



REQUEST FOR PROPOSAL

PLANNING, DESIGN, AND IMPLEMENTATION OF FRESH COAST PROTECTION PARTNERSHIP PHASE TWO

CONTRACT NO. G98023P01

The Milwaukee Metropolitan Sewerage District (District) invites engineering consulting firms who have experience with community-based green infrastructure programs to submit sealed proposals for services for planning, design, and implementation of the Fresh Coast Protection Partnership Phase Two.

BACKGROUND AND SUMMARY

The District is seeking a Partner to continue the operations of a cost-effective, large-scale increase in our green infrastructure (GI) implementation program in the District's GI Service Area. The partnership would build off an existing alternative project delivery model that administers lower-cost implementation of green infrastructure by assessing and implementing efficiencies in GI placement, design, and financing. The program must incorporate defined environmental and socio-economic objectives. The purpose of this request for proposal (RFP) is to solicit potential Partners for their experience, expertise, and capacity to administer this program. Depending on the qualifications and project approach submitted, the District may choose to interview potential Partner teams to gather additional information.

The District is intent on beginning phase two of the existing Fresh Coast Protection Partnership (FCPP) to build off the success of the first phase (2020-2022). The FCPP has worked towards scaling up GI implementation in flexible and adaptive ways to achieve a significant increase of gallons of GI capture capacity. The foundational goals of the program are to:

- Help the District to achieve compliance with the GI goal in the District's current Wisconsin Pollutant Discharge Elimination System (WPDES) permit (**Appendix D of Attachment A**).
- Minimize the cost per gallon of GI storage.

- Achieve a *minimum* of 15 million gallons of capture capacity in GI by the end of 2026.
- Attain a goal of certified Small, Veteran, Women, and Minority Business Enterprises (S/W/MBE) participation of 30 percent or higher.
- Participate within the District's existing workforce development programs to provide training for capital construction skills.
- Include mentorship of emerging businesses.
- Identify non-traditional funding sources that could be considered or leveraged.
- Accelerate achievement of District goals by completing GI construction within a four-year term (2023-2026).
- Install GI in both the combined and separated sewer areas.

Proposers are advised to assemble a team qualified to perform all project work tasks including planning, design, bidding, construction management, and vegetation establishment.

The overall contract includes the following major tasks:

- A. Project Management
- B. Preliminary Engineering Services
- C. Field Investigation / Data Collection
- D. Surveying
- E. Design Services
- F. Land Acquisition and Easement Assistance
- G. Bid and Award Services
- H. Construction Management
- I. Engineering Services During Construction
- J. Operation & Maintenance Manuals

The contract Scope of Work is in **Attachment A and includes Appendices A - F**.

Key Assumptions for Approach Consideration

- The District expects that the cost of GI will be minimized through process and design efficiencies, and project aggregation.
- Projects funded with District capital funds would be required to enter into a conservation easement/maintenance covenant ensuring care of the asset for a minimum of 11 years.
- GI storage capacity, as described by the District, is the maximum capacity in gallons to be held within GI during any given storm (**Appendix B**).
- The Project should support the District's Community Platform through workforce development and green infrastructure installation (**Appendix F**).
- Site green infrastructure within target areas that meet the District's priority site selection attributes (**Appendix A**):
 - High inflow areas to the deep tunnel
 - Areas of known localized flooding

- Non-compliant metersheds
- Areas designated with a high social vulnerability index (See CDC SVI Map [here](#)).
- Total Maximum Daily Load (TMDL) priority areas
- Areas with increased urban heat island severity (see The Trust for Public Land Urban Heat Island Severity Map [here](#)).
- Forty percent of program gallons are installed outside of the City of Milwaukee
- Sixty percent of program gallons are installed inside the City of Milwaukee
- Minimum of 60% gallons installed are on private property
- Minimum of 30% of program gallons installed must be achieved in the Combined Sewer Service Area (CSSA)
- Program cost per gallon should include five years of post-construction vegetation establishment

GENERAL INFORMATION

Firms wishing to be considered in the consultant selection process must submit an electronic Proposal Package **no later than the Closing Time of 10 a.m. central time on January 7, 2022**. No proposals will be accepted after this date and time.

This District has implemented online proposal submissions for this Project. **Only electronic submissions via our secure portal will be accepted.** Please see the next section entitled “SUBMISSION INSTRUCTIONS FOR PROPOSERS” on how to submit a proposal.

All proposals shall be written in English. All proposals shall contain concise written material and may contain illustrations. Legibility, clarity and completeness are essential. All submittals must use 8-1/2” x 11” portrait format, but may be supplemented using 8-1/2” x 11” landscape or 11” x 17” illustrations. Marketing brochures are not allowed.

The Qualifications Proposal shall include the following documents:

- Transmittal Letter (1 page maximum) on company letterhead clearly identifying the firm name, address, and telephone number. The Transmittal Letter shall be signed by a person authorized to submit and sign a proposal and include the name of the person authorized to submit/sign the proposal, their title, telephone number, and e-mail address.
- Project Manager / Key Personnel (4 page maximum)
- Overall Qualification of Firm /Team (4 page maximum)
- Project Approach (8 page maximum). Two additional pages accepted if scope items are suggested by Consultant beyond those identified in **Attachment A**, Scope of Work.
- S/W/MBE Involvement (2 page maximum)
- Local Office Preference (1 page maximum)
- Resumes (2 page maximum per project manager and each key person)

- Non-Discrimination Certification (**Attachment B**)
- EEO Data Forms (**Attachment C**)

The District reserves the right to accept or reject any or all proposals and to waive informalities or irregularities in the selection process.

