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DATE: July 3, 2024

TO: Consultants Submitting Proposals for Field Evaluation Project

FROM: Racine Wastewater Utility

SUBJECT: CONSULTING PROPOSALS FOR THE FOLLOWING PROJECT:

Field Evaluation Project for Racine Wastewater Utility Lift Stations and Wet Weather Storage Tanks with an Alternate for City of Racine Park and Rec Lift Stations

The Racine Wastewater Utility is requesting consultant proposals for a project to evaluate the Utility's Sanitary Sewer Lift Stations and Wet Weather Storage Tanks with the potential addition to evaluate the City of Racine Park and Recreation Sanitary and Storm Lift Stations and report the findings including a prioritized list to assist in future planning of improvement projects to bring the lift stations and tanks 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 Utility and potentially the City 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 Racine Wastewater Utility Field Staff.

Please carefully review the RFP and follow all instructions. The successful submittal should include a proposed contract for the Utility to execute, subject to review by the City of Racine attorney. Questions regarding this project may be directed to Nate Tillis, Wastewater Utility Director at 262-636-9434 or nate.tillis@cityofracine.org or Amanda Kaminski, Field Services Director at 262-636-9528 or Amanda.kaminski@cityofracine.org.

Nate Tillis
Wastewater Utility Director

REQUEST FOR PROPOSALS

Racine Wastewater Utility Field Evaluation

Alternate: City of Racine Park and Recreation Lift Station Evaluation

An RFP Administered by Racine Wastewater Utility

Due: Friday, July 26, 2024 12:00 PM

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RFP SUMMARY

RFP TITLE	Racine Wastewater Utility Field Evaluation
DEADLINE FOR SUBMISSIONS	12:00 P.M. CDT, Friday, July 26, 2024 Late proposals may be rejected.
SCOPE	The Racine Wastewater Utility is requesting consultant proposals for a project to evaluate the Utility's Sanitary Sewer Lift Stations and Wet Weather Storage Tanks with the potential addition to evaluate the City of Racine Park and Recreation Sanitary and Storm Lift Stations and draft a report of the findings including a prioritized list to assist in future planning of improvement projects to bring the lift stations and tanks up to a higher standard of safety and maintainability.
SUBMIT PROPOSAL TO:	Racine Wastewater Utility Attn: Nate Tillis 800 Center St – Room 227 Racine, WI 53403 Proposal and cost may be emailed to Nate Tillis at: nate.tillis@cityofracine.org and Amanda Kaminski at : amanda.kaminski@cityofracine.org . Cost proposals should be sent as a separate, password protected document.
DIRECT ALL INQUIRES TO:	Nate Tillis – Wastewater Director Racine Wastewater Utility Phone: 262-636-9434 Email: nate.tillis@cityofracine.org
QUESTIONS AND REVISIONS TO RFP:	An inspection of the Lift Stations and Tanks is not required to submit a proposal. Anyone desiring to inspect the Lift Stations and/or Tanks can do so by appointment. Contact Amanda Kaminski at 262-636-9528 / Amanda.kaminski@cityofracine.org In the event that it is necessary to provide additional clarification or revision to the RFP, the Utility will send out the information to each consultant.

SECTION 1: SCOPE OF SERVICES

1.1. PROJECT OVERVIEW

The Racine Wastewater Utility is soliciting proposals from qualified consultants to evaluate the Utility's Sanitary Sewer Lift Stations (Appendix A) and Wet Weather Storage Tanks (Appendix B), with the potential addition to evaluate the City of Racine Park and Recreation Sanitary and Storm Lift Stations (Appendix C), and then to report the findings including a prioritized list to assist in future planning of improvement projects to bring the lift stations and tanks up to a higher standard of safety and maintainability. This evaluation should include document review, discussions with staff, and on site visits to review the information in the following table. One of the goals of this evaluation is to identify areas that currently require confined space entries and then to indicate this as a potential safety improvement project on the prioritized list so that these areas can be addressed in the future to remove the requirement for confined space entry where possible. Some confined space entry will be required by the consultant during the on site visits (cans, dry wells, etc.) however wet well entry will not be required. The Utility will provide pictures of the wet well conditions for review and evaluation and can provide further investigation/documentation at the request of the consultant.

The successful Consultant will detail how they will complete this work and provide a schedule, methodology, and cost estimate to do the necessary work including an alternate cost to cover the City of Racine Park and Rec Lift Stations. The Racine Wastewater Utility and City of Racine Park and Rec Staff will review the Consultant RFP's, select a Consultant, and review 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 Racine Wastewater Utility and the Consultant for this RFP contracted work (if consultant is selected).

