firm name, address, telephone number, the name of the person authorized to submit/sign the proposal, and his/her title, telephone number and e-mail address.

Proposals received after the designated time will not be considered in the selection process and will be retained unopened until after award. The DISTRICT reserves the right to accept or reject any or all proposals and to waive informalities or irregularities in the selection process.

If it becomes necessary to revise any part of the Request for Proposal or otherwise provide additional information, an addendum will be issued by the DISTRICT and furnished to all firms that have received copies of the original Request for Proposal.

The DISTRICT will not be liable for any costs incurred by the respondents in replying to this Request for Proposal. The DISTRICT is not liable for any costs for work or services performed by the selected CONSULTANT prior to a written Notice to Proceed.

Requests for further information or questions regarding this Request for Proposal should be addressed only to the individual listed below. UNAUTHORIZED CONTACT REGARDING THIS REQUEST FOR PROPOSAL WITH ANY DISTRICT EMPLOYEE MAY RESULT IN DISQUALIFICATION. Any oral communication will be considered unofficial and non-binding. Proposers shall rely only on written addenda issued by the individual listed below.

**Mr. James P. Morgan
Senior Contract Administrator
260 West Seeboth Street
Milwaukee, WI 53204-1446
Telephone: (414) 225-2132
Fax: (414) 271-0829
E-mail: jmorgan@mmsd.com**

This Request for Proposal is available on the DISTRICT's Web site at www.mmsd.com.

To the extent permitted under Wisconsin law, all proposals will be kept confidential. In the event any Proposer believes that any information submitted with its proposal is confidential, classified or proprietary business information, such information should be explicitly identified and marked. The reason for such designation should also be stated.

Proposals will only be accepted from firms authorized to do business in the State of Wisconsin.

SMALL, WOMEN AND MINORITY BUSINESS ENTERPRISE PARTICIPATION

It is the policy of the DISTRICT that Small, Women's and Minority Business Enterprises (S/W/MBE) shall have the opportunity to participate in all RFP's. The participation goals for the DISTRICT are currently 5% for small business, 2% for women's business and 13% for minority business enterprises. Minority and Women-Owned businesses proposed to participate on the contract must be certified as a Minority or Women-Owned Business. Small Businesses must be registered with the DISTRICT and are defined as businesses not exceeding \$2.5 million in gross sales during the recent calendar or fiscal year.

The Proposers are expected to take affirmative steps to assure the S/W/MBE's are utilized in this contract. Information on MBE or WBE certification may be obtained by contacting Shaleta Dunn, the DISTRICT's S/W/MBE Coordinator, at (414) 225-2238, or sjdunn@mmsd.com.

The DISTRICT will recognize the following certifications performed by the organizations below. Firms interested in obtaining applications for certification should contact those organizations.

- Existing **Women Business Enterprise (WBE)** and **Minority Business Enterprise (MBE)** certifications determined by the Joint Certification program until those certifications expire.

- **Minority Business Enterprise (MBE)** certification by the Wisconsin Department of Commerce, Bureau of Minority Business Development.
Contact: Marketing/Certification Department, (608) 267-9550
<http://www.doa.state.wi.us/dsas/mbe/index.asp>
- **Minority Business Enterprise (MBE)** certification by the Wisconsin Supplier Development Council. 608-241-5858.
Contact: Executive Director, (608) 241-5858, or <http://www.nmsdcus.org/>
- **Disadvantaged Business Enterprise (DBE)** certification by the Wisconsin Department of Transportation provided they reflect certification because of minority or women-owned status.
Contact: Office of Disadvantaged Business Enterprise Programs, (608) 266-6961
<http://www.dot.state.wi.us>
- **Disadvantaged Business Enterprise (DBE)** certification by the Milwaukee County Office of Disadvantaged Business Development Programs, provided they reflect certification because of minority or women-owned status.
Contact: DOA, Disadvantaged Business Development Program, (414) 278-5248.
- **Small Disadvantaged Business (SDB)** certification by the U.S. Small Business Administration provided they reflect certification because of minority or women-owned status.
Contact: Business Opportunity Specialist, (414) 297-3951, or www.sba.gov
- **Women Business Enterprise (WBE)** certification by the Business Educational Consortium, Inc.
Contact: Executive Director, (414) 540-9380, or www.becifirst.org

Those firms interested in obtaining **Small Business Enterprise (SBE)** certification with the DISTRICT should contact the DISTRICT's Small, Women, and Minority Business Enterprise Coordinator: Shaleta Dunn at (414) 225-2238, or sjdunn@mmsd.com

A firm selected by the Proposer can only satisfy one of the three categories. The same firm may not, for example, be listed for participation as a MBE organization and a SBE organization even if the level of participation exceeds each category's goal.

All firms must be registered or certified prior to the submittal of the proposal. A Proposer is at risk in that there may be an issue of time to certify or register if it intends to use a firm that is not certified or registered at the time the RFP is submitted.

NON DISCRIMINATION

The DISTRICT has adopted a Non-Discrimination and Equal Employment Opportunities policy. The following is an excerpt from that policy:

"It is the DISTRICT's policy to encourage equal employment opportunity practices on the part of private businesses. Persons seeking to do business with

the DISTRICT are expected to comply with applicable Federal and Wisconsin State laws, regulations and orders relating to equal employment and non-discrimination with regard to employees and subcontractors. To this end, the DISTRICT shall include equal employment opportunity and non-discrimination requirements as part of the DISTRICT's purchasing and contracting procedures."

In accordance with that policy, the DISTRICT requires that the Proposer complete and submit the Certification of Non-Discrimination (**Attachment B**) and the Equal Employment Opportunity Data form (**Attachment C**) with the Proposal

INSURANCE

This project is covered under the DISTRICT's Owner Controlled Insurance Program (O.C.I.P.) and the DISTRICT will furnish the following coverage: Professional Liability Insurance (on-site and off-site work, \$100,000 deductible), Workers Compensation Insurance (on-site work), General Liability Insurance (excluding Automobile; on-site work), and ALL Builders Risk, including Transit Insurance Coverage (on-site work). CONSULTANTS should not include insurance costs for this O.C.I.P.

For reference, **Attachment E** contains the standard Insurance Requirements as contained in the DISTRICT's engineering contracts.

SELECTION PROCESS AND SCHEDULE

The proposals considered in the selection process will be evaluated by a Consultant Section Advisory Committee (CSAC) according to the criteria and point system presented below. The DISTRICT will not release the names of committee members and requires that CONSULTANTS direct any questions to the aforementioned DISTRICT Contact Person.