The District will not be liable for any costs incurred by the respondents in replying to this RFP. In addition, 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 Contact Person 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.

**Nathan Churchill
Procurement Specialist
Milwaukee Metropolitan Sewerage District
260 West Seeboth Street
Milwaukee, WI 53204-1446
e-mail: nchurchill@mmsd.com**

This Request for Proposal (RFP) is available on the District's Bonfire Procurement Portal website at <https://mmsd.bonfirehub.com>, Reference #G98023P01. If it becomes necessary to revise any part of this RFP or otherwise provide additional information, an addendum will be posted on the District's Bonfire Procurement Portal website at the same location. This website location will no longer be available to the public or proposers after RFP submission period has closed.

The District is a unit of local government obligated to comply with Wisconsin's Public Records Law, Wisconsin Statutes secs. 19.31 through 19.39. The presumption under the law is that public records shall be open to the public unless there is a clear statutory exception, unless there exists a limitation under the common law, or unless there is an overriding public interest in keeping the public record confidential. As such, proposers should assume that their Proposals will be subject to disclosure under the Public Records Law.

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

SUBMISSION INSTRUCTIONS FOR PROPOSERS

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement
Transmittal Letter	File Type: PDF (.pdf)	1	Required
Project Manager / Key Personnel	File Type: PDF (.pdf)	1	Required
Overall Qualification of Firm / Team	File Type: PDF (.pdf)	1	Required
Project Approach	File Type: PDF (.pdf)	1	Required
S/W/MBE Involvement	File Type: PDF (.pdf)	1	Required
Local Office Preference	File Type: PDF (.pdf)	1	Required
Resumés	File Type: PDF (.pdf)	1	Required
Non-Discrimination Certification	File Type: PDF (.pdf)	1	Required
EEO Data Form	File Type: PDF (.pdf)	1	Required

- Please note the type and number of files allowed. The maximum upload file size is 100 MB.
- Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.
- All electronic documents submitted in response to this proposal shall not contain file restrictions (e.g. encryption, password protection, special security, or the like) that prevent the District from combining multiple electronic documents into one for records management purposes.

2. Upload your submission at:

<https://mmsd.bonfirehub.com/projects/54703/details>

Your submission must be uploaded, submitted, and finalized prior to the Closing Time. We strongly recommend that proposers take sufficient time and **at least ONE (1) hour** before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

- Each item of Requested Information will only be visible to the District after the Closing Time.
- Uploading large documents may take considerable time, depending on the size of the file(s) and your Internet connection speed.
- You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.
- Minimum system requirements: Microsoft Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled.

Need Help? - Milwaukee Metropolitan Sewerage District uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>

PRE-PROPOSAL PRESENTATION

A pre-proposal presentation will be posted under contract G98023P01 on the District's public proposal portal (Bonfire) and the District's Procurement Opportunities web page no later than 11:00 am CST on November 9, 2021. The purpose of the presentation is to outline the contract scope and convey details about the proposal requirements and expectations. All potential proposers are encouraged to view the presentation at their convenience.

VENDOR ENGAGEMENT AND Q&A MEETING

The District will host a virtual meeting for vendor engagement and Q&A at 10:00 am CST on December 1, 2021. All proposers and vendors interested in this contract are encouraged to attend. All attendees must pre-register for this meeting by contacting Nathan Churchill, nchurchill@mmsd.com no later than 2 days before the meeting date. Each request will receive a confirmation email with a invite to the virtual meeting.

INTERESTED VENDORS LIST

Potential proposers (primes, subconsultants and service providers) are encouraged to state their interest in this contract. Please email Nathan Churchill, nchurchill@mmsd.com, no later than 7 days before the proposal due date, with your

company name, contact information (including phone number and email), your expected role (prime, subconsultant or service provider), the type of work you can perform, if you are a registered SWMBE firm and reference this contract G98023P01. The District will compile and maintain a list of businesses interested in this contract. The list will be posted under contract G98023P01 on the District's public proposal portal (Bonfire).

QUESTIONS

All questions related to this RFP, pre-proposal presentation, site tour (if allowed) or interested vendors list must be directed in writing to Nathan Churchill, at nchurchill@mmsd.com by no later than 12:00 p.m. on January 5, 2022. Questions directed to other contacts at the District will not be recognized.

SMALL, VETERAN, WOMEN AND MINORITY BUSINESS ENTERPRISE PARTICIPATION

The District maintains a policy to ensure that certified Small, Veteran, Women, and Minority Business Enterprises (S/W/MBE) offering professional services will be allowed the maximum feasible opportunity to compete for District contracts and subcontracts.

The S/W/MBE participation goals for this contract (expressed as a percentage of the total contract dollar amount) are 10% for small or veteran-owned business, 10% for women business, and 10% for minority business enterprises. While the individual S/W/MBE goals may present some challenges relative to this opportunity, the District would expect all proposers to work towards achieving an overall 30% minimum S/W/MBE participation.

