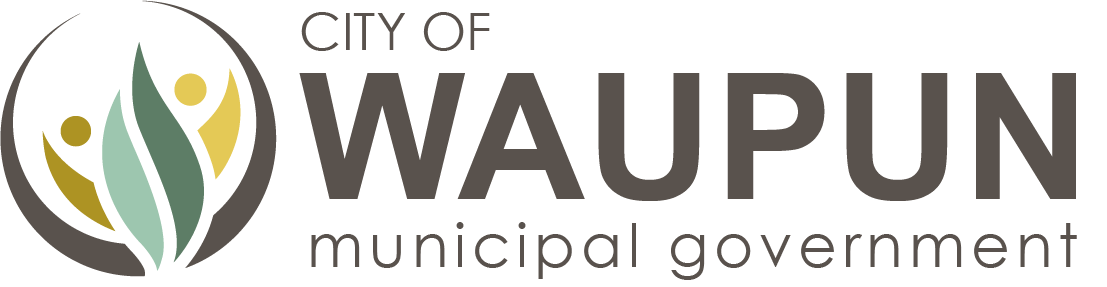
****

**Request for Proposal (RFP) For**

**Transportation Utility and Street Funding**

**Feasibility Analysis**

Issued by:

City of Waupun, WI

February 3, 2021

*Proposals must be received no later than: 1:00 P.M., Tuesday, February 23, 2021*

Submit RFP Response to:

Jeff Daane, Director of Public Works

City of Waupun

201 E Main Street

Waupun, WI 53963

[jeff@cityofwaupun.org](mailto:jeff@cityofwaupun.org)

For further information regarding this RFP contact:

Jeff Daane, Director of Public Works

[jeff@cityofwaupun.org](mailto:jeff@cityofwaupun.org)

920-324-7918

**TABLE OF CONTENTS**

**1.0 GENERAL INFORMATION**

* 1. Introduction
  2. Background
  3. Scope
  4. Project Calendar
  5. Contract Terms

**2.0 PREPARING AND SUBMITTING THE PROPOSAL**

* 1. General Instructions
  2. Proposal Organization and Format
  3. Submitting the Proposal
  4. Incurring Costs
  5. Withdrawal of Proposals

**3.0 CONSULTANT SELECTION AND AWARD PROCESS**

* 1. Review of Submittals
  2. Evaluation Criteria
  3. Interviews/Presentations
  4. Final Evaluation
  5. Right to Reject Proposals and Negotiate Contract Terms.
  6. Award of Contract

1. **GENERAL INFORMATION**
   1. **Introduction:**

The purpose of this document is to provide interested, qualified parties with information to enable them to prepare and submit a proposal for a consulting services contract. The selected consultant will complete or coordinate all necessary activities for the analysis that informs creation of a transportation utility in the city. While the primary focus of this study is feasibility of a transportation utility, the consultant will provide a brief comparative analysis of any other viable funding alternatives available to the city to address long-term capital requirements for road improvement that informs decision-making relative to transportation utility implementation.

* 1. **Background:**

In 2018, the City of Waupun completed a fiscal health analysis of the community. At that time, the City discussed trends related to revenue (declining), expenditures (increasing), debt (increasing) and debt capacity (shrinking). We also discussed the cost of construction for roads and buildings that is outpacing inflation, making it difficult to use traditional approaches to finance capital needs of the city. The five year Capital Improvement Plan (CIP) for the City requires more than $15M of new capital to support the needs of the community. It would be difficult for the City to assume new debt to address all of their needs and an alternative funding solution must be found to address the gaps that exist.

|  |  |  |
| --- | --- | --- |
| **2021 Street Rehabilitation Program Budget** | | |
| Street Maintenance, patching and micro-sealing | $67,200 | General Fund |
| Curb & Gutter repair | $2,500 | General Fund |
| Bridge Repair | $21,000 | Capital Improvement Fund |
| Mill & Overlay | $27,000 | Capital Improvement Fund |
| Street Reconstruction | $1,016,000 | Capital Improvement Fund and Debt |
| Street Reconstruction Storm Sewer | $1,315,000 | Capital Improvement and Debt |
| Street painting/signs/etc. | $11,200 | General Fund |
| Street design and engineering | $25,000 | Capital Improvement Fund and Debt |
| **TOTAL** | **$2,484,900** |  |

* 1. **Scope:**

The City is seeking to work with a team of creative personnel with experience in helping communities with transportation utility design, analysis and implementation. The scope of work outlined below should not be viewed as rigid and the consultant is encouraged to offer alternative or additional efforts for this project where they believe is appropriate.