The CSAC will evaluate the proposals utilizing the proposal evaluation criteria (except compensation). Based on the aforementioned evaluation, the CSAC will make a recommendation to the Selection Overview Committee (SOC). Only compensation packages of the highest-rated proposals will be opened. There will be no required number of compensation packages opened.

Following evaluation of the compensation packages, the SOC will recommend to either to select a consultant based solely on the proposals or to interview the highest-rated CONSULTANTS. If the selection is made based solely on the proposals, the DISTRICT will send a letter to all proposers informing them of the DISTRICT's selection and the date of anticipated DISTRICT Commission meeting to award the contract. If the DISTRICT intends to hold interviews, the CONSULTANTS to be interviewed will be contacted to schedule an interview. Following the interview and consultant selection, the DISTRICT will initiate negotiations with the highest-rated consultant, and a letter will be sent to all proposers informing them of the DISTRICT's selection and the date of anticipated DISTRICT Commission meeting to award the contract. The interview will further evaluate the consultant in the following categories: (1) Project Manager/Key Personnel; (2) Overall Qualification of Firm/Team; and (3) Project Approach. The point values or ratings for these categories are subject to change based upon the interview.

Following selection of the highest rated proposer, the DISTRICT will negotiate contractual terms, level of effort and scope of services, and upon successful negotiations an award recommendation will be made to the DISTRICT Commission. Contract award will be made to the Proposer whose proposal best complies with the Request for Proposal and will be the most advantageous to the DISTRICT. The DISTRICT, because of time constraints and depending upon the thoroughness of the proposals, may at its sole option award a contract based upon the initial proposal submittal. Do not assume there will be an opportunity for submittal of additional information. Submit your proposal as if it were your “best and final offer.”

The following is the proposed schedule for this project:

September 25, 2003	Distribute RFP
October 7, 2003	Pre-Proposal Meeting at DISTRICT Headquarters (10:30 am)
October 23, 2003	Deadline for Receipt of Proposals
October 28, 2003	Selection by Committee
December 15, 2003	Commission Award
January 7, 2004	Notice to Proceed
Late Summer 2004	Preliminary Report Completion
Spring 2005	Construction Documents Completion

PROPOSAL EVALUATION CRITERIA

The following information must be included in each Proposal and will form the basis of the evaluation. The point number is the weight of each criterion. Interviews may be conducted to obtain additional information regarding the proposal.

PROJECT MANAGER/KEY PERSONNEL – 25 points

The name and qualifications of the Project Manager (PM) to be assigned to this project. Include the Project Manager's prior similar experiences on:

- Projects which best illustrate his/her expertise to perform the requested services.
- Track record in meeting schedules and budgets
- Developing and implementing cost effective design process
- Use of CSI or DISTRICT Specifications

For any projects listed include the name and phone number of the owner’s representative in charge of the project.

Provide the identity and qualifications of Key Personnel (both prime and sub consultants) to work on this project, including the adequacy and appropriateness of their credentials and

capabilities, expected project assignments, the extent of their project participation, and the relevance of their prior experience to this project.

Provide an organizational chart illustrating the relationship between the PM, QA/QC Coordinator and Key Personnel. Identify sub consultants in the organizational chart by name, firm, and if S/W/MBE.

Provide resumes of PM and Key Personnel only.

PROJECT APPROACH - 25 points

The proposed project approach should include the following:

- A statement of project understanding.
- A management/technical approach that should describe the utilization of specific methodologies and techniques to perform the tasks outlined in **Attachment A**. Clearly explain reasons for modifications or expansions of tasks.
- A proposed level of effort document which includes:
 - A listing of all major tasks, see **Attachment A**.
 - A detailed inventory of all proposed project personnel by task.
 - Proposed hours for all project personnel (including Sub consultant personnel) by task.
 - QA/QC effort for required documents.
 - Modifications or expansions of tasks should be clearly delineated in the level of effort documents
- The Proposer must list and describe all assumptions used in developing the level of effort document.
- A detailed schedule for all tasks. The proposed schedule should meet the timeline set forth in the RFP. The schedule should highlight key milestones.
- Include a detailed description of the quality control plan that will be utilized during this project. The plan should include specific procedures to be used in assuring that the quality of the design deliverables meet the DISTRICT's criteria and the standard of ordinary professional care. The plan should detail the products to be reviewed for this project, reviewer's identity, review timing and frequency, review documentation, dispute resolution procedure, and sign-off requirements.
- A geotechnical methodology which describes the location, number of and depth of borings, and number of and type of tests proposed. Provide reasoning for your selections.

OVERALL QUALIFICATIONS OF FIRM/TEAM - 15 points

Provide a brief description of the overall qualifications of your firm and project team. Emphasis should be placed on the project team rather than simply the prime consultant. Coordinate this section with the S/W/MBE section to illustrate relationships between firms and individuals that strengthen the team and/or foster mentoring opportunities.

Provide examples (not more than three) of similar projects performed by your team within the last five years. The examples should include the nature of your involvement in the project, any special environmental, political or technical problems involved in the project, how the problems were resolved, the name and phone number of the owner's representative in charge of the project, the fee for the project, the total project cost, and when the project was performed.

S/W/MBE INVOLVEMENT - 10 points

Provide a list of Small/Women/Minority Business Enterprise firms proposed to work on this project. The list should include the proposed percentage and experience in the type of work for each S/W/MBE firm. These goals are separate initiatives and one firm cannot be used to satisfy more than one goal. The percent involvement, the meaningfulness of the involvement and the capability of the S/W/MBE firm to perform the work will be evaluated under the criteria.

PREVIOUS EXPERIENCE WITH THE DISTRICT – 5 points

Consultant Evaluation Forms are completed by DISTRICT project engineers for all consulting firms who have done business with the DISTRICT. These firms will be evaluated according to (1) Quality of Work, (2) Performance Against Schedule, and (3) Performance Against Budget. A maximum of five points will be awarded to firms based on these evaluations. If a firm has no previous experience with the DISTRICT, the maximum points will be awarded. Firms with previous experience should provide a list of the DISTRICT projects they have worked on.

COMPENSATION REQUIREMENTS - 20 points

Present a **separate sealed package** with the proposal that is plainly marked, "Compensation Proposal to Accomplish General Scope of Services." The compensation proposal shall include the following to complete the proposed scope of services as identified in **Attachment A**.

- A listing of all major tasks as presented in **Attachment A**, under “**RESPONSIBILITIES OF THE CONSULTANT.**”
- Provide a cost breakdown by task for the project.
- A detailed inventory of all proposed project personnel by task.
- Proposed hours (level of effort) and hourly rates (raw and billable) for all project personnel (including sub consultant personnel) by task.
- Proposed indirect cost rate and fee.
- Identification of sub consultant’s involvement by task.
- Itemization of expenses by task.
- A spreadsheet of the total costs associated within the proposal by your firm and those sub consultants/subcontractors you are utilizing along with the percentage of participation of

each sub consultant/subcontractor that is based on the proposed total dollar amount of the project.