Proposers are expected to take affirmative steps to ensure that S/W/MBEs are utilized in this contract. The District will recognize certain certification programs for small, women-owned, minority-owned, and veteran-owned businesses. In addition, the District administers a small business enterprise certification program. To be eligible for the District's SBE certification, a business may not exceed the U.S. Small Business Administration size standard corresponding to its industry classification. Information is available at the District's website – <https://www.mmsd.com/procurement/swmbe-diversity>

Information on small business enterprise (SBE), minority business enterprise (MBE), women business enterprise (WBE), or veteran-owned business (VOB) certification may be obtained by visiting the District's website, via the link above, or by contacting Gwen Johnson, Supplier Diversity Specialist, at gjohnson@mmsd.com.

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

All firms must be certified prior to the submittal of the proposal. A proposer intending to use a firm that is not certified should account for the time needed to gain the desired certification before the proposal is submitted.

ONLINE CONTRACT AND VENDOR MANAGEMENT SYSTEM

The District has implemented an online Contract and Vendor Management System (CVMS) to monitor S/W/MBE participation and subcontractor prompt payment compliance.

The prime consultant will be required to use the secure, web-based CVMS to submit monthly project information on progress payments to all subconsultants and S/W/MBE firms. Subconsultants and S/W/MBE firms will be required to verify progress payments.

The prime consultant and all subconsultants shall provide data electronically and are responsible to respond by due dates, respond to any requests for information, and to check the CVMS on a regular basis to manage contract information and records.

Information to access the system will be provided to a designated point of contact with each consultant upon award of the contract. The CVMS can be accessed at the following address: <https://mmsd.diversitycompliance.com/>.

Procedural differences between the previous conventional reporting and the new web-based system include:

- Monthly progress payment status reports will be submitted via the web-based system.
- Paper copies of S/W/MBE compliance reports will no longer be required.
- Consultants will be required to enter data for payments made to subconsultants, and subconsultants will be required to enter data for payments received into the web-based system.

Training and Reporting

Monthly CVMS training sessions will be offered to prime and subconsultants. Estimated initial training hours for prime or subconsultants and estimated monthly reporting times are as follows:

Prime consultant:	Initial Training:	45 minutes for prompt payment compliance
	Monthly Reporting:	15 minutes for prompt payment compliance
Subconsultant:	Initial Training:	15 minutes for progress payment verification
	Monthly Reporting:	5 minutes for prompt payment verification

Technical Support

Vendors will have access to online and telephone support from the CVMS software vendor and District staff. For more information, please contact Gwen Johnson, Supplier Diversity Specialist, at gjohnson@mmsd.com.

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**) as an appendix to the Qualifications Proposal.

UNFAIR ADVANTAGE

Per District Administrative Policy 3-78.01, in order to ensure objective contractor performance and eliminate unfair competitive advantage, consultants that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

TERMS AND CONDITIONS

The successful proposer is expected to enter into a contract with the District. Contract terms will be determined during negotiation. Proposers must identify all exceptions to the Draft Contract terms and conditions in their Transmittal Letter included with the Qualifications Proposal. Any exceptions will be considered in proposal evaluation.

INSURANCE

Proposers should be prepared to provide proof of insurance coverage required by the District. Minimum insurance requirements are provided in **Attachment D**. Proposers must identify within their Transmittal Letter any exceptions to the insurance requirements presented in the Draft Contract.

SELECTION PROCESS AND SCHEDULE

The proposals received in response to this request will be evaluated by a Consultant Selection Advisory Committee (CSAC). The District will not release the names of committee members and requires that proposers direct any questions to the

aforementioned District Contact Person. The CSAC will evaluate the qualifications proposals using the proposal evaluation criteria outlined herein (except compensation).

Depending upon the thoroughness of the proposals and because of time constraints, the District may select a consultant based upon the initial proposal submittal. Do not assume there will be an opportunity to submit additional information. Submit your initial proposal as your “best and final offer.”

The District will select a consultant based on the proposals received and may send written communication to the highest-rated proposer(s) seeking clarification to any part of the proposal(s) deemed necessary, or interview the highest-rated proposer(s). If the District intends to hold interviews, the highest-ranked proposer(s) will be contacted to schedule an interview. Information obtained through written communication or interview will be used to further evaluate the proposal(s). The initial scores awarded for proposal(s) are subject to change based on written communications and interviews, if held.

Compensation Proposals will be opened by the Selection Overview Committee (SOC). Compensation Proposals of only the highest-rated Qualifications Proposals will be opened. There will be no required number of Compensation Proposals opened. Final selection of the highest-rated proposer will be based on the highest overall proposal score.

Following final selection of the highest rated proposer, 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 District will negotiate final contract terms with the highest-rated proposer. Upon successful negotiations, District staff will recommend to the District Commission a contract award. The Contract award recommendation will be the proposer that best complies with the RFP and will be the most advantageous to the District, as indicated by the highest-rated proposal.

The following is the proposed schedule for this project, including anticipated District timeframes for selection and award:

November 3, 2021	Issue RFP
November 9, 2021	Pre-Proposal Meeting Recording Released
December 1, 2021	Live Q&A Session
January 7, 2022	Deadline for Receipt of Proposals
February 10, 2022	Selection by Committee
March 1, 2022	Complete Contract Negotiations
April 2022	Commission Award
May 2022	Notice to Proceed
December 2026	Construction Completion

May 2031

Complete Vegetation Establishment Period

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. Generally, when scoring proposals, the District will follow the Evaluation Scoring Table presented in **Attachment E**.

PROJECT MANAGER / KEY PERSONNEL – 25 points

Provide the name and qualifications of the Project Manager (PM) to be assigned to this project. Include the PM's experience with projects that best illustrate his/her expertise to perform the requested services while meeting project schedules and budgets. For all projects listed, please include the name, phone number, and email address of the owner's representative in charge of each project.

