

Request for Proposal (RFP) for Engineering Services

Project Title: BDUSD Site Improvements

Issued by: Beaver Dam Unified School District

Issue Date: January 10, 2025

Proposal Due Date: January 31, 2025

Contact Information:

Troy Marshall, District Facilities and Safety Officer

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1. Introduction

Beaver Dam Unified School District is seeking proposals from qualified and experienced engineering firms to provide civil, electrical, and plumbing engineering services for the design, development, and construction of the following facilities:

- Pedestrian Pathways & Accessibility
- Playgrounds
- Parking Lots
- Community Recreation Spaces (Softball, Baseball, Football, Soccer, Lights)

Additionally, the firm will be responsible for obtaining all necessary permits required for the project and ensuring compliance with local, state, and federal regulations.

2. Project Overview

The scope of work for this project involves civil, electrical, and plumbing engineering services necessary for the successful development of the proposed facilities. The work will include, but not be limited to, site assessments, design, permitting, utility planning, grading, drainage, electrical power distribution, lighting, plumbing installations, and construction support.

3. Scope of Work

The selected engineering firm will be responsible for the following:

Civil Engineering Services:

- **Site Assessment and Surveying:** Conduct topographical and boundary surveys of the site.

- **Grading and Drainage Design:** Design grading and drainage systems to ensure proper stormwater management and prevent flooding.
- **Site Design:** Layout designs for softball and baseball fields, parking areas, playgrounds, and associated landscaping.
- **Roadway and Parking Lot Design:** Plan the layout, material selection, drainage, and traffic flow for parking lots and access roads.
- **Stormwater Management:** Design and implement erosion control and stormwater runoff solutions.
- **Utility Coordination:** Coordinate the installation of water, sewer, and other utility services as needed.
- **Safety and Accessibility:** Ensure that designs comply with ADA standards and local building codes.

Electrical Engineering Services:

- **Lighting Design:** Provide lighting design for the softball and baseball fields, playgrounds, and parking lots, including field lighting and site lighting.
- **Power Distribution:** Design the electrical infrastructure to power the lights, equipment, and utilities on-site.
- **Circuiting and Wiring:** Develop the layout of the circuits and wiring to ensure efficient and safe power distribution.
- **Electrical Permitting:** Obtain all electrical permits and approvals required by local, state, and federal agencies.
- **Energy Efficiency:** Propose energy-efficient solutions for lighting and power systems where feasible.

Plumbing Engineering Services:

- **Plumbing System Design:** Design the plumbing systems required for the facilities, including water supply, sewer, and stormwater systems.
- **Water Supply and Distribution:** Plan and design the water distribution system for irrigation of fields, restrooms, and other amenities as required.
- **Wastewater and Sewer Systems:** Design the sewer and drainage systems for the proper disposal of wastewater from restrooms and other facilities.
- **Stormwater Drainage Design:** Design stormwater drainage systems that comply with local regulations and prevent flooding of the site.
- **Plumbing Permitting:** Obtain all plumbing permits and approvals required for water, sewer, and stormwater systems.
- **Fixture and Equipment Coordination:** Ensure the correct placement and coordination of plumbing fixtures, irrigation systems, and other relevant equipment within the overall design.

Permitting and Regulatory Compliance:

- **Permitting:** The selected firm will be responsible for obtaining all necessary permits required for the project, including but not limited to:
 - Zoning and land use permits
 - Grading and drainage permits
 - Building and construction permits
 - Electrical and utility permits
 - Environmental permits (if applicable)
 - Plumbing permits
 - **Compliance:** Ensure that all work meets local, state, and federal regulations, including environmental impact assessments, accessibility standards (ADA), and safety codes.
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4. Proposal Submission Requirements

Interested firms should submit the following documents as part of their proposal:

- **Company Profile:**
Overview of the firm, including years in business and areas of expertise.
Details of similar projects completed, particularly those involving sports fields, parking lots, and playgrounds.
 - **Staff Qualifications:**
List of key personnel who will work on the project, including resumes and relevant certifications (e.g., P.E. license).
Relevant experience with civil, electrical, and plumbing engineering design for outdoor recreational facilities.
 - **Approach and Methodology:**
A detailed description of how the firm plans to approach the project, including design, permitting, and construction phases.
Proposed timeline for completing the project from initial design to final construction.
 - **Cost Proposal:**
A detailed breakdown of costs for civil, electrical, and plumbing engineering services, including hourly rates, estimated hours for each phase, and any other associated fees.
A payment schedule tied to project milestones.
 - **References:**
Provide at least three (3) references from previous clients for whom similar services have been provided.
 - **Permitting Experience:**
Documentation of the firm's experience with obtaining permits in the relevant jurisdiction.
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5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Experience and Qualifications:** Relevant experience in civil, electrical, and plumbing engineering for similar projects.
 - **Approach and Methodology:** Understanding of the project scope and proposed approach to design, permitting, and implementation.
 - **Cost:** Cost competitiveness and clarity of the cost proposal.
 - **Permitting Expertise:** Ability to navigate and secure necessary permits in the jurisdiction.
 - **References:** Past performance on similar projects.
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6. Submission Instructions

Proposals must be submitted no later than January 31, 2025 to the following address.
Attn: Troy Marshall

402 E. Burnett St.
Beaver Dam, WI 53916
Or
marshallt@bdusd.org

7. Project Timeline

The project timeline is as follows (subject to change based on the final agreement):

- **RFP Submission Deadline:** January 31, 2025
 - **Proposal Review and Selection:** February 3, 2025
 - **Contract Award:** February 5, 2025
 - **Design Phase Start:** February 10, 2025
 - **Construction Start:** Summer 2025
 - **Project Completion:** TBD
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8. Terms and Conditions

- All costs and fees must be clearly outlined in the proposal.
- The selected firm will enter into a contractual agreement with Beaver Dam Unified School District.
- The firm must maintain appropriate insurance coverage during the entire project.
- The project may be subject to budget constraints or changes based on funding availability.

9. Questions and Clarifications

Any questions regarding this RFP should be submitted by January 24, 2025 to Troy Marshall (marshallt@bdusd.org). Responses to all questions will be provided to all prospective bidders.