- Provide a separate itemized cost for **geotechnical services** associated with this project which should include all staff time, expenses and subcontractor costs.

The DISTRICT will closely scrutinize the proposed level of effort portion of the proposal. It is crucial that CONSULTANTS submit proposals that contain ample time and effort to perform the work described under this RFP to a thorough and detailed level. If, in review of the proposed level of effort, the DISTRICT believes that CONSULTANTS have not submitted adequate time and effort, CONSULTANTS will be significantly penalized in terms of points received.

An allowance of \$30,000 shall be included in the cost proposal for the Bid and Award Activities and Engineering Services During Construction tasks. Should the proposer determine that this allowance is not sufficient, substitute the proposed cost for these two tasks in the cost proposal.

An allowance of \$10,000 for cleaning the 12-inch North Sherman Blvd. MIS should be included in the Preliminary Engineering task.

The costs for field and laboratory geotechnical services (soil borings, boring location surveys, boring logging and laboratory tests on soil samples) and the allowance for Bid and Award Activities and Engineering Services During Construction (ESDC) will be evaluated separate of the design costs and will not be used for proposal evaluation purposes. The costs for these services will be considered as separate line items in the contract budget and will not be allowed to cover cost overruns in other budget items. Note that geotechnical analysis and report preparation will be used for proposal evaluation purposes.

Also note that an allowance of \$15,000 will be added to the Contract for additional geotechnical services. This allowance may be used for additional geotechnical investigations not anticipated in the original Scope of Services.

If solutions are recommended and agreed upon by the DISTRICT that result in lesser amounts of engineering effort during detailed design and construction, the DISTRICT expects to renegotiate those portions of the contract to lesser amounts, which are commensurate with the final level of engineering design effort.

Any additions, deletions, or clarifications, suggested by the proposer, to the Scope of Services must be identified separately from the “base” proposal.

The DISTRICT will negotiate a Fixed Hourly Rate Plus Expenses Not To Exceed Agreement.

RETAINAGE

The following language will be included in the Payment Section of DISTRICT engineering contracts:

“The DISTRICT shall withhold 10% of the amount of each payment until 50% of the contract amount has been paid. At 50% completion, further payments will be made in full; and no additional amounts shall be withheld. If at any time the work is not proceeding satisfactorily, the DISTRICT may resume withholding. Any amounts withheld under this section, due and owing the Consultant, will be paid with the final payment under this Agreement.”

GENERAL FORMAT

All proposals shall contain concise written material and illustrations. Legibility, clarity and completeness are essential. All submittals must use 8-1/2" by 11" portrait format, but may be supplemented using 8-1/2" by 11" landscape or 11" by 17" illustrations. Twelve point font shall be used. All submittals must have the following tabbed headings and be limited to the length indicated.

- Proposal Transmittal Letter
- Project Manager/Key Personnel, (3 page maximum)
- Project Approach (6 page maximum)
- Overall Qualification of Firm/Team (3 page maximum)
- S/W/MBE Involvement (2 page maximum)
- Previous Experience with the DISTRICT (2 page maximum)

And in a second, sealed package

- Compensation Requirements

Resumes are to be no longer than one page each and are to be included in an appendix along with DISTRICT forms, **Attachments B and C**, which require the Proposer's signature. Marketing brochures are not allowed.

The Request for Proposal and the successful Proposer's proposal will become part of the contract. In the event of any conflict between the Request for Proposal and the Proposal, the Request for Proposal will govern. The successful Proposer is expected to enter into a contract with the DISTRICT.

ATTACHMENT A

**SCOPE OF SERVICES FOR
PRELIMINARY ENGINEERING, DESIGN, AND ENGINEERING
SERVICES DURING CONSTRUCTION OF THE
NORTH SHERMAN BLVD. RELAY PROJECT**

CONTRACT C05021D01

The design consultant (CONSULTANT) shall have sole responsibility for all necessary labor and direct and indirect costs required to perform the preliminary engineering, complete the final design, prepare Construction Contract Documents, provide bidding assistance services, and provide engineering services during construction in accordance with the scope defined herein for the North Sherman Blvd. Relay Project.

The final design shall be performed in strict accordance with the policies and procedures of the Milwaukee Metropolitan Sewerage District (DISTRICT). The CONSULTANT shall be responsible for and shall deliver to the DISTRICT within the schedule established for Contract No. C05021D01 the deliverables listed in **Appendix A** attached hereto. Deliverables of the DISTRICT to the CONSULTANT are listed in **Appendix B**.

The CONSULTANT's proposal shall include the estimated engineering work necessary to perform preliminary engineering and design engineering, prepare sealed construction Contract Documents, and provide engineering services during construction. Services shall include conducting stakeholder workshops to identify problems and potential solutions, preparation of a preliminary engineering report, preparation of draft and final design drawings and specifications complying with existing Federal, State, and Local laws regulations, ordinances and codes; and, providing one (1) biddable, constructible set of Contract Documents allowing one (1) construction contract for the required work. Services shall also include assisting the DISTRICT in securing all necessary construction permits, construction easements, occupancy rights, and permanent easements required for the proposed construction, including preparing any environmental, cultural, historic or other impact assessments which may be required. Finally, Services shall include preparing construction cost estimates, preparing a Plan of Operation and a Parallel Cost Ratio for Wisconsin Clean Water Fund application, assisting the DISTRICT in obtaining Bids for the proposed construction, providing construction engineering assistance, and performing other required tasks as described in detail below under Responsibilities of the Consultant.

PROJECT DESCRIPTION – North Sherman Blvd. Relay Sewer

This project concerns the existing MISs located in North Sherman Boulevard bounded by West Hampton Avenue on the north and West Glendale Avenue on the south. The MISs are configured in a parallel pipe system running south to north with a 12-inch diameter MIS to the east of a 21-inch MIS. The 12-inch diameter MIS was constructed in 1925 and the 21-inch diameter MIS was constructed between 1946 and 1947. There are seven local connections to the two MISs

According to the hydraulic modeling used in the 2010 Facility Plan, the 12-inch MIS has a capacity of 2.0 cfs and the 21-inch MIS has a capacity of 8.8 cfs. Per the Facilities Plan, this system needs to have the capacity to convey 11.6 cfs. The 2010 Facility Plan recommended that the 12-inch diameter MIS be relayed with a 15-inch diameter that will convey the existing flow of the 12-inch MIS and the excess flow that cannot be conveyed in the existing parallel MIS configuration.