Provide the identity and qualifications of Key Personnel (both prime and subconsultants) to work on this project. Include the experience of Key Personnel that best illustrates their expertise to perform the requested services.

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

Provide resumes of PM and Key Personnel only as an appendix to the Qualifications Proposal.

OVERALL QUALIFICATIONS OF FIRM / TEAM – 25 points

Provide a brief description of the overall qualifications of the firm and project team.

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 involvement in the project; any special environmental, technical or political challenges involved in the project; how the challenges were addressed; implementation of sustainable principles and practices; the name and phone number of the owner's representative in charge of the project; the Consultant's contracted amount for the project; the total project cost; and when the project was performed.

The presentation of overall qualifications of the firm/team should highlight the following:

- PM/Key Personnel proposed for this contract that have also worked on the example similar projects requested above.
- Teams that have previously collaborated on similar projects.
- Example projects are well matched to the services requested for this contract.

- A. Project management, including (but not limited to) the ability to:
1. Manage technical teams, coordinate, and prioritize work to find efficiencies.
 2. Procure services using government rules for planning, design, construction (including engineering services during construction), and operation/maintenance.
 3. Provide necessary public relations/community outreach.
 4. Develop and track key performance indicators (KPIs) to measure success towards project goals.
- B. Desired Team Skillsets:
- a. GI Design, Permitting, and Landscape Architecture
 - b. Urban Planning
 - c. Real Estate
 - d. Financing for Public/Private Partnerships (awareness of non-traditional funding sources and payment methods)
 - e. Workforce Development
 - f. General Contracting, Cost Estimating, Public Bidding, and Construction Management
 - g. Communications and Outreach
 - h. Vegetation Establishment and GI Maintenance

PROJECT APPROACH – 35 points

The proposed Project Approach should include the following:

- A brief statement of project understanding.
- A management/technical approach describing the specific methodologies and techniques to perform the tasks outlined in the Scope of Work (**Attachment A**). Clearly explain reasons for proposed task additions, modifications, expansions or exceptions.
- Sufficient detail so the proposed project approach can be readily understood. Identify potential alternatives, materials, equipment or technologies which will be considered for the new facility or system. The Project Approach should outline how potential alternatives, materials, equipment, or technologies will be evaluated.

Project Approach should specifically address items listed below. Identify any key issues that would need to be resolved to perform the proposed services.

- Planning: developing a planning process to identify GI project locations based on several priority site attributes, including (but not limited to): areas of high inflow to the deep tunnel, areas with high CDC social vulnerability index, high ranking TMDL subbasins, areas of known flooding, non-compliant metersheds, areas with high urban heat island index. See the MMSD GI Service Area Municipalities and Target Area Attributes Map Tool, for more information on these screening factors and the links to MMSD Plans for GI and Urban Biodiversity and Fresh Coast Guardians website (See **Appendix A and Appendix C of Attachment A**). Sites selected should include a minimum of 3 priority site attributes.
- Design services: develop drawings, specifications, cost estimates, schedules, bid and award services, construction management, public relations, and maintenance requirements including manuals and training (**See Appendix E of Attachment A**).
- SWMBE involvement: develop a strategy to ensure meaningful work experiences using SWMBE participation goal of 30%.
- Workforce: create a workforce development strategy to ensure meaningful work experiences by participants in local workforce training programs in multiple aspects of the projects including planning, design, construction, and post-construction phases. The District is especially interested in a post-construction vegetation establishment and maintenance program utilizing local workers.
- Mentoring of emerging businesses: proposal team should include at least two local emerging businesses that will receive business development mentoring throughout the project.
- Financing: work with District financial staff to understand current District financing and develop potential financing strategies that identify sources of funding beyond Clean Water Fund Loans and municipal bonds that might help to reduce the District's cost per gallon.
- Maintenance: development of a strategy for post-construction site assessments and maintenance.

Attachment A Appendices:

- A. MMSD GI Service Area Municipalities and Target Area Attributes Map Tool
- B. Green Infrastructure Capacity Calculation Methods
- C. Link to MMSD Plans for GI and Urban Biodiversity, and Fresh Coast Guardians website
- D. WPDES Permit (4/1/2019-3/31/2024): CSO Performance Standards Section
- E. GI Design Standards
- F. MMSD Community Platform

A detailed scope of services and fully loaded hourly compensation rates for key staff for

Fresh Coast Protection Partnership Phase Two are required; however, this information will not be published (use Excel Workbook provided). It is anticipated that the potential Partner will provide a Project Approach and develop a level of effort based on the approach. The submittal will be qualitatively reviewed and negotiations for the Phase 2 effort will take place thereafter. **The District is open to reviewing various strategies for accomplishing its objectives, and examples of similar successful projects are welcomed.**

S/W/MBE PARTICIPATION – 10 points

The Qualifications Proposal shall include a list of S/W/MBE firms proposed to work on this project. The list should include the proposed participation level of each S/W/MBE firm and what services the S/W/MBE firm will perform. The percent participation, the meaningfulness of the involvement, and the capability of each S/W/MBE firm to perform the work will be evaluated under this criterion. Proposed participation shall be expressed as a percentage of the total contract dollar value. Do not provide the S/W/MBE participation dollar amount(s) or the total contract dollar value in the Qualifications Proposal.

