

Request for Proposals North Bluff Planning Study City of Oak Creek, WI

Release Date: April 8, 2022

Proposal Submittal Deadline: May 13, 2022

<https://www.oakcreekwi.gov/government/departments/engineering/public-contract-notice>



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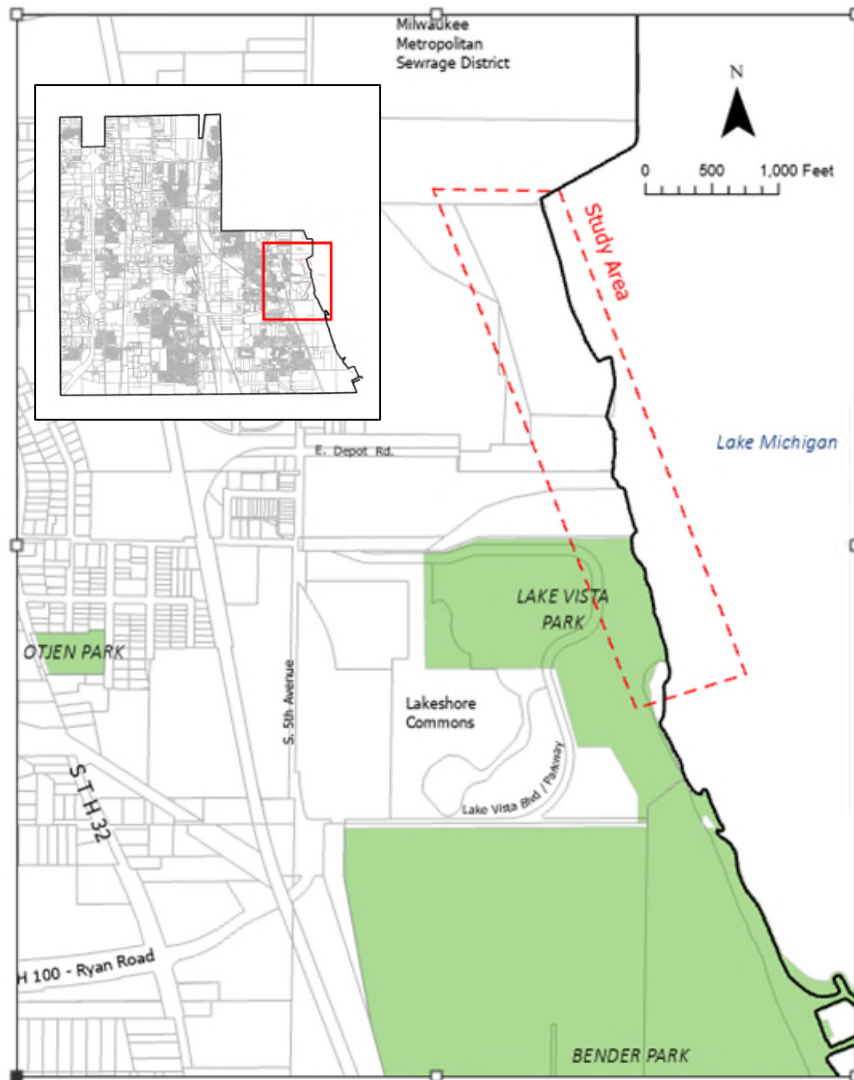
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SECTION 1: Purpose and Scope of Project

The purpose of this Request for Proposals (RFP) is to receive competitive proposals from qualified planning individuals and consultant teams (hereinafter referred to in the singular as “consultant”) who are interested in creating a study and plan of redevelopment of a public recreational space along the Lake Michigan shoreline and bluff north of Lake Vista Park as further identified in Figure 1. Redevelopment as public recreational space will coincide with implementation of a separate bluff stabilization plan that is not included as part of this scope.

At the end of this process it is the City’s expectation that there will be an actionable, scalable plan with an estimate of probable costs that can be used for capital improvements budgeting.