Other alternatives presented in the facilities plan included providing a relief sewer and relaying the existing 21-inch sewer with a larger diameter sewer that could convey the 21-inch and excess flow. The recommended alternative was chosen on the basis of lowest present worth and that it would replace a 75+ year-old sewer.

The parallel sewers are joined at the upstream end of the 12-inch sewer (MH 12228) and at the downstream end where both sewers outlet to the 48-inch and the 36-inch MISs in North Hampton Avenue. Both sewers have backflow prevention gates in the next upstream manhole from the outlets to the 48-inch MIS. Immediately upstream from the manhole with backflow preventers is a monitoring manhole on the 21-inch MIS (MS 0515). Temporary flow measuring equipment was installed in July 2003 on the 12-inch MIS at MH 12224. A schematic drawing of the MIS system is show in **Attachment D** to the Request for Proposal.

PROJECT DESCRIPTION – North 31st Street Diversion Sewer

The intent of this project is to provide relief to a portion of the MIS system located in North 31st Street between Lincoln Creek (just north of West Hampton Avenue) and West Fairmount Avenue. The 1,250 feet of sewer in this segment was identified as inadequate for projected 2010 flows.

The inadequacy is not due to the capacity of the sewer, but due to the outlet condition at the 60-inch MIS in West Hampton Blvd. The 60-inch MIS sewer would be surcharged by small, tolerable amount for the projected 2010 sewage flows. The North 31st Street MIS is smaller in diameter with a crown elevation lower than the West Hampton Avenue MIS. Therefore, the 2010 hydraulic levels which are acceptable in West Hampton Avenue exceed critical elevations in North 31st Street MIS.

The North 31st Street MIS also has two sanitary sewer overflow points that could possibly be abandoned as part of this project.

The project includes replacement of 770 LF of 24-inch MIS with 15-inch diameter that will be laid in the opposite direction, 2,700 LF of 21-inch diameter diversion sewer which would connect the relayed sewer to the existing 72-inch diameter MIS at North 27th and Villard Avenue and abandonment of the remaining 480 LF of the 24-inch MIS. A drawing of the proposed improvements to the MIS system is show in **Attachment D** to the Request for Proposal.

RESPONSIBILITIES OF THE CONSULTANT

The CONSULTANT shall be responsible for the professional quality, technical accuracy, clarity and completeness of the Contract Documents.

The technical scope of work shall be performed in accordance with the following:

A. DESIGN TEAM MANAGEMENT

Provide Design Team management services under the direction of a Project Manager who shall have overall responsibility for coordination, management, and reporting of the Design Team activities to the DISTRICT's Project Manager. Design Team management services at a minimum shall include the following:

1. Provide a design schedule and cash flow projection within 2 weeks after notice to proceed using a bar chart format so that design progress can be monitored. The overall schedule shall be in the form of a time-scaled format and shall show the work activities, including sequences of performance and interdependency. Each activity shall be labeled with a complete description and the estimated duration in days. An activity is defined as a time and/or resource-consuming element of work. The activities selected for inclusion in the overall schedule shall be discrete. When necessary, discrete activities shall be subdivided into smaller discrete activities so that the dependency relationships may be shown. The level of detail shall be sufficiently fine to enable the DISTRICT to determine that the project has been adequately planned and to facilitate the determination of the real progress as the work is performed
2. Provide a Design Team organizational chart with names of key staff.
3. Provide monthly design progress status reports. The monthly reports shall consist of narrative status reports and design schedule and cost updates in the format shown in **Appendix E** and shall be submitted to the DISTRICT within 2 weeks of the month-end accounting cutoff dates
4. Provide design coordination and management of all CONSULTANT's sub consultants.
5. Coordinate the work in progress with DISTRICT Project Manager. DISTRICT Project Manager will contact appropriate DISTRICT personnel to provide interpretation as needed of general DISTRICT concerns.
6. Coordinate design tasks and construction activities with other City of Milwaukee and utility capital projects, if required.
7. Coordinate quality control processes to address both technical quality and conformance with DISTRICT standards.

B. PRELIMINARY ENGINEERING REPORTS

The Preliminary Engineering Reports for this project will investigate the existing capacity and functionality of the North Sherman Blvd. and North 31st Street MIS subsystems. Specifically, the reports will include detailed analyses of the respective sewersheds to determine sanitary sewer contributing flows, analyses of the pipe subsystems to determine capacities, and analyses of the physical condition of the pipes and manholes. For the North Sherman Blvd. MIS subsystem the report should focus on the sanitary sewer contributing flows, the capacity of the subsystem and the physical condition of the subsystem. For the North 31st Street MIS subsystem the report should focus on the quantity and location of the sanitary sewer contributing flows, the capacity of the subsystem, the hydraulic levels of the receiving 60-in MIS, and the possible elimination of the two existing overflow structures in this subsystem. Impacts of the physical discharge points into the MISs located in West Hampton Avenue should also be addressed. This should include hydraulic losses and impacts on the two subject subsystems when the West Hampton Avenue MISs prevents a free discharge from the two subject subsystems.

1. Perform a detailed analysis of the North Sherman Blvd. and North 31st Street MIS sewersheds. The analyses must address two (2) design procedures to determine flows from the local sewers; the 2010 Facilities Plan flows and current City of Milwaukee design procedures. Compare the results of the flows using these two methods to the monitoring data provided by the DISTRICT. Some general information regarding the sewersheds is available, upon request, from the DISTRICT, through SEWRPC (2000 population, acreages of residential, commercial, and industrial zones). Determine capacities of the existing sewer subsystems and compare the existing capacities to the flows modeled by the DISTRICT.
2. Review inspection video tapes of the North Sherman Blvd 21-inch MIS sewer, and perform an inspection (confined space entry) North Sherman Blvd. MISs manholes. Perform a TV inspection of the 12-inch MIS. (Note: the 12-inch MIS was not videotaped as it is too small for UWS televising equipment). Include an allowance of \$10,000 to clean the 12-inch should cleaning be necessary. The viewing time of the video are approximately 30 minutes without pauses. There are five (5) manholes to be inspected on the 12-inch MIS, seven (7) manholes on the 21-inch MIS and one each on the 36-inch and 48-inch into which the two MISs discharge. The depths of the manholes range from 18 to 30 feet
3. Review appropriate DISTRICT files and provide written requests for record drawings, files, and other DISTRICT data determined as necessary to complete the reports.
4. Evaluate the 2010 Facility Plan recommendation for the each sewersheds and develop other recommendations, if necessary.