LOCAL OFFICE PREFERENCE – 5 points

It is a District goal to maximize the local economic impact of the District's annual operating and capital spending for the benefit of the District's taxpayers and to take advantage of increased levels of customer service provided by local firms. Firms responding to this RFP shall provide within their proposal the following information concerning their presence in the District's Sanitary Sewer Service Area (SSSA) - see <https://www.mmsd.com/about-us> for the SSSA (District Boundary):

- Describe the function of the prime and/or subconsultant's local office within the overall company. For example, is it the headquarters of the company, is it a regional office, or is it a branch office?
- What services are provided at the local office?
- Provide the total number of employees at the local office.

Provide a summary table that describes the amount of work (based on percentage of total contract hours) to be performed by each firm on the project team. Provide as many rows as necessary to cover all firms on the proposed team. The percent participation of the overall team will be evaluated under this criterion. In the example below, some of the prime firm's work is being performed in another office that is located outside of the District's SSSA.

Notes:

- Staff who are permanently assigned to an office outside the SSSA cannot count towards work performed at a firm's local office.

- Lab testing services are to be excluded when determining local office participation.
- A firm must have an office that is established at the time the work is performed and is located in the SSSA in order for the hours to count in the column A total.

Example Local Office Summary Table:

Column	A	B	C
Firm	Of the total hours on the project, the percent of work performed by staff who are permanently assigned to the "within SSSA" office (based on hours)	Of the total hours on the project, the percent of work performed by staff who are permanently assigned to the "outside SSSA" office (based on hours)	Total percent of all work performed (based on hours) (Equal to the sum of columns A + B)
Prime consultant Address City, State, Zip	50%	15%	65%
Subconsultant 1 Address City, State, Zip	25%	0%	25%
Subconsultant 2 Address City, State, Zip	10%	0%	10%
TOTAL (equal to the sum of the rows above)	85%	15%	100%

Points will be reduced for an incomplete or incorrect table. For more information, please contact Gwen Johnson, Supplier Diversity Specialist, at gjohnson@mmsd.com.

ATTACHMENT A

SCOPE OF WORK

PLANNING, DESIGN, AND IMPLEMENTATION OF FRESH COAST PROTECTION PARTNERSHIP PHASE TWO

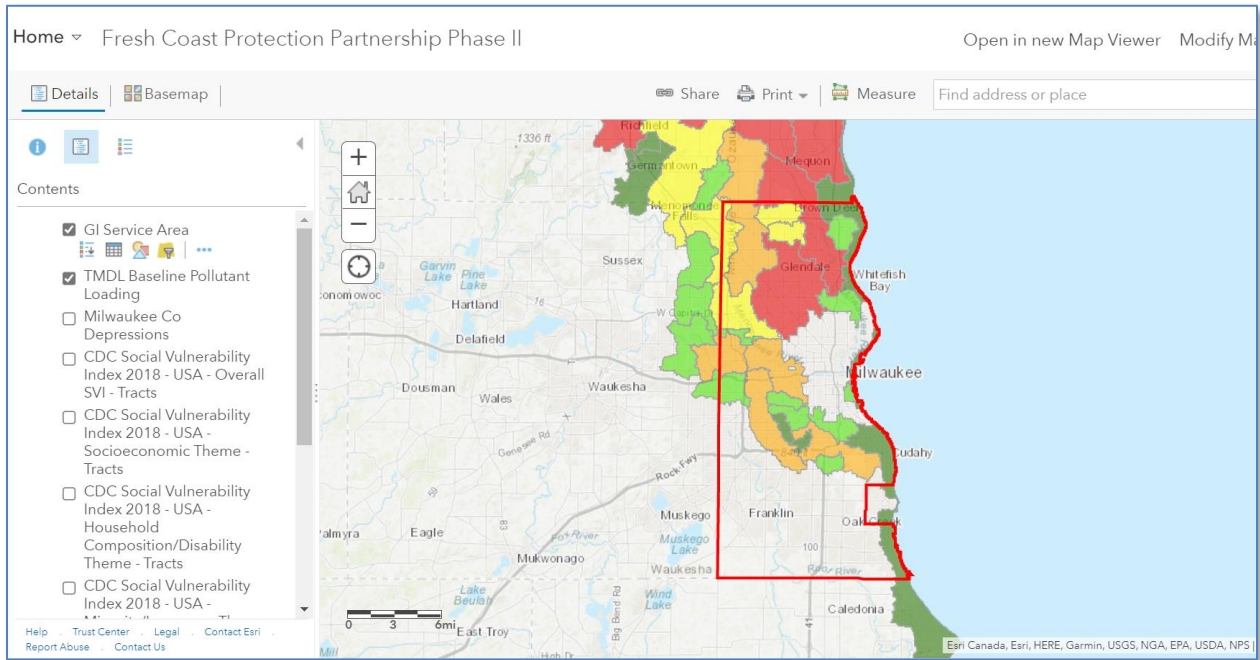
CONTRACT NO. G98023P01

FCPP Scope of Work

1. Planning
 - a. Perform an alternatives analysis that conceptually develops packages of GI alternatives to achieve the minimum of 15 million gallons of storage capacity before the end of 2026 using the District's selected priority attributes.
 - b. Develop a program framework that describes how sites will be selected, how program operations will be conducted, how the program will support and tap into existing District programs (including workforce development), and how the program will request and use funding (including financing strategies).
 - c. Performance metric development and reporting on which the program success can be measured against.
 - d. Develop outreach strategies to be used on various projects.
2. Design
 - a. Green infrastructure preliminary engineering
 - b. Design and permitting
 - c. Securing real estate permissions
 - d. Soliciting public bids
 - e. Long-term maintenance planning
 - f. Financing plan development
3. Construction
 - a. Construction management
 - b. Engineering services during construction
 - c. Owner's representation
 - d. Project quality assurance certification
4. Post-Construction
 - a. Five years of vegetation establishment
 - b. Develop Possible Long-term Operations and Maintenance Strategies