* + 1. **Study Objectives:**
       1. Identify, compare, and contrast the potential funding methods for the City’s annual street rehabilitation projects, including but not limited to special assessments, wheel tax charges, and other new or perspective funding methodologies, including the creation of a transportation utility.
       2. Identify and summarize the policies to be considered, the impact on the City’s residential and commercial bases, and potential issues with the implementation of those policies in relation to the existing City ordinances and Wisconsin State Statues for each of the recommended funding options.
       3. Hold Public Informational meeting either virtual or in person to explain rate structure and credit policy options, answer questions.
       4. Identify what the transportation utility may fund - administrative, operating, and capital costs.
       5. Propose methodologies for calculating transportation utility user fees.
       6. Compile study results and present the finding and recommendations to the City Council.
    2. **Scope of Work:**
       1. **Study Planning**
          1. Prepare and present a summary plan outlining the work to be performed, data necessary to complete the project, and the timing of the work to be done (i.e. project timeline).
          2. Provide a draft or “go-by” of other final deliverables from similar projects to provide the project team with an idea of the general structure, content and level of detail expected to be developed.
       2. **Study Work**
          1. Select and evaluate a sustainable and equitable transportation utility funding method, i.e. impervious surface, trip based, etc.
          2. Compare potential revenues generated from a transportation utility, wheel tax, special assessment, or alternative methodology.
          3. Define how to classify properties and estimate trips for each.
          4. Identify policies that need consideration and prepare a brief policy document for each issue identified with respect to recommended funding methods.
          5. Describe the process and required information to monitor and adjust recommended billing years as properties are added or removed over the life of the transportation utility.
          6. Identify one-time and recurring costs necessary to effectively implement and operate the recommended funding methods.
       3. **Study Deliverables**
          1. A description of the study process.
          2. A summary of the recommended funding method(s).
          3. A preliminary rate analysis and billing options based on the sample residential and commercial areas selected versus property taxes.
          4. An estimate of the one-time and recurring costs associated with implementation and ongoing operation of recommended funding method(s).
          5. An overview of policies to be considered regarding recommended funding method(s), including, draft proposed ordinances based on the recommended funding method(s).
          6. All technical memoranda, summaries and detailed supporting data.
          7. A summary of conclusions and recommendations that addresses legal, financial and administrative aspects of the recommended project funding method(s).
          8. An implementation plan, including communication plan, timeline and cost estimate to implement the recommended funding method(s).
          9. Compile a final funding feasibility report that includes but is not limited to:

The City will review the draft report and revisions will be made as necessary. Following approval of the report by the City, the consultant will make a presentation of the study findings to the City Council. If a transportation utility is recommended and approved by the Waupun Common Council as the preferred funding mechanism for street work, it is understood that a separate scope of work would be developed by the City through an RFP process that focuses on implementation, including drafting of ordinance(s), finalization of billing units, setting of rate schedule(s), etc.

* 1. **Project Calendar:**

Listed below are estimated dates and times of actions related to this Request for Proposal (RFP). In the event that the City of Waupun finds it necessary to change any of the specific dates and times, it will do so by issuing amendments to this RFP. Failure by the City to issue amendments to this schedule will not invalidate this selection process.

|  |  |
| --- | --- |
| DATE | EVENT |
| February 3, 2021 | Issue RFP |
| February 23, 2021 | Proposals due on or before 1:00 p.m. |
| March 1-5, 2021 | Interviews/presentations (if required) |
| March 10, 2021  June 30, 2021 | Contract start date (estimated) Contract completion |

* 1. **Contract Terms:**

The successful firm and the City of Waupun will enter into a Consultant Services Agreement drafted by the Consultant.

1. **PREPARING AND SUBMITTING THE PROPOSAL**
   1. **General Instructions**

The evaluation and selection of a consultant will be based on the information submitted in the proposal plus references and any required interviews/presentations. Consultants should respond clearly and completely to all requirements. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a submittal.