5. Submit Draft Preliminary Reports that include the results of the detailed sewershed analysis. **Appendix C** includes the minimum information to be included in each report
6. Respond to DISTRICT review comments and incorporate items as mutually agreed upon between the DISTRICT and the CONSULTANT into the essentially complete construction drawings and specifications. Provide an “exceptions report” as part of the response, indicating which comments were not incorporated and the reasons why.
7. Submit Final Preliminary Reports that include review comments on the Draft Preliminary Report from the DISTRICT and other agencies.
8. Attend up to six (6) joint meetings with the DISTRICT and other agencies.

C. FIELD INVESTIGATION / DATA COLLECTION

1. Conduct a geotechnical investigation for the selected relief sewer alignments.
2. Plan, coordinate, monitor, document, and manage the geotechnical investigation.
3. Determine the locations, depths, and associated soil tests required in accordance with the proposed geotechnical investigations.
4. Obtain drilling approvals and/or permits and provide periodic supervision of the drilling operations.
5. Conduct laboratory and insitu field testing of selected samples to adequately determine pertinent soil properties.
6. Prepare a Geotechnical Report in accordance with the outline include in **Appendix F**.
7. Perform a Phase I Environmental Site Assessment of each project area. This assessment is to be performed in accordance with ASTM E-1527. Perform an assessment of endangered and threatened plant and animal species in the project area.
8. Perform an archeological assessment of each project area. The archaeological investigations will be conducted to partially fulfill Section 106 of the National Historic Preservation Act of 1966 (P.L. 89-65), as amended and 36 CFR Part 800 which serves to implement the Act.

The methods and techniques used during the archaeological study will follow those standards promulgated in the *Secretary of Interior's Standards and Guidelines for Archeology and Historic Preservation* and the *Guidelines for Public Archeology in Wisconsin, As Revised*. These documents are endorsed by the State Historic Preservation Office (SHPO).

The archaeological study will consist of archives and literature research and field investigations. The archival research will identify all previously reported archaeological sites both within the area of potential effect (i.e. all areas of proposed ground disturbing activities) and within a one mile radius of the area of potential effect (APE). The archival research will also document locales within the APE that have already been subjected to archaeological survey.

The field investigations will be comprised of an reconnaissance level survey within the area of potential effect (APE). The APE will include areas of all proposed ground disturbance. The purpose of the reconnaissance survey will be to determine if more intensive Phase I work is necessary.

C. DESIGN SERVICES

1. In general, incorporate the recommendations of the PE Reports into the final design documents.
2. Conduct pre-design workshops to confirm all evaluation items, evaluation criteria, discuss all equipment needs with the DISTRICT and UWS, refine the project implementation schedule and clarify scope of work.
3. Review appropriate DISTRICT files and provide written requests for record drawings, files, and other DISTRICT data determined as necessary to complete the design.
4. Identify and survey facilities and utilities required to complete the design of the proposed sewer. The survey should use and be reported in state planar coordinates (NAD27) and MMSD (NGVD29 + 580.6) vertical datum.
5. Summarize all pre-design effort in a Design Report, in accordance with the format shown as a minimum in **Appendix C**. Expand the Report outline as appropriate and as necessary to comply with Wisconsin DNR requirements for the Wisconsin Clean Water Fund Loans. As part of the design development and to be included in the Design Report, prepare Design Calculations containing the items outlined in **Appendix D**. Perform an internal Quality Control (QC) review of the Design Report and incorporate QC review comments. Submit eight (8) copies of the Design Report to the District.
6. Prepare preliminary construction drawings, following DISTRICT drafting standards. The DISTRICT's drafting standards are designed to be compatible with the graphic standards applied to past designs and with Intergraph's Micro Station SE CAD software. All electronic files must be delivered in a native "DGN" file format, one file per drawing, and referenced to the State Plane Coordinate System. Provide electronic drawings in strict conformance to District Level Standards. Any deviation from these standards shall be corrected by the ENGINEER at no additional cost to the DISTRICT. The DISTRICT

will accept no file translations from another CAD software to “DGN” file format. One set of 22" X 34" mylars suitable for making blueprints will also be required and delivered for final and camera ready submittals.

7. Select and edit appropriate Sections of the current DISTRICT Master Specifications. The ENGINEER shall note that the proposed revisions to specification Division “0” and parts of Division “1” require reasons for changes to the text and written approval from the DISTRICT Legal Services Department. Prepare additional project specific Sections of the Specifications that are required, but not contained in the existing DISTRICT Master Specifications in the DISTRICT’s CSI format. The initial edit by the ENGINEER shall indicate, on the Master Specification, which text has been deleted (by strikeout), which text has been added (by underline), and other new text proposed for DISTRICT consideration. “PC Dates shall be noted in the edited text in accord with Article 1, FORMAT of the DISTRICT Standard Instructions to Bidder. Prior to the submittal for this initial review, perform internal QC review of preliminary specifications, and incorporate review comments.
8. Submit to the DISTRICT five (5) half size sets (11” X 17”) of preliminary design drawings and one (1) electronic copy on CD-ROM media along with five (5) copies of complete ENGINEER reviewed and edited Specifications to the DISTRICT for DISTRICT review. Submit to the DISTRICT the internal QC documentation, i.e., name of reviewer, date reviewed and summary of review comments.
9. Perform internal Design QC review of preliminary construction drawings and specifications.
10. Respond to DISTRICT review comments and incorporate items as mutually agreed upon between the DISTRICT and the CONSULTANT into the essentially complete construction drawings and specifications. Provide an “exceptions report” as part of the response, indicating which comments were not incorporated and the reasons why.
11. Prepare intermediate and final construction cost estimates.
12. Prepare intermediate and final operation and maintenance cost estimates.
13. Prepare detailed essentially complete construction drawings and complete project specifications. Incorporate DISTRICT comments received on the Preliminary specifications. Perform internal Design QC review of essentially complete Final construction drawings and specifications, in accordance with the CONSULTANT’s review procedure.
14. Submit ten (10) sets of essentially complete construction drawings and specifications for regulatory agency and DISTRICT review.
15. Assist the DISTRICT in obtaining regulatory agencies’ approval of contract documents.