APPENDIX A
CONTRACT NO. G98023P01
MMSD Green Infrastructure Service Area Municipalities List and
Priority Site Selection Attribute Map

MMSD GI Service Area Municipalities				
Bayside	Brown Deer	Cudahy	Fox Point	Franklin
Glendale	Greendale	Greenfield	Hales Corners	Milwaukee
Muskego	Oak Creek	River Hills	St. Francis	Shorewood
Wauwatosa	West Allis	West Milwaukee	Whitefish Bay	



Mapping Tool link:

<https://mmsdgis.maps.arcgis.com/home/webmap/viewer.html?webmap=77d7eb8fce0c4f308856607df0233be4>

*To use the map, click on the link and click on the layer list to show the various layers.

APPENDIX B
CONTRACT NO. G98023P01

Green Infrastructure Capacity Calculation Methods

The District uses the following methods for calculating GI holding capacities. They are listed in order of preference.

1. Engineering calculations or modeling, or provided by a registered Professional Engineer or Landscape Architect,
2. A green infrastructure sizing tool available from the District (www.freshcoastguardians.com), or
3. Unit detention volumes identified in the table below (Use Appendix E – Optional Capacity Calculation Table for this method).

Green Infrastructure	Unit Detention Volume
Bioswale	7.5 gallons per square foot
Cistern	Capacity of cistern
Constructed wetlands	8.3 gallons per square foot
Green roof	1.0 gallon per square foot
Native landscaping	0.4 gallon per square foot
Porous pavement	3.0 gallons per square foot
Rain garden	4.4 gallons per square foot
Rain barrel	Capacity of barrel
Tree	25 gallons per tree
Soil Amendments	0.2 gallon per square foot
Depaving*	0.2 gallon per square foot
*Note: Depaving can only be counted in conjunction with another GI strategy	

The green infrastructure capacity will be capped at the 100-year design storm . Once designs extend beyond the 100-year storm elevation, that additional capacity will not be considered for reimbursement capacity.

APPENDIX C
CONTRACT NO. G98023P01
Links to MMSD Plans and Websites

MMSD Website
www.mmsd.com

Fresh Coast Guardians Website
www.freshcoastguardians.com

MMSD Regional Green Infrastructure Plan
https://www.freshcoastguardians.com/application/files/7015/0427/9920/MMSDGIP_Final/MMSDGIP_Final.pdf

MMSD Urban Biodiversity Plan
https://www.freshcoastguardians.com/application/files/4315/5386/6421/MMSD_Urban_Biodiversity_Plan.pdf

MMSD Resilience Plan
https://www.freshcoastguardians.com/static/Resilience_Plan_2019_F.pdf

APPENDIX D
CONTRACT NO. G98023P01

MMSD WPDES Permit

WPDES Permit No. WI-0036820-04-0



WPDES PERMIT

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES
**PERMIT TO DISCHARGE UNDER THE WISCONSIN POLLUTANT DISCHARGE
COLLECTION SYSTEM**

MILWAUKEE METROPOLITAN SEWERAGE DISTRICT COMBINED

is permitted, under the authority of Chapter 283, Wisconsin Statutes, to discharge from two facilities,
located at

700 EAST JONES ST, Milwaukee, WI (Jones Island Water Reclamation Facility)

and

8500 SOUTH FIFTH STREET, Oak Creek, WI (South Shore Water Reclamation Facility)

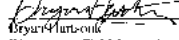
to

the Milwaukee Outer Harbor on Lake Michigan, the Milwaukee Inner Harbor/Kinnickinnic River, and Lake
Michigan in Milwaukee County

in accordance with the effluent limitations, monitoring requirements and other conditions set
forth in this permit.

The permittee shall not discharge after the date of expiration. If the permittee wishes to continue to discharge after
this expiration date an application shall be filed for reissuance of this permit, according to Chapter NR 200, Wis.
Adm. Code, at least 180 days prior to the expiration date given below.

State of Wisconsin Department of Natural Resources
For the Secretary

By 
Bryan Hunt
Wastewater Field Supervisor

3/27/19
Date Permit Signed/Issued

PERMIT TERM: EFFECTIVE DATE - April 01, 2019

EXPIRATION DATE - March 31, 2024

***Click on the permit page to open permit section.**

APPENDIX E
CONTRACT NO. G98023P01
GI Design Standards



MMSD Fresh Coast Protection Partnership
Design Guidance

6 APRIL 2020

***Click on the Design Standards page to open the document.**

APPENDIX F

CONTRACT NO. G98023P01

MMSD Community Platform

The Milwaukee Metropolitan Sewerage District's Community Platform

Over the last 10 years, the Milwaukee Metropolitan Sewerage District (MMSD) has increasingly moved its efforts to improve water quality upstream into neighborhoods, taking the protection of Lake Michigan to everyone's doorstep. As this continues, the Region will reduce risks of basement backups, reduce stormwater runoff and flooding, improve water use efficiency, improve climate resiliency, and reduce volumes of contaminated water that reaches the MMSD sewer system. MMSD's green infrastructure program to manage water where it falls using natural approaches will be a key initiative in these efforts. Green infrastructure and MMSD's flood management programs will need new and expanded investments.