Mechanical	Review condition of existing motors, pumps, valves, and piping
Structural	Review condition of wet wells (via photos/documentation) and dry wells (on site visit)
Electrical	Review type and condition of electrical service, instruments and control panels, communication/telemetry, and generators
	Recommendations for rehabilitation or replacement of lift station components

1.2. PROJECT DELIVERABLES

- 1) A report of the findings of the field evaluation
- 2) A prioritized list to assist in future planning of improvement projects
- 3) Cost estimate for the most critical, immediate projects and a typical cost range for the lower priority projects

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. This cost proposal should be included in a separate envelope or as a separate, password protected document.

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 City of Racine 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.

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. Team Qualifications and 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 Racine Wastewater Utility and their representatives.
- C. References.**
Provide relevant and similar references with scope and project costs.
- D. Project Approach.** Describe how the team will progress through the project, what their methodology will be for gathering the needed information and how they will pull it all together to provide the required deliverables.
- E. Timeline.** Provide an anticipated itemized timeline for the project.
- F. Utility Engagement.** Describe the level of Utility Engagement that will be needed and what that will include (example: Data requests, onsite inspections, meetings, progress checks, etc.)

SECTION 3: GENERAL RFP ADMINISTRATIVE INFORMATION

3.1 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, Racine Wastewater Utility will contact each consultant with updated information.

3.2 EMAILS / PHONE CALLS

Proposers may be asked to respond to emails and phone calls. Such responses will be at the proposer's expense. No pre-bid meetings are proposed, but consultants may arrange for inspection of the lift stations and/or tanks per contact instructions on page 3.

3.3 ACCEPTANCE/REJECTION OF PROPOSALS

The Racine Wastewater Utility 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 Utility's discretion is determined to be in the best interests of the Utility. Further, the Utility makes no representations that a contract will be awarded to any proposer responding to this request.

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

3.4 INCURRING COSTS

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

3.5 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.

3.6 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.

3.7 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 Utility or their representative at any

time prior to the due date.

3.8 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. 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 Utility will handle such information according to applicable law, however the Utility 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 Utility will not provide advance notice to a proposer prior to release of any requested record.

3.9 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.

3.10 EXECUTED CONTRACT

The Utility'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

3.11 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 and shall be signed and dated. In the event that all proposers do not meet one or more of the requirements, the Utility 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 Utility's RFP Selection Team 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 Utility 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 Team 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 Team 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 Utility 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 Utility may negotiate a contract with the next highest scoring proposer.

CLARIFICATION AND CONSIDERATION OF PROPOSALS

During the evaluation of proposals, the Utility 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 Utility and the RFP Selection Team will consider the submittals, Contractor interviews, general qualifications, prior history of performance, and cost.

PRICE AND/OR COST ANALYSIS

The Utility 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 Utility's efforts to perform said analyses.

NEGOTIATION

The Utility 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 Utility 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 Utility.

RIGHT TO REJECT PROPOSALS AND NEGOTIATE CONTRACT TERMS

The Utility 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 Utility may negotiate a contract with the next highest scoring proposer.

BASIS FOR EVALUATION AND AWARD.

The Utility 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.

3.12 PUBLIC OPENINGS

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

APPENDIX A

Racine Wastewater Utility Lift Stations

No.	Location	Pumps	GPM at TDH	Manufacturer	Total** Capacity	Firm*** Capacity
#1	736 Washington Ave.	3-300 hp 3-300 hp	15,500 at 65' 14,799 at 65'	ITT A-C Pump- West Fairbanks/Morse-East	112 MGD	90 MGD
#2	2022 Spring Street & Luedtke Ct.	3-40 hp	2100 at 38'	Fairbanks/Morse	9.07 MGD	6.05 MGD
#3	1004 Riverbrook Dr.	2-3 hp	225 at 15'	Flygt	0.648 MGD	0.324 MGD
#4	Festival Site/ 6-5 th St.	2-7.5 hp	630 at 26'	Fairbanks/Morse	1.82 MGD	0.910 MGD
#5	1530-13th St. & Lockwood Ave.	2-24 hp	718 at 76'	Peabody/Barnes	2.06 MGD	1.030 MGD
#6	3236 Drexel Ave.	3-15 hp	1,000 at 15'	ITT	4.32 MGD	2.880 MGD
#7	45 Steeplechase Dr.	2-7.5 hp	425 at 27.5'	ShinMaywa	1.224 MGD	0.612 MGD
#8	3625 Rapids Ct. at Root River	3-40 hp	1220 at 44'	Fairbanks/Morse	5.27 MGD	3.510 MGD
#9	3908 Frances Dr. and Harrington Dr.	2-7.5 hp	120 at 48'	KSB	0.344 MGD	0.172 MGD
#10	800 S. Memorial Dr. & Root River	3-10 hp	850 at 19'	1-KSB 2-Fairbanks/Morse	3.67 MGD	2.440 MGD
#11	2750 Old Mill Rd.	2-2.8 hp	275 at 15'	Peabody/Barnes	0.792 MGD	0.396 MGD
#12	334 Parkview Dr.	2-3 hp	120 at 30'	ShinMaywa	0.346 MGD	0.173 MGD
#13	1100 N. Main St.	2-1.5 hp	70 at 25'	KSB	0.128 MGD	0.064 MGD
#14	3205 Michigan Blvd.	2-5 hp	500 at 20.7'	Hydromatic	1.44 MGD	0.720 MGD