16. Respond to DISTRICT review comments on the essentially complete submittal of construction drawings and specifications and incorporate items as mutually agreed upon between the DISTRICT and the CONSULTANT into the camera ready construction drawings and specifications. Provide an “exceptions report” as part of the response, indicating which comments were not incorporated and the reasons why.
17. Submit original, sealed construction drawings and final specifications to the DISTRICT for printing and bidding purposes. One set of composited 22” X 34” mylars suitable for making blueprints and one (1) electronic copy on CD-ROM media is required with the final submittal. Submit to the DISTRICT the internal QC documentation, i.e., name of reviewer, date reviewed and summary of review comments.
18. Prepare a construction-sequencing schedule to identify timing issues.
19. Attend up to six (6) joint meetings with the DISTRICT and other agencies.
20. Prepare a memorandum for use by the Resident Engineer. This memorandum shall include the following information as a guide to field personnel during construction. The draft memorandum shall be submitted to the DISTRICT for review before finalization.
 - a. A list of construction submittals that are required by the Contract Documents that will be reviewed by the ENGINEER during construction and that are critical to construction scheduling.
 - b. A description of special or unique construction conditions that require special attention by project management and/or construction field staff. Reference the pertinent details and/or specifications relating to the special or unique conditions identified.
 - c. A list of specification Sections that contain special insurance requirements, hold-point inspections and/or special testing and acceptance criteria for items not covered by standard technical reference(s).
 - d. A list of equipment and materials that may require special handling and/or site storage requirements.
21. Prepare exhibits and applications for necessary permits.
22. Incorporate site, traffic maintenance, permit requirements, and any special requirements of easement or occupancy grantors into the construction contract documents.
23. Provide coordinates for DISTRICT staking of final design alignment

24. Prepare Plan(s) of Operation and Parallel Cost Estimate that meet the requirements of the Clean Water Fund Program (CWFP), which is administered by the WDNR. The ENGINEER shall submit the Plan of Operation and Parallel Cost Estimate to the DISTRICT's project manager. The ENGINEER shall also prepare and submit the following CWFP related document/form to the DISTRICT's project manager to assure approval of a CWFP loan:
 - WDNR Form 8700-293, Plan of Operation Certification Checklist (10-01)
 - WDNR Form 3400-59, Sanitary Sewer Extension Submittal (9-95)
 - WDNR Form 3400-95, Sewer Specification Checklist (1-98)

D. LAND ACQUISITIONS AND EASEMENT ASSISTANCE

1. It is anticipated that both projects will be within the public street right-of-way and that land acquisitions and easement assistance will not be required. However, it is possible that the alignments could change so that these services would be required. The proposer should include this section in the proposal, describing the team's expertise in this area and providing a cost estimate that assumes that both alignments are on private property and there are ten (10) generic property owners associated with each project. Failure to include this cost estimate in the compensation package will deem the proposal unresponsive.
2. Identify and delineate land rights necessary (fee, easement, access, construction, etc.) to implement the project per design requirements. Attend three (3) meetings with District Real Estate Staff.
3. Obtain preliminary ownership information and property boundaries from public records, available tax plats and ¼ sections maps, etc. for those properties identified as being affected by the project.
4. DISTRICT to provide title commitments or ownership reports (including legal description of entire parcel, copy of last deed and any easements of record, if necessary) for the parcels identified as being affected by the project.
5. Prepare "Acquisition Plat" (DOT Standard) showing ownership and all necessary land rights needed for the project. Property corners and the location of site and building improvements should be field verified with survey data in the affected project areas or as directed by the DISTRICT.
6. Submit "Acquisition Plat" (with aerial overlay) to the DISTRICT for staff review and initial Commission Approval. Revise as necessary.
7. Prepare Legal Descriptions and Exhibit Drawings specifically defining the areas needed and the land interests required for each parcel as shown on the "Acquisition Plat". Legal

descriptions shall be made available to DISTRICT in Word or Word Perfect file format. DISTRICT will prepare actual easement documents using said legal descriptions and exhibit drawings as attachments.

8. The “Acquisition Plat”, legal descriptions, drawing exhibits and all other work under this section shall be reviewed and approved by a registered land surveyor.

E. BID AND AWARD ACTIVITIES

1. Prepare exhibits to assist DISTRICT in pre-bid preparation and attend pre-bid meeting.
2. Prepare addenda.
3. Attend bid opening and assist DISTRICT in bid evaluation.
4. Provide an analysis of the differences between the apparent low bid and the engineer’s estimate, if the difference between the two is greater than 10 percent.

F. ENGINEERING SERVICES DURING CONSTRUCTION

1. Manage and coordinate Design Team engineering support during construction.
2. Provide survey coordinates for DISTRICT staking of the final alignment during construction.
3. Review and document contractor’s technical submittals.
4. Respond to requests for clarification.
5. Prepare contract modification initiation requests, drawings/sketches, specifications, and cost estimates for contract modifications.
6. Respond to contractor claims.
7. Prepare record drawings by transferring “red-line” markups from contractor prepared record drawings, contract addenda, and contract modifications to original electronic plan files.
8. Submit record drawings for DISTRICT review.
9. Deliver record drawings incorporating DISTRICT review comments.
10. Conduct additional archaeological field investigations if needed.
11. Provide all required O & M manuals.

12. Review surveying data for the project including settlement point surveys.
13. The ENGINEER shall prepare and submit the following CWFPP related document/form to the DISTRICT's project manager to assure approval of a CWFPP loan:
 - WDNR Form 8700-280, Environmental Improvement Fund Project Acceptance Certification (7/00)
 - WDNR Form 3400-143 (if applicable), Wastewater Collection System Operation and Maintenance Manual Certification Checklist (1-92)
 - WDNR Form 3400-144 (if applicable), Wastewater Treatment Facility Operation and Maintenance Manual Certification Checklist (1-92)

RESPONSIBILITIES OF THE DISTRICT

In order that the work contained in this Scope of Services may be completed in an efficient and expeditious manner, the DISTRICT shall provide the following items or services to the CONSULTANT in accordance with the design schedule at no cost for use in performance of this design contract.

1. Provide a Project Manager to coordinate DISTRICT support and all engineering activities.
2. Maintain contact through the Project Manager with the Design Team.
3. Provide CONSULTANT selected sections from the current DISTRICT Master Specifications.
4. Request approval from DISTRICT Legal Services for the proposed changes in Division "0" and DISTRICT controlled parts of Division "1" of the Master Specifications.
5. Provide a list of DISTRICT personnel who shall provide DISTRICT review.
6. Provide review comments on Preliminary, Essentially Complete, and Camera Ready submittals of construction drawings and specifications.
7. Provide comments from review agencies on construction drawings and specifications.
8. Provide insurance limits for construction contracts.
9. Attend joint meetings with the DISTRICT, regulatory agencies, municipalities, impacted property owners, utility companies, and other affected parties.
10. Provide the following on electronic media or paper copy:

- a. DISTRICT Drafting standards.
 - b. DISTRICT mapping products.
 - c. DISTRICT Level Standards.
11. Provide access to DISTRICT records as required.
12. Obtain title reports for use with acquisition plats.
13. Provide project management services during construction:
- a. Prepare for, conduct and document the pre-construction conference.
 - b. Provide coordination with governmental agencies.
 - c. Approve or reject the CONSULTANT's recommendations for resolution of claims, disputes and/or deviations from the Contract Documents.
 - d. Negotiate, prepare and approve contract modifications.
 - e. Monitor project costs and schedules.
 - f. Approve contractor's monthly payment requests.
 - g. Coordinate site inspections by the agencies.
 - h. Provide surveying services for the project including settlement point surveys. Coordinate, calculate, evaluate, plot and distribute survey data for the project.
 - i. Provide resident engineering and construction inspection services.
 - j. Provide project coordination with UWS.
 - k. Attend construction progress meetings with the CONSULTANT at least once per month during the course of the project.

