



CITY OF MEQUON

Preserving Quality of Life

**REQUEST FOR PROPOSAL (RFP)
CITY OF MEQUON
HOLDING TANK REPLACEMENT AT
ROTARY PAVILION AT MEQUON'S ROTARY PARK
4100 W HIGHLAND ROAD, MEQUON, WI**

**CITY OF MEQUON
11333 NORTH CEDARBURG ROAD
MEQUON, WI, 53092**

SEPTEMBER 9, 2019

TABLE OF CONTENTS

1. SUMMARY AND BACKGROUND 2
2. PROPOSAL GUIDELINES..... 2
3. PROJECT PURPOSE..... 3
4. PROJECT SCOPE..... 3
5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE..... 4
6. BUDGET 4
7. BIDDER QUALIFICATIONS 5

1. SUMMARY AND BACKGROUND

The City of Mequon is seeking Cost and Qualifications Proposals to remove and replace a 10,000 gallon holding tank with two 5,000 holding tanks at Mequon's Rotary Pavilion.

An alternate price is requested for consideration of abandoning the existing tank, filling with slurry and installing the new tanks in an alternate location. The alternate price shall include all costs necessary to complete this alternative solution.

The contract shall include all labor, material, and disposal to complete the tasks listed at the following location: 4100 W Highland Rd, Mequon, WI 53092.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best fulfills the needs of the City of Mequon.

Proposals will be received by:

Mike Gies, Parks and Forestry Superintendent
City of Mequon
10800 North Industrial Drive
Mequon, Wisconsin 53092

Proposals must be received by **September 25, 2019 at 3:00 PM**

The City of Mequon reserves the right to modify and waive any and all informalities or technicalities, or to reject any and all proposals and/or parts thereof, and to accept that proposal which it deems most favorable for the City.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **3:00PM September 25, 2019**. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

Copy of contractor's liability insurance shall be included in bid proposal.
No additional bonding required.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the City Attorney and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. PROJECT PURPOSE

The purpose of this project is as follows:

The City of Mequon is seeking Cost and Qualifications Proposals to replace a 10,000 gallon holding tank with two 5,000 holding tanks at Mequon's Rotary Pavilion. The existing tank currently leaks.

4. PROJECT SCOPE

The City of Mequon seeks a firm to provide the following:

- Ozaukee County Permit
- City of Mequon Permit
- Wisconsin State Permit & Department of Safety and Professional Services Design and Approval
- Diggers Hotline to Locate Utilities
- Septic Preparation Site Work
- Temporary Fencing to Prevent Access to Site
- Removal and Disposal of Existing Holding Tank (including required pump out at time of removal)
- Supply & Install 2 - 5000 Gallon Holding Tanks
(Ed Pfister Ozaukee County Inspector has approved 8,000-10,000 gallons for replacement)
- 4" Schedule 40 Sewer from Building to Tank Hookup to Existing Sewer
- All Piping Bedded in Stone
- Hookup to Existing Plumbing Interior Plumbing
- Extensions on Tank to Grade Chained and Locked
- Electric for Alarm Exterior Only
- Vent Installed
- Re-grading of Disturbance Area/ Prep for Seeding
- Contractor will remove the materials from the site and dispose of in accordance with all federal, state and local regulations.
- The Contractor shall comply with any restrictions to working hours and noise restrictions as designated by City Ordinance.
- All rubbish, non-reusable fill, debris, equipment, etc. resulting from work shall be removed from the premises during and or upon completion of work, leaving the site acceptable to the City.
- **Restoration to include replacement of any asphalt and/or concrete removed for completion of the holding tank project.**

The following will be provided by or be the responsibility of the City of Mequon

- Seeding and Finish Restoration of Job Site
- Locating of any City Utilities

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than September 25, 2019 at 3:00 PM.

Evaluation of proposals will be conducted from September 25 to September 30. If additional information or discussions are needed with any bidders during this window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than October 8, 2019.

Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will be completed by October 8, 2019.

Project Timeline:

This project requires recommendation by the City of Mequon Public Works Committee and approval for award by the Common Council of the City of Mequon. It is anticipated that this work would be recommended and approved at the October 8th Public Works Committee and Common Council meetings.

Completion of project is to occur no later than December 13, 2019.

6. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope.

An alternate proposal to abandon the existing tank in place and install two new tanks nearby should include any and all work including materials and labor necessary to install this option instead of removing the existing tank.

The City reserves the right to determine which proposal to accept as it deems most advantageous to the City.

7. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- All prospective bidders must contact Mike Gies, Parks and Forestry Superintendent to arrange a tour of the site prior to submitting their proposal.
- Prospective bidders are required to meet all qualifications and specifications of this Request for Proposal in order to be considered for award. If a vendor does not clearly demonstrate and provide documentation substantiating that they are compliant with the qualifications and specifications of this Request for Proposal, they may be disqualified.
- All prospective bidders are to make written proposals that present the firm's qualifications and understanding of the work to be performed. Prospective bidders shall address each of specific topics listed as a minimum. Failure to include any of the requested information may be cause for proposal to be considered non – responsive and rejected.
- All prospective bidders will submit a cover letter introducing your firm and confirming your interest in performing the Holding Tank Replacement at Rotary Park at 4100 W Highland Rd. Indicate your agreement with, or specific exceptions to, any of the objectives, requirements, terms or conditions contained in this solicitation document.
- Provide a list of at least (3) current references for which comparable work has been performed. This list shall include client name, person to contact, address, telephone number, and description of work performed.
- All prospective bidders shall provide copy of vendor's Contractor License and copy of proof of vendor's insurance.
- Questions for the city should be gathered into one email communication from the prospective bidder and submitted to Mike Gies, Parks and Forestry Superintendent at mgies@ci.mequon.wi.us. All inquires must be received by September 20, 2019. All inquiries made by prospective bidders will be answered by the City by September 23rd and will be submitted to all interested parties in order to ensure that all parties are operating with the same information.

Mike Gies, Parks and Forestry Superintendent
City of Mequon
10800 N. Industrial Drive
Mequon, WI 53092

Non-disclosure of the data contained within a proposal cannot be guaranteed because of Public Records Laws.

8. Terms and Conditions

If for any reason, the firm selected shall fail to fulfill the obligations agreed to in a timely manner, the City shall have the right to terminate the contract by specifying the date of termination in a written notice to the firm at least (7) days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for the work satisfactorily completed.

The successful proposer will be required to furnish, within five (5) days of award notification and before commencing work, a certificate of insurance. The certificate shall name the City, its officers and employees, as additional insured.

The agreement resulting from this RFP shall be required to contain the following:

“Provider agrees to indemnify, defend and hold harmless the City and its officers, officials, employees and agents from and against any and all liability, loss, damage expense, costs, (including attorney fees) arising out of this agreement, caused in whole or in part by the Provider or anyone for whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City.”

The contract resulting from the award of this RFP shall commence on upon execution after award by the Common Council.

The City reserves the right to reject any or all proposals, to waive technicalities, or to accept the proposal deemed to serve the City’s best interest.

All cost associated with preparation, submittal and presentation of proposals shall be borne by the proposer.

Bids shall remain valid for 60 days from the bid receipt date.