In the Milwaukee region, older neighborhoods create the greatest opportunity for this work. The residents in these neighborhoods are also some of the most underserved and have some of the lowest incomes. This Community Platform will not only address the needs of MMSD but will also provide a betterment for these neighborhoods-in-need.

This Community Platform forms a starting point for enhancements to directly improve people's lives through partnerships with others and direct actions.

- MMSD will use the Center for Disease Control's social vulnerability index to prioritize green infrastructure at strategic locations that reduce inflows to the sanitary system. Goal: MMSD's Strategic green infrastructure initiative will use this criterion by July 1, 2021.
- MMSD will create and empower a Community Advisory Team to give input on social vulnerability index prioritization, workforce development, community benefits, and neighborhood enhancements of our projects. Goal: MMSD will form the Community Advisory Team and convene its first meeting by November 1, 2020.

***Click on the Community Platform page to open the document.**

ATTACHMENT B

**PLANNING, DESIGN, AND IMPLEMENTATION OF FRESH COAST PROTECTION
PARTNERSHIP PHASE TWO**

CONTRACT NO. G98023P01

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

Submit this form your Proposal

ATTACHMENT B

ATTACHMENT C

**PLANNING, DESIGN, AND IMPLEMENTATION OF FRESH COAST PROTECTION
PARTNERSHIP PHASE TWO**

CONTRACT NO. G98023P01

Equal Employment Opportunity Data

It is the District's policy to encourage equal employment opportunity practices on the part of its suppliers of goods and services. Please use this form to provide employment data for your firm.

Number of Employees
(Report employees in only one category)

Race/Ethnicity	Male	Female
Asian		
Black or African American		
Hispanic or Latino		
Native American		
Other		
White		
Total		

Local Market Availability

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.

The labor market availability figures for the Milwaukee-Waukesha Primary Metropolitan Statistical Area (PMSA) are: Minorities 26%, Females 48%.¹

Local Market Availability: Minorities _____ % Females _____ %

Firm Name _____

Address _____

City/State/Zip _____

Contact Person _____

E-mail Address _____

For questions regarding this form, please contact the District's Supplier Diversity team at swmbe@mmsd.com

¹ Source: EEO Tabulation 2014-2018 (American Community Survey data)

Submit this form with your Proposal

ATTACHMENT D

**PLANNING, DESIGN, AND IMPLEMENTATION OF FRESH COAST PROTECTION
PARTNERSHIP PHASE TWO**

CONTRACT NO. G98023P01

Minimum Insurance Requirements

Every consultant and all parties furnishing services or product to the District must provide the District with evidence of the following minimum insurance requirements. In no way do these minimum requirements limit the liability assumed elsewhere in the contract. All consultants shall, at their sole expense, maintain the following insurance:

- A. Commercial General Liability Insurance including contractual coverage:

The limits of this insurance for bodily injury and property damage combined shall be at least:

Each Occurrence Limit	\$1,000,000
General Aggregate Limit	\$2,000,000
Products-Completed Operations Limit	\$2,000,000
Personal and Advertising injury Limit	\$1,000,000

No exclusions for explosion, collapse, or underground are permissible.

- B. Business Automobile Liability Insurance:

Should the performance of this Agreement involve the use of automobiles, Consultant shall provide comprehensive automobile insurance covering the ownership, operation and maintenance of all owned, non-owned and hired motor vehicles. Consultant shall maintain limits of at least \$1,000,000 per occurrence for bodily injury and property damage combined.

- C. Workers' Compensation Insurance:

Consultant must provide Workers Compensation Insurance as required by Wisconsin statute, and in addition, Employer's Liability insurance with limits not less than \$1,000,000 for each accident, \$1,000,000 disease – each employee, \$1,000,000 disease – policy limit, for all employees to be engaged in work on the project under this Contract. The Consultant shall also have Worker's Compensation Insurance endorsed to contain the "all states" endorsement to cover 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 Harbor Worker's Act and the Federal Jones Act. Where the work under this Agreement includes any railroad hazards, Railroad Protective Liability coverage shall be maintained.

- D. Professional Liability

Professional Liability Insurance covering actual or alleged negligent acts, errors or omissions, and wrongful acts committed during the course of, or arising out of the provision of services under the Contract with limits of \$5,000,000 per claim and \$5,000,000 in the aggregate, including coverage for defense costs. Coverage shall be maintained during the term of the Agreement and for a period of no less than three (3) years after the termination of the Agreement.

E. Excess/Umbrella Liability Insurance:

Such insurance shall provide additional limits of not less than \$5,000,000 per occurrence in excess of the limits stated in (A.), (B.), (C. – for Employers Liability) or (D.) above.

Additional Requirements:

The insurance specified in (A.) and (B.) above shall: (a) name the District and its commissioners, directors, officers, employees and agents as additional insureds by endorsement to the policies, and, (b) provide that such insurance is primary and non-contributory coverage with respect to all insureds and additional insureds. (Additional Insured CG2010 endorsement or equivalent). Policies should include a severability of liability clause and cross-liability clause.