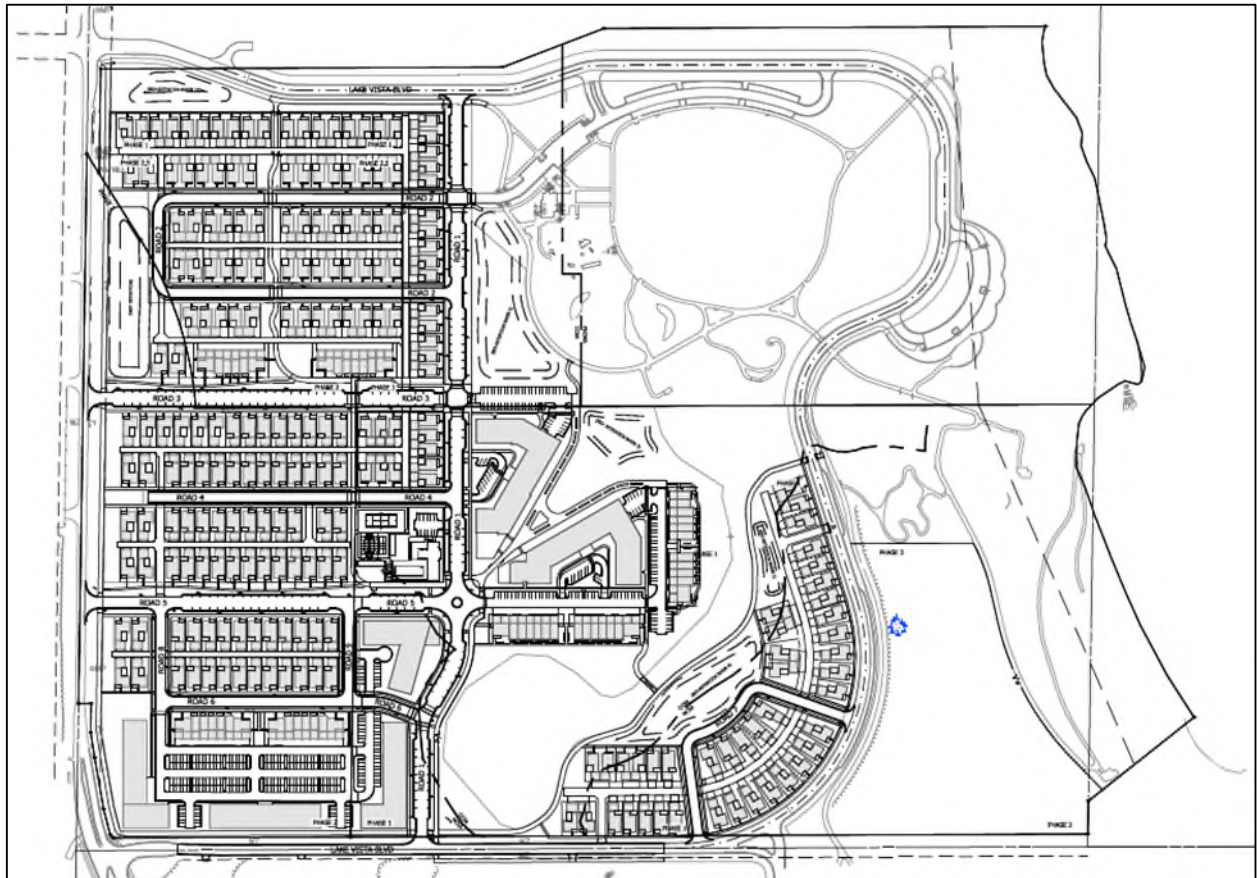
FIGURE 1 - STUDY AREA



SECTION 2: The Study Area

The study area includes a roughly 3,500 linear foot stretch of shoreline and upland bluff in the eastern part of Oak Creek adjacent to Lake Michigan north of Lake Vista and Bender Parks and the new Lakeshore Commons traditional mixed-use neighborhood development to the south.

FIGURE 2 - LAKESHORE COMMONS



SECTION 3: Services and Project Deliverables

The consultant will provide a range of municipal planning services required for the Oak Creek North Bluff Planning Study including, but not necessarily limited to:

1. Recommendations and preliminary designs for unique and innovative public park and recreational amenities throughout the study area.
2. Concepts to integrate the plan with adjacent developments such as Lakeshore Commons and future upland development west of the study area.

