MEMORANDUM

Date: July 2, 2015

To: Village Board

From: M. Chris Swartz, Village Manager

Re: Combined South Environmental and System Alternative Study

BACKGROUND

Attached is the latest presentation from Village staff related to the recommended alternative for the combined southeast sanitary sewer area. From that meeting it was understood that staff would bring back to the full board a recommendation for an environmental analysis of the recommended alternative(s) to improve sewer back up protection.

ANALYSIS

After discussion, recommendations were to add to the scope to include:

- Evaluate cost of separating sewers in that area
- Complete an analysis of the impact of utilizing the streets and yards as water storage under the "minimal storm sewer option", i.e., how high would the water go during x event.
- Phasing of the project to allow for environmental feasibility study *before* moving on to the core of the study.

These recommendations were added to the environmental impact scope.

Staff is recommending that if we want to move forward on improving sewer capacity during heavy storm in this area, this study is a pre-requisite. The funding would come from sanitary sewer fund cash on hand and is estimated at $75,000 to $100,000.

MOTION

The motion would be to approve Village staff executing the Request for Proposal for the environmental impact and identified alternative evaluation study for the Southeast Combined Shorewood Sanitary sewer area.

If you have any questions, please contact me.

/Chris

Request for Proposal

Professional Engineering Services

Village of Shorewood

2015 Combined Service Area Environmental Assessment

August 2015

Background

The Village of Shorewood, Wisconsin is has an ongoing effort to reduce basement backup risk in the entire Village. The Village's infrastructure improvement plan was initially established in the Comprehensive Facility Plan of 2011. Plan provides detailed analysis and preliminary designs for improvements in the separate and combined sewer service areas.

Based on the 2011 Facility Plan, the Village, in cooperation with MMSD, commissioned an additional study regarding the combined sewer service area improvements. This report, finalized in 2014 offers a wide variety of proposed improvements that reduce basement backup risks in the combined sewer service area.

Following the technical studies described above, the Village commissioned a cost estimate that compares the 2011 and 2014 findings.

All relevant existing studies and supporting documents described above are available in a digital format.

Project Purpose

The purpose of the current project is to develop a broader understanding of the environmental and regulatory context of proposed alternatives so as to assist the Village in its decision to implement infrastructure improvements in the Combined Sewer Service area.

Scope of Services

Based on current proposed alternatives, and the current local, state, and federal statutes, the consultant shall evaluate analyze and report on the following issues:

1. Detailed assessment of regulatory feasibility of the proposed improvements. Regulatory framework and list of applicable permits that may be needed from Local, State, and Federal agencies, permit conditions, other permitting issues associated with the proposed alternatives.
    a. Impact of the proposed alternatives on the Village's NR216 Permit and continued compliance
    b.
2. Environmental impacts of proposed improvements and determination of impact mitigation measures to achieve regulatory compliance. Assessment of environmental impacts of the proposed alternatives
    a. Impacts to Lake Michigan
    b. Impacts to Milwaukee River
3. Development of a new and standalone Sewer Separation Alternative, including recommended routes, cost estimates and construction impacts. Conventional gravity and pressure systems may be considered.
4. Physical Impacts
    a. Impact of extensive sewer construction on Village services, with focus on the proposed timeline
    b. 3D Rendered and graphical representation of the visual impacts of street storage during rain storms. Identify severe flooding zones and represent anticipated flooding conditions graphically.
5. Meetings, and presentation to the Village Board

Deliverables and Study Format:

The Village is prescribing a 3 phased approach to the study. At the conclusion of each phase, a report and a presentation to the Village Board should be anticipated. Based on the findings and direction from the Board, the subsequent phases will be implemented.

Phase 1 – Regulatory Review:
Detailed assessment of regulatory feasibility of the proposed improvements.

Phase 2 – Environmental Assessment:
Environmental impacts of proposed improvements and determination of impact mitigation measures to achieve regulatory compliance.

Phase 3 – Cost review and Sewer separation Review

Development of a comprehensive sewer separation alternative, development of cost estimates that are compatible and consistent with the estimates currently available on the 2011 and 2014 studies.

Proposal Contents

The proposal should not exceed 20 single-sided pages and should address the following:

1. Transmittal Information.

a. Firm's name, address, telephone number and contact person.

b. Firm's confirmation of understanding of the project and commitment to provide the appropriate personnel, equipment and facilities to perform the scope of services as defined in this document.

2. Firm Description.

a. Brief history of firm.

b. Provide at least three references of similar projects your firm has performed. References are to include the municipality name, contact person, mailing address, telephone number and email address of the owner for which your firm and assigned key personnel have provided similar services.

3. Approach.

a. Provide a description of the anticipated effort.

b. Outline your proposed staffing levels and activities.

c. Provide estimated level of effort.

4. Personnel Experience.

a. For each project team member submit a summary including:

I. Name

II. Proposed responsibilities

III. Professional registrations

IV. Detailed description of related past experience, particularly experience of a similar capacity on past projects of comparable size and scope

b. Provide the names of any sub-consultants and state the capacity in which they would be used. Provide the relevant information outlined in 4.a. above for all key sub-consultant personnel.

5. **Estimated Project Schedule.**
   a. Provide schedule of deliverable dates.

6. **Cost.**
   a. Provide an hourly rate for each project team member and a detailed analysis of the direct hours by task and position to satisfactorily provide the services outlined in the scope of services.
   b. Please note there will be no reimbursement for travel time, meals, or mileage; these incidental costs should be included in the hourly rates.

Selection Criteria

Village staff will consider the following in evaluation of the proposals:

1. Past record of performance of the consultant and team on similar projects.
2. Specialized experience and technical competence of the consultant and project team assigned to the project.
3. Familiarity of the consultant with the types of issues typically encountered on projects such as this and the recommended alternatives to address such issues.
4. General understanding of and agreement with the consultant's approach to the project, including the Village's confidence in the consultant's ability to satisfactorily perform the work.
5. Ability to complete the project within the necessary time frame.
6. Professional Fees.

Timeline

1. All proposals shall be submitted to Leeann Butschlick, Shorewood Director of Public Works by 12:00 noon on _____.
2. Three (3) copies of the proposal shall be submitted in a sealed envelope. The envelope shall be clearly marked to include the name and address of the consultant, the appropriate contact for the consultant and shall be marked "**2015 Combined Service Area Environmental Assessment**".
3. Interviews are anticipated to be held during the week of _____
4. A recommendation will be made to the Village Board to select the consultant on_____
5. The project kick-off meeting with the consultant is anticipated to occur within a week of the award of contract.
6. The report shall be completed by _____

Inquiries, Questions

Questions regarding this RFP should be directed to Mustafa Emir at 414.315.1933.