APPENDIX A

**NORTH SHERMAN BLVD. RELAY PROJECT
CONTRACT NO. C05021D01**

DELIVERABLES OF THE CONSULTANT TO THE DISTRICT

<u>Description</u>	<u>No. of Copies</u>
Design Schedule	1 Each
Design Team Organization Chart	1
Monthly Design Progress Status Report Including Design Schedule Updates	1 Each
Draft and Final Preliminary Engineering Reports	8 Each
* Draft and Final Design Report, including Design Calculations	8 Each
* Preliminary Drawings and Specifications for DISTRICT review	5
* CD-ROM of Preliminary Drawings	1
Meeting Minutes	2
* Draft and Final Geotechnical Report	5
* Phase I Environmental Site Assessment	2
* Archeological Assessment	2
* Sets of Essentially Complete Sealed Final Construction Drawings and Specifications Incorporating the CONSULTANTS Internal Quality Control and the Design Report for the Construction Contract Packages for Submittal to Grant and Regulatory Review Agencies and for DISTRICT for Review	10
Responses to Plan and Specification Document Review Comments from the DISTRICT	3
Preliminary and Final Opinions of Probable Costs for the Construction Contract Package	1 Each
* Detailed Construction Schedule	1
Camera Ready Sealed Reproducible Construction Contract Documents	1
* CD-ROM of Camera Ready Documents	1
* Memorandum to the Resident Engineer	5
All Electronic Files with Electronic Format for the Construction Package	1 Each
Permit and Licenses Applications	As Required

<u>Description</u>	<u>No. of Copies</u>
Easement Drawings, Legal Descriptions, and Acquisition Plat	As Required
Addenda Inputs during Bidding	As Required
A Memorandum Summarizing the Review of Bids	1 Each
Survey Notes, including Control, Traverse Lines and Benchmarks, Field Books and Coordinates for DISTRICT Survey	1 Each
Preparations of Record Drawings after the Completion of each Construction Contracts	1 set Each
DNR Forms as listed in <u>Attachment A.</u>	1 Each

NOTE: All Deliverables are to be provided in accordance with the Design Schedule noted.

* Design Deliverables which require DISTRICT review.

APPENDIX B

NORTH SHERMAN BLVD. RELAY PROJECT
CONTRACT NO.C05021D01

DELIVERABLES OF THE DISTRICT TO THE CONSULTANT

<u>Description</u>	<u>No. of Copies</u>
Resolution of Design Questions	1 Each
Selected Sections of Current DISTRICT Master Specifications For the Construction Contract Package	1
Insurance Limits for the Construction Contract Package	1
DISTRICT Consolidated Review Comments on Preliminary Design Drawings and Specifications for the Construction Contract Package	1 Each
DISTRICT Staff Consolidated Essentially Complete Review Comments For the Construction Contract Package	1 Each
DISTRICT Staff Consolidated Camera-Ready Review Comments for the Construction Contract Packages	1 Each
Regulatory Agencies' Review Comments for the Construction Contract Package	1 Each
List of DISTRICT Review Personnel	1 Each
Electronic Media Containing MMSD Title Blocks, Title Sheet, Abbreviation Sheet, Vicinity Map, and Font Library	As Required

APPENDIX C

NORTH SHERMAN BLVD. RELAY PROJECT
CONTRACT NO. C05021D01

PRELIMINARY DESIGN REPORT

Executive Summary

- I. Introduction
- II. Evaluations, Analyses, Interpretations, and Recommendations
 - A. Delineation of sewersheds.
 - B. Results of sewage flow analyses of sewersheds.
 - C. Results of inspections of existing sewers.
 - D. Life cycle cost comparisons related to equipment alternatives including annual O&M costs, and incremental O&M costs.
 - E. Impacts on Operations and Maintenance
 - F. Regulatory constraints
 - G. Recommended alternatives
 - H. Design issues, and assumptions made that may impact design, bidding, construction, costs, schedule, and operations and maintenance.
 - I. Deviation from 2010 Facility Plan documents recommendations with justification.
- III. Potential Soil Contamination and Geotechnical Investigation Plans
- IV. Sequence of Construction
- V. Appendices

DESIGN REPORT

Executive Summary

I. Introduction

II. Basis of Design

A. Explain applicable portions of planning documents.

B. Planning document recommendations, including design criteria.

C. Impact on local utilities.

D. Service area delineation, land use determination and sewage flow calculations.

- Minimum
- Average day
- Maximum day
- Peak
- 2010 Facilities Plan and City of Milwaukee Standards

E. Exiting sewer alignment, sizing and condition

F. Hydraulic conveyance capacity of existing sewers and planned improvements and hydraulic grade line of proposed sewer.

G. Deviation from planning documents recommendations with justification.

III. Results of geotechnical investigations.

IV. Results of Phase I Environmental Site Assessment investigations

V. Results of Archeological Assessment investigations.

VI. Conclusions.

APPENDIX D

NORTH SHERMAN BLVD. RELAY PROJECT

CONTRACT NO. C05021D01

DESIGN CALCULATIONS OUTLINE

Design Calculations shall be prepared for the project. Organize the calculations under the following topics, as appropriate:

Structural

Alignment

Hydraulics

APPENDIX E

**NORTH SHERMAN BLVD. RELAY PROJECT
CONTRACT NO. C05021D01**

MONTHLY STATUS REPORT OUTLINE

1. Schedule narrative referring to each activity on the Overall Schedule including:
 - A. Activities completed this report period.
 - B. Activities in progress this reporting period.
 - C. Activities scheduled next reporting period.
 - D. Activities left to complete next reporting period.

2. Current and anticipated delays:
 - A. Cause of delay.
 - B. Corrective action and schedule adjustments to correct the delay.
 - C. Impact of the delay on other activities, milestones and completion dates.

3. Contract completion date status:
 - A. Ahead of schedule and number of days.
 - B. Behind schedule and number of days.
 - C. Days scheduled/percent complete.