3. Development of concepts and strategies for unique and innovative recreational amenities to serve both a local and regional market.
4. Development of concepts and strategies for lake-level interaction and trail access between the study area and Lake Vista and Bender Parks through an existing utility corridor.
5. Effective coordination and communication with project stakeholders at the direction of, and in conjunction with City staff. It is anticipated the City will lead all contact with WNDR and all other regulatory agencies. The consultant is expressly prohibited from contacting WNDR, or any other regulatory agency, without City staff prior approval, during preparation of this response, and during preparation or stakeholder input during the planning process. A collaborative approach, along with constructive communication and coordination with other consultants, as direct by City staff, will be required throughout the process. Specific coordination with the City of Oak Creek Engineering Department for integration with the bluff stabilization project is required. Note that some engineering and regulatory requirements will be required for implementation of the project. It will be required that all planning activities take into account, and incorporate, the required engineering or regulatory elements of the project.
6. A focused stakeholder and public participation process to ensure concise community involvement in the Oak Creek North Bluff planning process. A schedule of public meetings at key points in the process shall be proposed by the consultant. The selected consultant will be responsible for organizing and either leading or co-leading outreach efforts with City staff.
7. Development of feasible, scalable, fiscally responsible, and prioritized implementation recommendations as supported by the Oak Creek North Bluff Planning process. Implementation should include prioritization categories and options for the City to customize priorities within those categories.
8. Provide estimate of probable cost alternatives for various components of the plan. Development of a detailed numeric and qualitative comparison of various cost alternatives for specific components of the plan is required. Provide in a format that assists the City in balancing fiscal needs and constraints, while demonstrating excellence in design.

- a. Identify and discuss variations in design, materials, finish, or other aspects of amenities, to provide the City opportunities to maximize cost efficiencies and maximize the overall value in implementation of the plan. Provide numeric comparisons for a variety of options, to assist the City in maximizing the overall value of the plan.
 - b. Discuss material availability, potential variation in costs or delays associated with special order items, options for substitution if supply chain issues, and other relevant details that will affect total cost and schedule of implementation over time.
 - c. Develop a discussion and numeric comparison of long term maintenance or other costs for various options of the plan, to assure the continued long term success of the plan once implemented.
9. Development of a strategy to leverage the City’s investments through grants and other sources. Coordination with City staff will be required.
 10. A final, digital copy of the document, in an editable format incorporating Items 1-9 above and other deliverables as determined by the process.

These are general requirements for the Oak Creek North Bluff Planning Study, and are not intended to be a comprehensive list of tasks and deliverables. It is expected that the chosen consultant will provide the City with more specific recommendations for approaches, tasks and deliverables based on their experience and expertise from past work.

SECTION 4: Proposal Requirements

Proposal Submission Requirements

1. One (1) unbound original proposal.
2. One (1) digital copy of the proposal.

Digital copies may be submitted via email (max. 2 MB file size, no ZIP files) or via secure filesharing link. The deadline to submit proposals is **Friday, May 13, 2022 before 4:00 PM.**

The proposal submittal should be submitted in an envelope labeled “2022 Oak Creek North Bluff Planning Study” and delivered to:

Doug Seymour, Director of Community Development
City of Oak Creek
Community Development Department
8040 S. 6th Street
Oak Creek, WI 53154

Proposal Format

Proposals should contain the following information:

1. Title Page. Provide the name of your firm, address, telephone and name of contact person on a title page.
2. Letter of Transmittal. Provide a complete statement regarding the understanding of the project and your interest in working with the City of Oak Creek on the North Bluff Planning Study. The transmittal letter shall be signed by a duly authorized officer or agent empowered with the right to bind the consultant submitting a proposal for consideration.
3. Firm Background. Provide information on the size, location, available resources and brief discussion on past experiences related to similar plans.
4. Project Team. Identify the project team (including sub-consultants and associates) and provide a statement of qualifications for each individual.
5. Work Samples. List and provide in electronic format only (either a webpage link to the document or other electronic format) examples of similar plans recently completed by the firm or team members.
6. Methodology and Approach. Provide a description of the method and approach your firm intends to utilize in order to complete the Oak Creek North Bluff Planning Study.
7. Initial Concept Development. Provide insight as to initial ideas and concepts being contemplated for inclusion into the plan.
8. Timeframe. Include a detailed phasing and task list and estimated completion time of each task. Provide an estimated start date and completion date of the plan, based on an estimated consultant selection date of **June 7, 2002** and coordination with the bluff stabilization project.

