

CITY OF PORTAGE NOTICE OF INTEREST

Scope of Services Narrative

Solicitation Type (Roster or Open)
Roster

SOLICITATION DATE:
September 18, 2013

NOI DUE DATE:
October 18, 2013

Location/Description
ID 6996-05-27
Portage Canal (Wisconsin River – Fox River)
Segment 2 (Adams St – CP Rail Bridge)
City of Portage
Columbia County
Local selection?
Yes

Anticipated Construction Cost:
\$1,400,000 - \$1,600,000
Anticipated Project Start Date:
April, 2014

Anticipated Completion Date:
November, 2015

Project purpose and need

The purpose of this project is to develop the second phase of the rehabilitation of the Portage Canal between the Wisconsin River and the Fox River, which is listed on the National Register of Historic Places. It was completed in 1851 and open to navigation until 1959. In 1960 the State of Wisconsin took ownership from the federal government. The City of Portage wants to provide an adjacent pedestrian and bicycle facility, and incorporate stormwater management measures for the existing structures which drain into the canal. The Department of Natural Resources is working on contaminated sediment removal in the canal and coordination is required. The first phase of construction between the Wisconsin River and Adams Street, including the rehabilitation of the Wisconsin River lock, was completed in 2006.

Project description

This second phase will include reviewing the previous concepts, preliminary engineering and environmental documentation between Adams Street and the Fox River. It will include examination of the narrowing of the canal and construction of a bicycle/pedestrian facility adjacent to the canal between Adams Street and the Canadian Pacific Railway structure. It will also include construction of a new bicycle/pedestrian bridge crossing at Hamilton Street and a bicycle/pedestrian bridge west of Wisconsin Street, near the Riverwood Apartments. Stormwater management measures for the structures which drain into the canal will need to be incorporated. Specific services will include preliminary and final design. Project will involve extensive coordination with pertinent state and federal agencies, as well as City staff and public involvement process.

Deliverables

The selected consultant is responsible for completing all preliminary and final design services resulting in final PS&E submittal. Deliverables include but are not limited to project administration; extensive public involvement, agency, utility and railroad coordination; environmental documentation, including Section 106 coordination; preliminary bicycle and pedestrian facility and structure plans; structure survey report, design study report, and final bicycle and pedestrian facility and structure plans resulting in Pre-PS&E and Final PS&E.

Schedule for deliverables

The current scheduled PS&E and Wisconsin Department of Transportation letting dates are November 1, 2015 and March 8, 2016, respectively. The schedule for other deliverables will be determined when the three-party design engineering services contract is negotiated and awarded.

City of Portage provides

Several relevant reports and documentation providing background information and overall concept plan for the Canal Rehabilitation Project may be found on the City of Portage website at www.portagewi.gov then click on "Canal Project".

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Specifically included here for reference:

1. Concept Design Report, Mead & Hunt/Schreiber-Anderson, April, 2003.
2. Environmental Evaluation Report – Portage Canal, Wis DOT, July, 2004.
3. Canal Project Summary, June, 2013
4. WisDNR Fact Sheet on Portage Canal, July, 2013.
5. Plan Set for Construction of Segment 1, Portage Canal Rehabilitation, 2006.

Additional historical information on the Portage Canal may be found at www.portagecanal.org

Consultant requirements (listed in approximate rank order of importance)

- Project management skill and experience
- Knowledge and experience of public involvement and agency coordination, especially associated with Section 106 NHPA compliance.
- Knowledge and experience with urban stormwater management regulations and implementation
- Knowledge and experience with hazardous materials and remediation
- Knowledge and experience of WisDOT Facilities Development Manual, including Guide to Utility Coordination, Standard Specifications, Wisconsin Bicycle Facility Handbook and Wisconsin Guide to Pedestrian Best Practices, including the WisDOT State Let PS&E process for bicycle/pedestrian facilities, roadways and structures
- Ability and capacity to accomplish the work within the required budget & timeframe.

Special skills and expectations (listed in approximate rank order of importance)

- Experience with complex non-traditional and/or urban transportation improvements.
- Demonstrated experience with similar Section 106 NHPA compliance requirements.

Interview dates

Interviews of 5 firms are expected with dates to be determined.

