

Request for Proposal—Storm Water Engineers

The Door County Soil & Water Conservation Department (SWCD) is requesting proposals for the preparation of final construction plans for up to eleven Door County beaches to minimize the amount storm water from entering these beaches. These eleven beaches are located within nine different municipalities. These designs will be based on preliminary design options presented last spring to the nine municipalities for the eleven beaches; these preliminary designs can be viewed at: http://map.co.door.wi.us/swcd/rfp/Door_County_Beach_RFP.htm

The final construction plans include designs to reduce the amount of *E. coli* and other contaminants found in storm water discharge from entering the beach, to improve the overall water quality at the beach. The contractor will work directly with Door County municipalities and the Door County SWCD.

*See enclosed proposal specifications.

Proposals must be submitted by 12:00 p.m. on July 2nd, 2007 :

To the Door County SWCD, 421 Nebraska St., Sturgeon Bay, WI 54235. swcd@co.door.wi.us

Proposals will be reviewed by the SWCD and the top proposals will be interviewed for award of the contract.

Please direct project and/or proposal questions to Amanda Brown at the Door County SWCD (920) 746-2214.

REQUEST FOR PROPOSAL SPECIFICATIONS

Organizational Overview

The Door County Soil and Water Conservation Department (SWCD) has been gathering data from 31 beaches in Door County that are monitored for *E. coli* to identify sources of contamination. The Door County Public Health Department (DCPHD) has been monitoring these beaches on a regular basis during the swimming season since 2002. SWCD has partnered with DCPHD, Sanitarian Department, University of Wisconsin – Oshkosh Biology and Microbiology Department, United States Geologic Survey Ecological Research Station, and the University of Wisconsin – Milwaukee Water Institute to determine the sources of beach contamination in Door County. This team has collected data from the 31 monitored beaches in Door County and has identified individual sources of contamination at many of these beaches. Eleven of these beaches have storm water that discharges on or near the beach. *E. coli* tests taken during rain events in beach water and storm water indicate that the storm water discharge on these beaches is contributing to the amount of *E. coli* in the beach water.

In fall of 2006 the SWCD contracted with independent contractors to develop best management plans to reduce *E. coli* and other contaminants found in storm water from entering the beach at these eleven eligible beaches in Door County. The management plans included overall beach management topics such as beach maintenance, and preliminary (not ready for construction) storm water design options for reducing the amount of *E. coli* and other contaminants in storm water discharge at each beach. In spring 2007, these preliminary design options and best management plans were presented to the nine municipalities in which the eleven beaches are located.

Project Description

The contractor will work with SWCD, Door County municipalities and beach managers to develop final construction plans for implementation based on preliminary design options for reducing the amount of storm water entering the beach. The preliminary design options and all computations can be viewed at http://map.co.door.wi.us/swcd/rfp/Door_County_Beach_RFP.htm. These storm water design plans will also include itemized cost estimates of each planned practice to be implemented at each beach, a manual for the short and long term maintenance and management of the structural and non-structural practices, and a report that explains the merit of each design. After the final construction plans are complete, they will be presented to each municipality by the contractor.

Nine municipalities control the eleven beaches and each beach will be charged the same flat rate to complete the final engineered design plans. The SWCD will be offering each of the nine municipalities a cost share incentive for the enrollment of each eligible beach in the project. The estimated incentive will cover 70% of the cost to the municipality for the development of these plans. There are eleven beaches eligible for cost share funds. The number of beaches that will be included in the contract will depend on the project sign up success.

Required Products and Deliverables

1. Final construction plans for up to eleven Door County beaches for reducing the amount of *E. coli* and other contaminants found in storm water discharge from entering each beach. These final construction plans will be based on the completed preliminary design options for each of the eleven eligible beaches.
2. The final construction plans will include:
 - Itemized cost estimates for the construction of the structural and non-structural best management practices.
 - A manual for the short and long term maintenance and management of the structural and non-structural practices.
 - A report that explains the merit of each design.
3. Presentations with visual aides shall be given to each municipality that explains and positively promotes the final construction plans, cost estimates, practice manual, and merit of each design.

4. All construction plans, estimates, practice manual, explanation of merit, practice manual and presentations must be recorded electronically in the form of both text explanations and/or AutoCAD compatible designs/drawings.

Assumptions and Agreements

- The project shall be completed by June 15, 2008.
- Bids shall be prepared at a beach specific fixed rate for a maximum of eleven beaches, total bid not exceed \$77,000.
- Vendor will have access to all the beach data on each of the enrolled beaches from the SWCD. Beach data includes *E. coli* monitoring results from 2002-2006, beach contamination source identification data, beach surveys, watershed models and surveys, storm water system surveys, and the preliminary design options and computations located at http://map.co.door.wi.us/swcd/rfp/Door_County_Beach_RFP.htm.
- Vendor must meet with and provide SWCD progress reports for each enrolled beach at a minimum of 1 time early in the design process and 1 time prior to finalizing a plan and 1 time prior to municipality presentations to ensure consistency of the final construction plans with the preliminary design options. (Note: Vendor and/or the SWCD may schedule additional meetings as necessary.)
- Vendor must work with designated contact person from each municipality and meet with this contact person on a regular basis throughout the development of the final construction plans for landscaping coordination and practice location considerations. Vendor shall notify the SWCD of all scheduled meetings with the municipality representative to allow for the SWCD's potential participation.
- There will be no significant changes to the required products and deliverables during the project. Vendor must accomplish the products and deliverables in the schedule outlined in the attached *Sequence of Actions of Final Construction Plan Development*.
- At the conclusion of the project, all materials developed by the vendor will become exclusive property of the Door County Soil & Water Conservation Department and the municipalities enrolled in the project.
- Billing for services will be completed by the end of contract period - June 15, 2008.

Required Proposal Format

Vendor shall submit three copies of their proposal. The proposal must contain one technical section that includes proposed activities and timetable. The proposal must also contain a section that describes the amount of time, cost and payment schedule that will be required to complete the project.

Additional Documentation and References

Vendors must detail their professional experiences that are related to the project and provide at least three professional references.

Submission Deadline

12:00 p.m. on July 2, 2007

Submit Proposal to:

Door County Soil & Water Conservation Department
421 Nebraska
Sturgeon Bay, WI 54235

Request for Proposal Questions:

ATTN: Amanda Brown
Door County Soil & Water Conservation Department
(920) 746-2214
swcd@co.door.wi.us

Sequence of Actions of Final Construction Plan Development

- ****NOTE:** *The Vendors plan development schedule shall be accommodating for each municipality. Some municipalities may intend to begin the project earlier than others based on individual municipality Board approvals, budgets, and other timetable considerations. However, in all cases the deadline for completion of the project for each beach is JUNE 15, 2008.*

- **Typical Plan development Schedule**
 - On going development of the final construction plans, cost estimates, practice manual and merit report for each enrolled beach.
 - Meet with SWCD during early process of plan development for each beach.
 - Regular meetings with designated municipality representative.

 - Finalizing the final construction plans, cost estimates, practice manual and merit report for each enrolled beach. Beginning to draft presentation materials for each municipality.
 - Meet with SWCD prior to completion of final construction plan for each beach.
 - Continue to meet with designated municipality representative.

 - Completion of final construction plans, cost estimates, practice manual, merit report, and presentation materials for each enrolled beach.
 - Meet with SWCD prior to Municipality presentations.

 - Presentations of the final construction plans, cost estimates, practice manual, and merit report to the municipalities.