



REQUEST FOR QUALIFICATIONS
MULLET RIVER DAM ENGINEERING SERVICES

RELEASED ON:
February 10, 2023

PROPOSAL DUE DATE:
Wednesday, March 1, 2023 – 4:00 p.m.

February 10, 2023

REQUEST FOR QUALIFICATIONS

The City of Plymouth, Wisconsin, is issuing a Request for Qualifications (RFQ) from qualified firms with demonstrated experience in dam engineering services. Sealed qualifications proposals will be received by the City Clerk's Office for the City of Plymouth, Wisconsin, at the City Hall, 128 Smith Street, PO Box 107, Plymouth, Wisconsin 53073, until 4:00 p.m. on **Wednesday, March 1, 2023**.

Mullet River Dam Engineering Services
Dam Key Seq No: 626
Field File Number: 59.07

All proposals must be clearly marked "Mullet River Dam Engineering Services" when returned to the City of Plymouth. Faxed or emailed submittals will not be accepted. Responses received after the designated date and time will not be opened or reviewed.

The RFQ can be downloaded from the City's website or a printed copy can be obtained at the City Clerk's Office (128 Smith Street), Monday – Thursday from 7:30 a.m. – 4:00 p.m. or Friday's from 7:30 a.m. – noon.

The City reserves the right to reject any and all qualifications, waive or not to waive any formalities in the qualifications received, and to accept any proposal which the City deems most favorable to the interest of the City.

CITY OF PLYMOUTH

Cathy Austin, P.E.
Director of Public Works
City Engineer

(Publish February 17, 2023)

THE CITY OF PLYMOUTH, WISCONSIN

REQUEST FOR QUALIFICATIONS MULLET RIVER DAM ENGINEERING SERVICES

INTRODUCTION.

The City of Plymouth, Wisconsin, is issuing a Request for Qualifications (RFQ) from firms with demonstrated experience in dam engineering services. The provided engineering services will assist the City in making the decision on whether to remove the dam completely or make necessary upgrades/replace the dam to meet DNR regulations.

DEADLINE FOR RECEIPT.

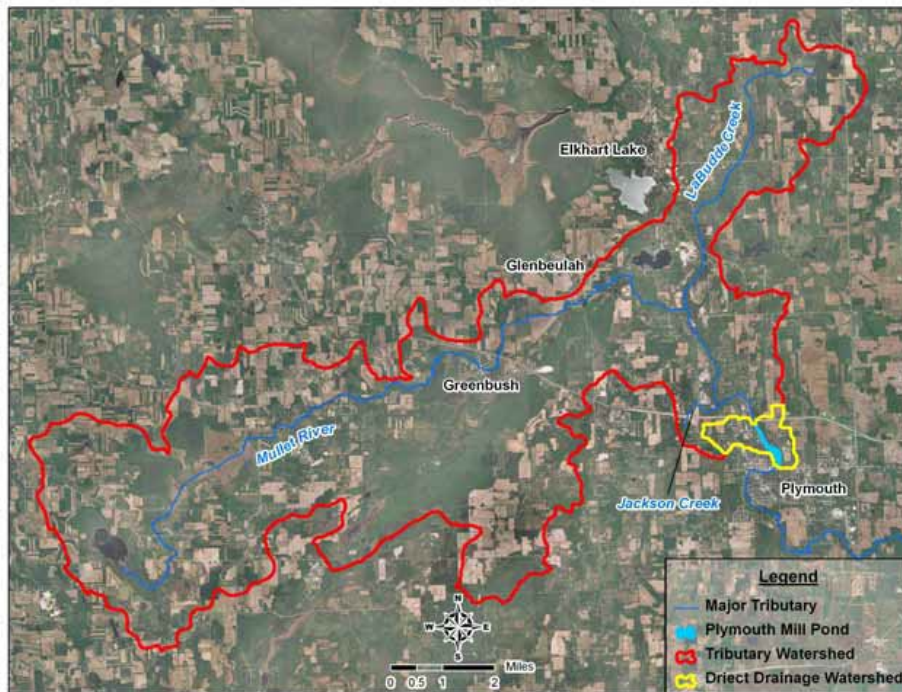
March 1, 2023 at 4:00 p.m.

CITY OF PLYMOUTH OFFICE WHERE FILED. Clerk's Office, 128 Smith Street, PO Box 107, Plymouth, WI 53073

BACKGROUND.

The City of Plymouth has a population of approximately 8,964. The original mill dam was constructed in the mid-1800's. The present dam was constructed in the early 1950's, creating an approximate 41-acre impoundment known as, the Mill Pond.

The Mullet River watershed tributary to the Mill Pond drains about 62 sq. miles. The direct drainage watershed to the Mill Pond is approximately 1.1 sq. miles



Source: U.S. Department of Agriculture National Agriculture Imagery Program (NAIP) 2005 Orthophoto, Earth Tech 2007

In 2015, the City completed a dam failure analysis and the dam hazard rating was assigned by the WI DNR as low hazard. When the WI DNR reviewed the dam failure analysis, they also noted that the dam, as currently configured, is not able to safely pass the required flows before overtopping occurs. The City has until July 7, 2025 to get the dam into compliance or have the dam completely removed.

ANTICIPATED SCOPE OF WORK AND DELIVERABLES.

As outlined below, the successful Consultant will provide information to the City regarding both options:

Option 1: Update the dam to meet DNR regulations

Option 2: Full dam removal

The City has not made a determination on what option they will choose and this work will provide them with the necessary information to help make that decision.

TASK 1: Kick-off Meeting with City staff

TASK 2: Prepare preliminary budget costs for both options

TASK 3: Identifying potential grant/funding opportunities for both options

TASK 4: Evaluate potential floodplain changes for both options

TASK 5: Prepare renderings for both options

TASK 6: It is anticipated that at least two public meetings will be required to present the options and one meeting with public officials.

In the event one consultant cannot perform both options, partnering with another consultant to evaluate the other option is allowed, but the RFQ must be submitted together.

Complete engineering drawings for construction is NOT part of this RFQ.

RFQ SUBMITTAL REQUIREMENTS.

Two printed copies and one digital copy of the RFQ must be submitted to the City no later than 4:00 p.m. on March 1, 2023. RFQs must be addressed to the following:

City of Plymouth
Attention: Cathy Austin, P.E.
900 CTH PP
PO Box 277
Plymouth, WI 53073

Submittals shall include the following information:

- Firm name
- Phone and email address for contact
- Names and resumes of Principal-in-Charge
- Project Manager and Key Personnel who will be working on this project
- Firm background
- Summary of similar previous experience
- Outline the firms approach to work with the City.
- References

Cost will not be evaluated as part of the initial selection process. A fee schedule for any proposer selected will be requested at a later date.

Scoring will be based on Consultants Capabilities, Project Team (including subconsultants), Firms approach and understanding of the project.

It is anticipated that the City will hold interviews with two or three firms to finalize the selection process. If the City believes the interview process is not needed, they reserve the right to select purely on the RFQ submittal.

OTHER GENERAL INFORMATION.

The City may require any clarification or change it needs to understand the selected consultants approach.

The City reserves the right to reject any or all proposals, and is not liable for any costs the consultant incurs while preparing, submitting or presenting the proposal.

The City will award the contract to the consultant whose proposal, in the opinion of the City, will be most advantageous to the City.

QUESTIONS.

Questions that arise prior to the RFQ submittal date shall be addressed to:

Cathy Austin, P.E.
Director of Public Works
(920) 893-1471
caustin@plymouthutilities.com