Submit questions about this project to Bob Redelings, Portage City Engineer (bob.redelings@portagewi.gov) with a Subject Line of Question about the Portage Canal

No phone calls about the project will be accepted. Requests for City-staff site visit meetings will be limited to firms selected for interviews.

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Instructions for consultants:

1. Complete the NOI portion, **to a maximum of 10 pages**, adhering to these guidelines:
 - a. All files must be in MS Word or Adobe PDF format. No files other than the NOI will be considered.
 - b. Submit only ONE NOI per firm. Firms with multiple locations and/or parent companies may not submit more than one NOI.
 - c. Additional comments may be added in narrative form after the tables in each question.
 - d. General formatting:
 - i. Do not add colors in the tables or to fonts.
 - ii. Limit font bolding to highlight only the most important words. Do not bold questions.
 - iii. Use the Arial font, sized between 9-12 only. Only table labels should be font size 8.
 - iv. Using bullets within tables is allowed.
 - v. Limited table column size changing is allowed, but expanding tables is not.
 - vi. Deleting unneeded tables from the default form is allowed. Do not delete any questions.
 - vii. Leave at least two blank lines between information and the next question.
 - e. Special instructions for NOI questions:
 - i. Question 2—be sure to identify time period for availability.
 - ii. Question 6—To count words in narrative, go to Tools menu, select Word Count function.
 - f. Minimize the number and size of pictures inserted. If file size is greater than 2 MB, review the use of pictures and consider converting Word documents to PDF.
 - g. Do not copy resumes or other external documents into the NOI form to supply firm qualifications.
 - h. Automatic disqualification will occur if:
 - i. Questions are deleted or changed.
 - ii. The document is protected in any way that prevents Portage from copy-pasting information. Firms are allowed to protect their documents as "read-only", however, in the following ways:
 1. Conversion to PDF (without special protections)
 2. Protecting Word document for "Comments" only! (Not for "forms" or "tracked changes")
 - iii. The NOI response is longer than 10 pages.
2. Delete the scope of service narrative and these instructions before submitting the file to the City.
3. Email your NOI and submittal to:

Robert Redelings, PE
City of Portage
115 W. Pleasant Street
Portage, WI 53901
bob.redelings@portagewi.gov

NOTICE OF INTEREST QUESTIONNAIRE

Firm Name		
Street Address	Area Code - Telephone Number	Area Code - FAX Number
City, State, ZIP Code	Contact Person, E-Mail Address	

Use only the format furnished; changes or deletion of questions or format may disqualify you from consideration. Limit your response to 10 pages.

- List credentials, qualifications and years of experience for the project manager and other key staff you would assign to this project in the following table. If showing more than two individuals, add tables using the format provided. Key sub-consultants may be listed. Be sure to clearly identify the sub-consulting firm.

KEY STAFF	POSITION/ PROJECT ROLE	YEARS EXPERIENCE	EDUCATION	REGISTRATION (PE, RLS, etc.)
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- Workload Capacity - Describe your staff's capacity, availability and their ability to perform the work in a timely manner relative to present workload. Address the availability of the named key staff members, including competing commitments and the percent of time available for this project. If showing more than four individuals, add rows to the table below. Key sub-consultants may be listed.

KEY STAFF	CURRENT COMMITMENTS	CURRENT ESTIMATED AVAILABILITY BY TIME PERIOD
Name	➤	
Firm	➤	
Location	➤	

Name	➤	
Firm	➤	
Location	➤	

- List recently completed or substantially completed projects for each key staff/project manager and provide contact name for each project. Projects of similar size/scope of this project are preferred. Only show the deliverables for which key staff/project manager were responsible on the project. If showing more than two projects, add tables using the format provided. Key sub-consultants may be listed. Be sure to clearly identify the sub-consulting firm.

Project Name	Begin/End Service Dates	Firm's Fees on Project	Reference--Name, Address, Phone, E-mail
DELIVERABLES		KEY STAFF	
➤	➤		
➤	➤		
Narrative			

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DELIVERABLES		KEY STAFF	
➤	➤		
➤	➤		

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4. If the projects listed in question 3 are not WIDOT projects, demonstrate your familiarity with WIDOT processes and procedures.

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5. In two pages or less, note any other pertinent information about your firm's qualifications and knowledge about the project.

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