9. References. Submit names, e-mails and telephone numbers of other municipal officials that we may contact to verify performance on projects recently completed by the firm as identified under the Firm Background section of the proposal submittal.
10. Verify Firm Capacity and Project Team. Provide a statement verifying your ability to begin work on the Oak Creek North Bluff Planning Study, and complete the tasks within the timeframes identified in the Methodology and Approach section of the submitted proposal based on your firm's current work load and capacity. Provide a list of the person(s) that will be principally involved in the project.
11. Cost Breakdown. Submit a not-to-exceed cost breakdown of the Oak Creek North Bluff Planning Study process, including total travel and material expenses, for the work identified by the consultant and including any subconsultants in the Methodology and Approach and Timeframe sections of the proposal submittal.
12. Supporting Information (Optional). Provide other supporting information you feel may help us further evaluate firm qualifications and fit for completing the plan.

Tentative Schedule

The tentative schedule for this Request for Proposals is as follows:

- Release of RFP: April 8, 2022
- Pre-application meeting (by City): April 13, 2022
- Deadline for Questions (email only): April 22, 2022 before 4:00 PM
- Question Responses and/or Addenda to RFP posted to City website: April 29, 2022
- Proposal Submission Deadline: May 13, 2022, before 4:00 PM
- Reviews Complete: May 26, 2022
- Review by Parks Commission: June 2, 2022
- Selection of Preferred Consultant: June 3, 2022
- Approval by Common Council: June 7, 2022

Questions

The deadline for questions regarding the proposal is April 22, 2022 before 4:00 PM. Questions can be directed to Community Development Director Doug Seymour by e-mail only at dseymour@oakcreekwi.gov. Responses to questions and/or addenda determined to be required by City staff to further clarify this RFP will be posted to the City's Notices of Public Contracts

webpage <https://www.oakcreekwi.gov/government/departments/engineering/public-contract-notices> no later than April 29, 2022.

SECTION 5: Evaluation and Consultant Selection

Selection Process

The City will follow the process below to select the consultant for the Oak Creek North Bluff Planning Study:

1. Each proposal submitted within the deadline will be reviewed to ensure whether all required materials have been submitted according to the guidelines set forth in this RFP. All proposals that do not meet minimum requirements will be rejected.
2. City staff will review the submitted RFPs based on predetermined Evaluation Criteria below. The qualifications of each consultant and all submitted materials will be evaluated for compliance with the requirements and conditions contained in this RFP.
3. City staff and the Common Council will be responsible for selecting the consultant. The City reserves the right to modify the scope of the project as necessary to fit the needs of the community.

Evaluation Criteria

1. Project vision and initial concept development. First and foremost, the City will select a consultant that embraces and elevates the City's vision for an innovative, one-of-a-kind, amenity rich shoreline park in this location.
2. Project team qualifications and experience
3. Proposed methodology and approach
4. Understanding of the City of Oak Creek and the history and current status of its lakefront planning efforts
5. Timeframe and completion date
6. Proposed fees and costs

SECTION 6: Additional Information

Consulting Agreement

A consulting agreement in a form provided by the City shall be executed by the City and a duly authorized officer or agent of the chosen consultant prior to commencing any work related to the Oak Creek North Bluff Planning Study or any other work requested in this RFP. Minor

changes that do not affect the substance of the agreement provided may be considered prior to finalizing the agreement.

Insurance

The consultant chosen by the City to perform the Oak Creek North Bluff Planning Study shall provide the City with a certificate of insurance in conformance with the following:

1. Professional liability: \$1,000,000 each claim and \$1,000,000 annual aggregate.
2. Commercial general liability: \$1,000,000 each occurrence limit, \$1,000,000 personal liability and advertising injury, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate. The additional insured coverage must include Products – Completed Operations equivalent to ISO Form CG 20 37 for a minimum of two years after acceptance of the work.
3. Insurance is to be placed with insurers who have an *A.M. Best* rating of no less than A- and a Financial Size Category of no less than Class VI, and who are authorized as an admitted insurance company in the State of Wisconsin.
4. The following must be named as additional insureds on the general liability coverage arising out of project work: City of Oak Creek, and its officers, Council members, agents, employees and authorized volunteers.

Acceptance of Terms

Submission of a proposal indicates acceptance by the consultant of conditions contained in this Request for Proposals. Note that all proposal submissions are subject to State and Federal open records laws.

Reference Materials

Additional information about the City of Oak Creek is provided at www.oakcreekwi.gov

- 2020 Comprehensive Plan
- Strategic Plan
- Engineering documents as needed
- Lakeshore Commons plans