4. Description of any problem areas:
 - A. Budget problems.
 - B. Schedule problems.
 - C. Other.

5. Pending items and status thereof:
 - A. Potential contract amendments, pertinent issues.
 - B. Time extensions.
 - C. Agency contracts.
 - D. Other.

6. Other project or scheduling concerns.

7. Include original and updated Overall Schedule.

8. Cash flow information:
 - A. Original cash flow projection.
 - B. Actual invoiced to date.
 - C. Actual incurred to date, if other than invoiced.
 - D. Current cash flow projection.

9. List of deliverables with date(s) completed.

APPENDIX F

**NORTH SHERMAN BLVD. RELAY PROJECT
CONTRACT NO. C05021D01**

GENERAL OUTLINE OF GEOTECHNICAL REPORT

PHASE I

Introduction

Project Description

Regional Geology

Paleozoic geology history
Quaternary geology history
Definition of soil units

Subsurface Exploration

Boring logs
Drilling program
Piezometer installation

Location

Horizontal and vertical

Site Conditions

Topography
Site geology
Subsurface conditions
Hydrologic conditions
Groundwater conditions

Laboratory Testing

Index tests
Strength tests
Compression tests

Subsurface Information from Previous Investigations

PHASE II

Design Soil Parameters

Strength
Compressibility
Permeability
Application to design

Permanent Design Loads

Shafts
Structures

Excavation and Initial Support Alternatives

Shafts
Trenches
Structures

Existing Constraints

Surface constraints
Near-surface constraints
Dewatering constraints

Construction Monitoring Program and Performance Criteria

Piezometers
Settlement Points
Threshold limits

ATTACHMENT B

NORTH SHERMAN BLVD. RELAY PROJECT

CONTRACT CO5021DO1

CERTIFICATION OF NON-DISCRIMINATION

The Proposer hereby certifies not to discriminate and to comply with the DISTRICT's Non-Discrimination provision of this Request for Proposal. The DISTRICT's Commission Policy on Non-Discrimination requires compliance with applicable Federal and Wisconsin state laws, regulations and orders relating to equal employment opportunity and non-discrimination.

Proposer

Signature

Title

Date

ATTACHMENT C

**NORTH SHERMAN BLVD. RELAY PROJECT
CONTRACT CO5021D01**

EQUAL EMPLOYMENT OPPORTUNITY DATA

Below please provide the Milwaukee Metropolitan Sewerage DISTRICT with the total number of females and minorities employed by your firm. In addition, we require you to state the percent of minorities and females that are available in the labor market from which you draw your workforce. These figures may be obtained from your local Job Service, State Labor Department or the U.S. Census Bureau.

Any questions you have may be addressed to Shaleta Dunn, Small, Minority and Women Business Coordinator, at (414) 225-2238

DATA

A.	Total number of Employees	_____	_____
B.	Total Number of Minorities	_____ \	_____
	Hispanic	_____ \	_____ %
	African American	_____ \	_____ %
	Native American	_____ \	_____ %
	Asian	_____ \	_____ %
C.	Total Number of Females	_____ \	_____
	Hispanic	_____ \	_____ %
	African American	_____ \	_____ %
	Native American	_____ \	_____ %
	Asian	_____ \	_____ %

Please use the total number of employees as base when calculating percentage for each group.

D. Local Market Availability: Minorities _____ % Females _____ %

FIRM NAME: _____

ADDRESS: _____

CITY/STATE: _____

CONTACT PERSON: _____

TELEPHONE NO.: _____

NOTE: The 2001 Milwaukee Metropolitan Statistical Area labor market availability figures are: Minorities 16.2%, Females 48%.

ATTACHMENT E

NORTH SHERMAN BLVD. RELAY PROJECT

CONTRACT NO. C05021D01

INSURANCE REQUIREMENTS

The CONSULTANT shall provide and maintain from insurance companies acceptable to the DISTRICT, insurance to protect himself, his employees, his subcontractors, the public, and the interests of the DISTRICT and its authorized agents against certain hazards or risk of loss. The CONSULTANT shall also include the DISTRICT as additional insured in all his liability policies with the exception of Worker's Compensation, Employer's Liability and Professional Liability.

The CONSULTANT will maintain throughout this AGREEMENT the following insurance:

- a. The CONSULTANT shall maintain during the life of this AGREEMENT, Wisconsin Statutory Worker's Compensation Insurance and, in addition, Employer's Liability Insurance in a limit not less than \$1,000,000 for each occurrence, \$1,000,000 aggregate disease, \$1,000,000 disease each person, for all of his employees to be engaged in work on the project under this AGREEMENT. The CONSULTANT shall also have his Worker's Compensation Insurance endorsed to contain the "all states" endorsement to cover him against claims for injury, disease, or death of employees which, for any reason, may not fall within the provisions of Wisconsin Worker's compensation law. Where work under this AGREEMENT includes any water or navigational exposure, coverage shall be included to cover the Federal Longshoremen's and Harborworker's Act and the Federal Jones Act. Where the work under this AGREEMENT includes any railroad hazards, coverage shall be included for the Federal Employee Liability Act.
- b. Comprehensive automobile and vehicle liability insurance covering claims for injuries to members of the public and/or damages to property of others arising from use of motor vehicles, including onsite and offsite operations, and owner, nonowned, or hired vehicles, with \$1,000,000 combined single limits.
- c. Commercial general liability insurance covering claims for injuries to members of the public or damage to property of others arising out of any covered negligent act or omission of the CONSULTANT or any of its employees, agents, or subcontractors, with \$1,000,000 per occurrence and in the aggregate.
- d. Professional liability of \$1,000,000 per claim and in the aggregate.
- e. The CONSULTANT shall maintain during the life of this AGREEMENT, in addition to individual limits set forth herein, Umbrella/Excess Liability coverage in excess of all other required coverage in an amount not less than \$5,000,000. If primary Comprehensive General Liability is written on a 1986 ISO coverage form, Umbrella/Excess Liability shall include

drop down provision to protect, on a primary basis, the CONSULTANT, and the DISTRICT, in the case of exhaustion of the aggregate primary limits.

- f. The DISTRICT administers an “Owner Controlled Insurance Program” (O.C.I.P.) for certain design projects and for certain projects that involve work on a DISTRICT construction site (on-site). For contracts under O.C.I.P., the DISTRICT will furnish some or all of the following insurance coverage: Professional Liability Insurance (on and off-site work), Workers Compensation Insurance (on-site work), General Liability Insurance (excluding Automobile) (on-site work), and Builders Risk, including Transit Insurance Coverage (on-site work). If this contract is under O.C.I.P., the DISTRICT shall require the CONSULTANT to enroll in that program and an appropriate adjustment in the contract price will be made.