The proposal shall:

* + 1. Identify the qualifications of the consultant and any sub consultants, including relevant projects, particularly projects working with municipalities on studying feasibility of transportation utilities.
    2. Identify the project manager and principal individual(s), qualifications, and experience of those proposed to do the work.
    3. Define the project approach and identify the specific tasks involved in the performance of the proposed work effort and the means by which these tasks would be implemented.
    4. Include all costs associated with conducting the work.
    5. Proposals shall be limited to no more than 15 total pages.
  1. **Proposal Organization and Format**

Consultants responding to this RFP must include the following information:

* + 1. COVER LETTER, RFP SIGNATURE PAGE: Include any cover letter and the RFP signature page. Submittals in response to this RFP must be signed by the person in the consultant's organization who is responsible for the submittal.
    2. QUALIFICATIONS OF THE SUBMITTING CONSULTANT AND ANY SUBCONSULTANTS WHO ARE TEAM MEMBERS: The specific qualifications of the firm(s) to accomplish the work outlined should be included. Specific projects relevant to this assignment with dates, clients, and specific references that could comment on the quality of the work should be identified. At least three references of directly relevant work must be provided from projects completed within the last five years. References should note the contact name, address, and phone number, along with the relationship to the project and project site location. The results of any reference checks will be provided to the evaluation committee and used when scoring the written qualifications.
    3. QUALIFICATIONS OF THE INDIVIDUALS WHO WILL WORK ON THE PROJECT: The qualifications must identify the project manager and explain how this point of contact will lead the consultant’s efforts. If interviews are necessary for selection, it will be necessary for the proposed project manager to conduct a majority of the presentation and be able to answer most questions asked during the interview process. All other relevant personnel who will work on the project should be identified in this section with relevant specific experience identified. Include specific work assignments of the proposed personnel. Resumes describing the educational and work experiences of the key people proposed for this assignment should be included.
    4. PROJECT APPROACH: The proposed approach must include the specific tasks anticipated for the project including how each task would be implemented and the team members who would be responsible for each task.
    5. SEPARATE COST PROPOSAL: The submittal shall include a quote for all costs associated with implementing this project. If additional or alternative efforts are recommended these should be broken out separately from the primary tasks.
  1. **Submitting the Proposal**

Proposers may send completed proposals via email or deliver by hard copy on or before 1:00 PM Tuesday, February 23, 2021 to:

Jeff Daane

City of Waupun – Director of Public Works

201 E Main St

Waupun, WI 53963

[jeff@cityofwaupun.org](mailto:jeff@cityofwaupun.org)

A consultant can hand deliver their proposal package on or before the date and time listed above. Hand delivered submittals must be time-stamped by the Waupun Clerk-Treasurer’s Office by the stated time. Submittals received after Tuesday, February 23, 2021 at 1:00 PM will not be accepted.

* 1. **Incurring Costs**

The City of Waupun is not liable for any cost incurred by proposers in replying to this RFP.

* 1. **Withdrawal of Submittals**

Proposers may withdraw a submittal, in writing, at any time up to the due date and time. The written withdrawal notice must be received by the Public Works Director. The notice must be signed by an authorized representative of the firm submitting the proposal.

**3.0 CONSULTANT SELECTION AND AWARD PROCESS**

* 1. **Review of Submittals**

The City’s evaluation team will include the Director of Public Works, Finance Director, and City Administrator.

The evaluation team will review references and may request interviews/presentations. The resulting information will be used to rate the submittals. The evaluation team reserves the right to make a selection based on submittals without scheduling interviews. The evaluation team’s scoring will be tabulated, and submittals ranked based on the numerical scores received.

The project fee is not included in the evaluation criteria but could influence the selection process. The Code of Federal Regulations allows consideration of costs when selecting the consultant.

* 1. **Evaluation Criteria**

The proposals will be scored using the following criteria:

|  |  |
| --- | --- |
| * **Description** | * **Points** |
| * Consultant Expertise | * 30 |
| * Consultant Relevant Project Experience | * 30 |
| * Project Team Qualifications | * 20 |
| * Project Approach | * 20 |
| * **TOTAL** | * **100** |

* 1. **Interviews/Presentations**

Top-scoring consultants, based on the evaluation of the written proposals, may be required to have interviews/presentations to support and clarify their proposals, if requested by the City. The City will make every reasonable attempt to schedule each interview/presentation at a time on during the week of March 1, 2021 that is agreeable to the consultant. Failure of a consultant to complete a scheduled interview/presentation to the evaluation committee may result in rejection of the opportunity for award of a contract.

* 1. **Final Evaluation**

Upon completion of any interviews/presentations by proposers, the City's evaluation committee will adjust the scores based on the information obtained in the interview / presentation, possible reference checks, project fee, and any other pertinent proposer information.

* 1. **Right to Reject Proposals and Negotiate Contract Terms**

The City reserves the right to reject any and all proposals if determined that they do not satisfactorily meet the needs or qualifications required. The City reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract.

* 1. **Award of Contract**

The committee’s final evaluation and recommendation will be sent to the Board of Public Works and the Waupun Common Council for approval.