The above insurance coverages may be obtained through any combination of primary and excess or umbrella liability insurance. MMSD may require higher limits or other types of insurance coverage(s) as necessary and appropriate under the applicable purchase order. Consultant shall require each of its subcontractors to maintain insurance as listed above. As an alternative, the Consultant may provide the required insurance to cover its subcontractors or may submit a request to the Project Manager or Risk Manager for consideration of a lower level of insurance coverage for its subcontractors.

Except where prohibited by law, all insurance policies, except Professional Liability, shall contain provisions that the insurance companies waive the rights of recovery or subrogation, by endorsement to the insurance policies, against MMSD, its subsidiaries, its agents, servants, invitees, and employees and their insurers.

Coverage must be placed with carriers with an A. M. Best rating of A- 10 or better.

Consultant shall provide certificates evidencing the coverages, limits and provisions specified above on or before the execution of the Agreement and thereafter upon the renewal of any of the policies. **Please ensure that the Certificate notes the contract number and states as follows:**

Milwaukee Metropolitan Sewerage District and its commissioners, directors, officer, employees and agents are Additional Insureds. Waiver of Subrogation applies and is in favor of the Milwaukee Metropolitan Sewerage District and its commissioners, directors, officer, employees and agents. Coverage is primary and non-contributory. Insurers will provide 30 day notice of cancellation, nonrenewal or material change – except 10 days for non-payment.

Rating	Implementation/ Project Approach	Qualifications of Firm/Team	Qualifications of Project Manager / Key Personnel	Software Solution (if included in project scope)
<p>Outstanding: (86%-100% of Points)</p>	<p>Proposal describes specifically how and what will be accomplished in a superior manner, both quantitatively and qualitatively.</p> <p><u>Positive Indicators:</u></p> <ol style="list-style-type: none"> 1. Clarity and rationality 2. Deliverables related to project scope 3. Quality checks/reviews 4. Level of effort 5. Key issues for each deliverable are identified 6. Efficient use of personnel 7. Innovative approach 	<p>Proposal provides good material, meets all requirements, is very desirable, and contains a response that is clearly superior.</p> <p><u>Positive Indicators:</u></p> <ol style="list-style-type: none"> 1. Significant projects in key areas 2. Organizational depth and scope 3. Established in the marketplace for three years or more 4. Previous assignments of like nature 5. Team has collaborated on previous projects 6. Contingency resources are available 	<p>Proposal provides good material, meets all requirements, is very desirable, and contains a response that is clearly superior.</p> <p><u>Positive Indicators:</u></p> <ol style="list-style-type: none"> 1. Project Manager is experienced in critical areas 2. PM has managed similar sized projects 3. Key personnel are experienced in all critical areas 4. Specialists to assist team are available 5. Experience with similar projects 6. Commitment/dedication of resources 	<p>Proposal provides good material, meets all requirements, is very desirable, and contains a response that is clearly superior.</p> <p><u>Positive Indicators:</u></p> <ol style="list-style-type: none"> 1. Proven existence of established methodology 2. Methodology used previously 3. Comprehensive software support 4. Integrated software tools 5. Ease of use by end user
<p>Adequate to Good: (51% to 85% of Points)</p>	<p>Proposal, in general, satisfies the RFP requirements and describes specifically how and/or what is to be accomplished. Half or more of the positive indicators noted above are met. No major deficiencies noted.</p>	<p>Proposal, in general, satisfies the RFP requirements and provides information on capabilities, resumes, and similar types of projects. Half or more of the positive indicators noted above are met. No major deficiencies noted.</p>	<p>Proposal, in general, satisfies the RFP requirements. Half or more of the positive indicators noted above are met. No major deficiencies noted.</p>	<p>Proposal, in general, satisfies the RFP requirements. Half or more of the positive indicators noted above are met. No major deficiencies noted.</p>

<p>Marginal: 1% to 50% of Points)</p>	<p>Proposal reiterated requirements, but offered no explanation of how or what was to be accomplished in the technical scope of work; less than ½ of positive indicators listed above are met.</p> <p><u>Negative Indicators include, but are not limited to:</u></p> <ol style="list-style-type: none"> 1. Inaccurate statements 2. Project Approach has deficiencies 	<p>Proposal does not supply adequate description of the qualifications of team/experience/personnel/resumes of people and/or case histories. Less than ½ of positive indicators listed above are met.</p> <p><u>Negative Indicators include, but are not limited to:</u></p> <ol style="list-style-type: none"> 1. Projects not related to RFP 2. Excessive use of subcontracts 3. Work experience not related 	<p>Proposal does not supply adequate description of the qualifications of project manager/key personnel /resumes of people and/or case histories. Less than ½ of positive indicators listed above are met.</p> <p><u>Negative Indicators include, but are not limited to:</u></p> <ol style="list-style-type: none"> 1. Limited experience of the PM 2. Poor reference checks 3. Projects not related to RFP 4. Inadequate resources 	<p>Less than ½ of positive indicators listed above are met.</p> <p><u>Negative Indicators include, but are not limited to:</u></p> <ol style="list-style-type: none"> 1. Methodology unproven or unsubstantiated 2. Limited software
<p>Unacceptable: (0 Points)</p>	<p>Proposal fails to provide pertinent information, or provides information that cannot be understood.</p>	<p>Proposal fails to provide pertinent information, or provides information that cannot be understood.</p>	<p>Proposal fails to provide pertinent information, or provides information that cannot be understood.</p>	<p>Proposal fails to provide pertinent information, or provides information that cannot be understood.</p>