** Total Capacity is the estimated capacity with all pumps in service.

*** Firm Capacity is the estimated capacity with the single largest pump out of service.

APPENDIX B

Racine Wastewater Wet Weather Storage Tanks

Collection System Storage & Capacity Summary

Storage Name and Location Source	Pumps	GPM at TDH	Manufacturer	Total Pump Capacity	Total Storage Capacity	Flow
North Side Storage 3026 Mt. Pleasant St.	(3) 60 hp – sewage	18,000 GPM at 30'	ITT Flygt Pump	3 pumps = 26 MGD	8.40 Million Gallons	Caledonia-Riverbend Lift Station
	(2) 5 hp – dewatering	150 GPM at 35'	ITT Flygt Pump	0.216 MGD		
Grove Ave. Storage 1218 Grove Ave.	(2) 10 hp sewage	507 GPM at 41'	KSB	0.730 MGD	0.65 Million Gallons	City and Mt. Pleasant
Ohio St. in-line Storage North side of Lockwood Park	N/A	N/A	N/A	N/A	0.16 Million Gallons	City and Mt. Pleasant
Lift Station #2 Storage Tank 2022 Spring St.	(2) 5 hp sewage	234 GPM at 28.2'	ShinMaywa	2 pumps = 0.674 GPD	2.4 Million Gallons	City and Mt. Pleasant

North Side Storage



Grove Avenue Storage



Ohio Street Storage



Lift Station #2 Storage



APPENDIX C

City of Racine Park and Rec Lift Stations

Park and Rec Lift Stations

Lift Station	Storm or Sanitary	Location
Johnson Park	Sanitary	6200 Northwestern Ave- East end of driving range - Controls in bldg to North
Mound Cemetery	Sanitary	1147 West Blvd. - In basement of bldg <i>*Cemetery will call if this needs attention</i>
Washington Park Golf Course	Storm	1330 Valley Dr. - By 1st Green - Controls in Bldg.
Washington Park Clubhouse	Sanitary	2301 12th St - NE room inside Bldg <i>*Clubhouse staff will call if this needs attention</i>
Washington Park Bowl - East	Storm (Bldg)	1330 Valley Dr - Wet well and Controls in cement Bldg in the hill (East side of bowl/baseball diamonds)
Shoop Clubhouse	Sanitary	4510 Lighthouse Dr.- South side of Bldg, controls outside
Zoo - Cat House	Sanitary	2131 N. Main St.- Controls in Monkey Bldg. 2 manholes located near lion/tiger cage <i>*Zoo staff will call if this needs attention</i>
Zoo - Bear Den	Sanitary	2131 N. Main St.- Inside bear den building (Small sump pump set up- no Controls- <i>Zoo will call if this needs attention</i>)
Zoo - Pond	Storm	2131 N. Main St. <i>*Zoo staff will call if this needs attention</i>
Humble Park	Sanitary	2200 Blaine Ave. - Pumps and Controls in NW room of Bldg. <i>*will call if this needs attention</i>
North Beach Oasis	Sanitary	1501 Michigan Blvd. - Controls inside SW room of Bldg.
Island Park	Sanitary	1700 Liberty St - Controls in basement
Locations verified with Park and Rec on 9/23/2022		

Other Non-Utility Lift Stations

Lift Station	Storm or Sanitary	Location
Library - #1	Sanitary	75 - 7th Street (Basement of the Racine Library) <i>*The Library will call if these need attention</i>
Library - #2	Sanitary	75 - 7th Street (Basement of the Racine Library) <i>*The Library will call if these need attention</i>

APPENDIX D

Evaluation Form

Proposal Evaluation Form

Racine Wastewater Utility Field Evaluation

Project Scope

Evaluate the Utility's Sanitary Sewer Lift Stations and Wet Weather Storage Tanks, with the potential addition to evaluate the City of Racine Park and Recreation Sanitary and Storm Lift Stations, and then report the findings including a prioritized list to assist in future planning of lift station improvement projects to bring the lift stations up to a higher standard of safety and maintainability. This evaluation should include document review, discussions with staff, and on site visits to review the information in the following table. One of the goals of this evaluation is to identify areas that currently require confined space entries and then to indicate this as a potential safety improvement project on the prioritized list so that these areas can be addressed in the future to remove the requirement for confined space entry where possible .

Evaluation Criteria	Weighting Factor	Score [1-5]	Weighted Score
Qualifications of the Team	5		
Experience on similar projects	4		
Methodology for this Project	4		
Quality, thoroughness, and professionalism of the proposal	3		
Timeline	2		
Cost	2		

Total Score

*Individual criterion score should range from 1 to 5 with a higher score being better

Notes:

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 the Utility in this Request for Proposal, 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.: