

OUTAGAMIE COUNTY DRAINAGE BOARD

REQUEST FOR PROPOSAL

FOR

CONSULTING SERVICES

FOR

PROPOSED DUCK CREEK EAST DRAINAGE DISTRICT ANNEXATION

DUE BY: 3:00 pm, March 13, 2017

1.0 **Specifications**

The Outagamie County Drainage Board (Board) is requesting a proposal to assist with the annexation process for the Proposed Duck Creek East Drainage District Annexation. Figure 1 shows the proposed study area which is a proposed annexation (shown in black, approximately 5,300 acres) to the existing Duck Creek Drainage District shown on the following map:

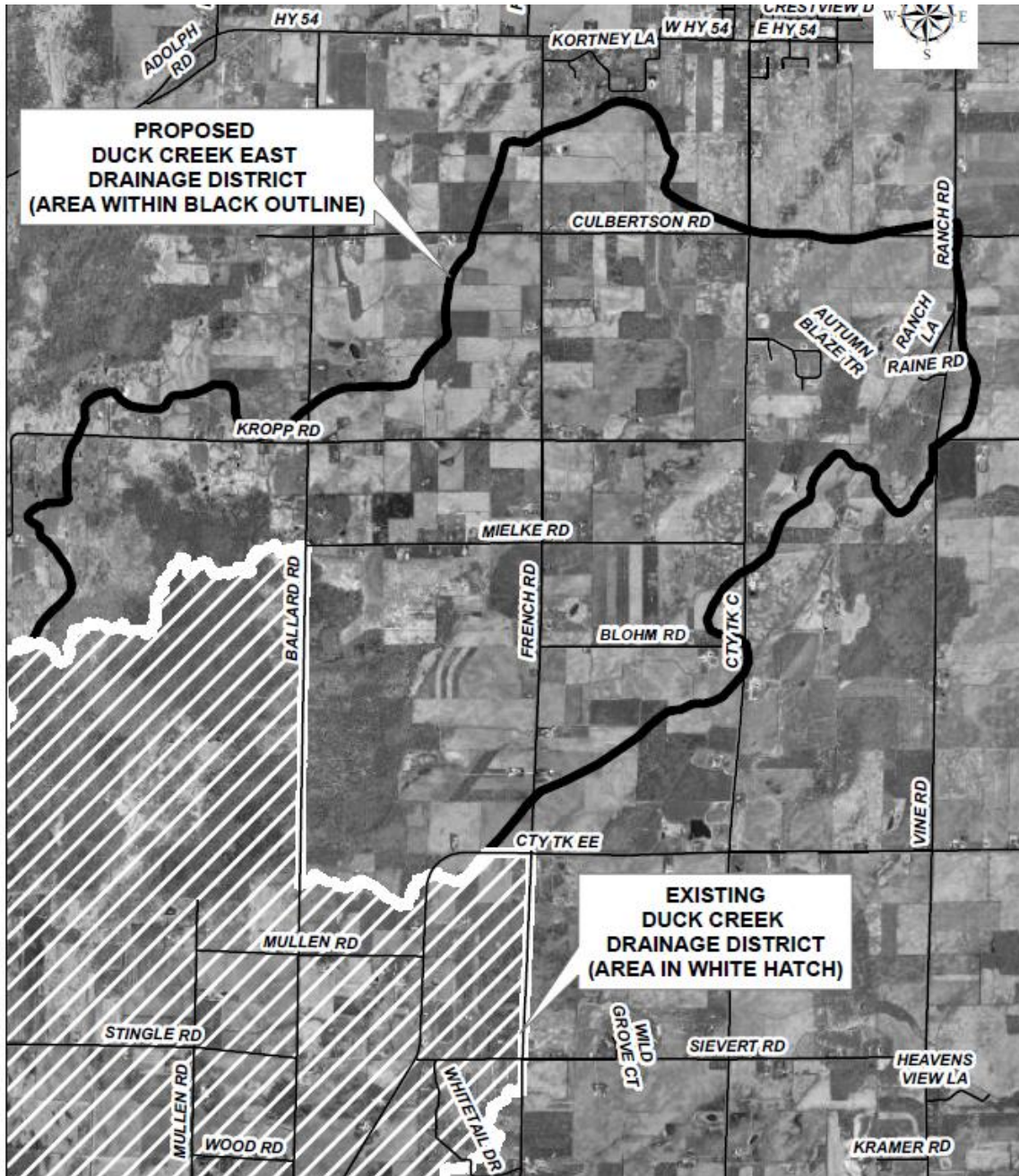


Figure 1: Annexation Map 1

The annexation process is a multi-step process that must be completed in accordance with both Wisconsin Statutes Chapter 88 and Administrative Rule ATPC 48. The following subsections provide further detail on each step in the process:

1.1 Drainage Boundary Delineation

The proposed annexation boundary shown in black on Figure 1 is based on the USGS Hydrologic Unit Boundaries and was used as an approximation for notification mailings for the initial petition hearing. Due to the local topography, the Board requests a certified delineation of the watershed boundary. For support data, Outagamie County has LiDAR Data (acquired in 2005) available that meets a 2' contour interval data standard. The Board requests the certified watershed boundary to be delivered as a digital submittal of the boundary as a GIS feature (Outagamie County WISCRS) for mapping by Outagamie County.

1.2 Ballard Road Study

The Board is interested in determining the historical drainage of the Ballard Road right of way and any impact from sediment deposition on the water levels in the vicinity. Figure 2 shows the area in yellow that the Board is interested in studying. Also shown in Figure 2 is an existing legal drainage ditch (shown in blue) that flows to the west.

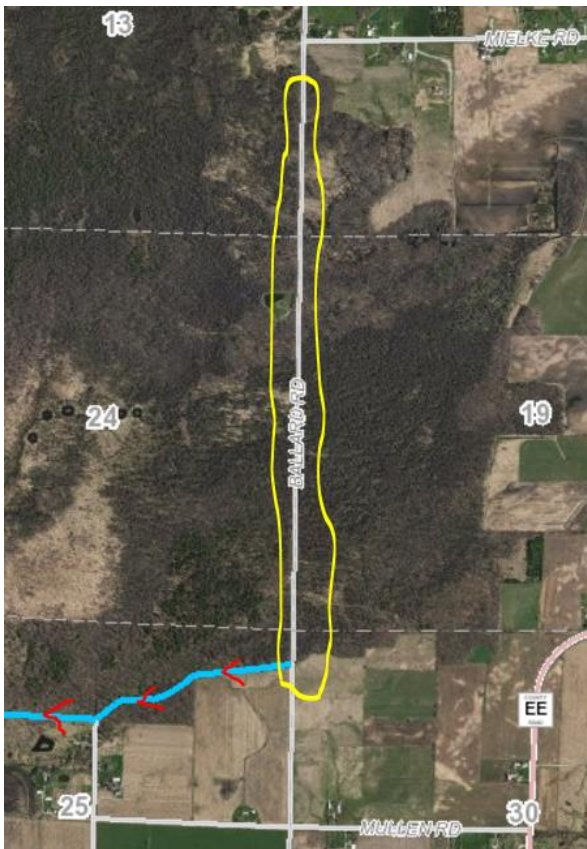


Figure 2: Ballard Road

The Board is requesting a report that summarizes the findings along with a plan & profile plan of the existing Ballard Road right-of-way, including road centerline, ditch centerlines, sediment depths, cross-culvert elevations and any additional information that supports this report.

1.3 Annexation Study

The Board requests an Annexation Study in accordance with Wisconsin Statutes Chapter 88 and Administrative Rule ATCP 48. More specifically, the Study will assist the Board in answering the questions from the district landowners and petitioners submitted during the public hearing process (provided as Attachment 1) and allow the Board to order the annexation. The following items shall be surveyed and evaluated:

- The location, design, feasibility, and cost of the proposed outlet / district drains
- A general description of the additional drainage necessary to reclaim lands for general agricultural purposes, and the probable costs
- A comparison of benefits in the different parts of the district on the basis of the location and design of the proposed district drains
- An estimate of the increased flow from the lands proposed to be annexed to the existing district drains, necessary modifications to existing district drains, and estimated construction costs

The above information will need to be submitted to DATCP for review for determining if the annexation can be approved.

1.4 Developing District Specifications

If the annexation is approved, the Board is required to meet the requirements of both Wisconsin Statutes Chapter 88 and Administrative Rule ATCP 48 in regard to developing specifications for the annexed district. The following steps shall be completed:

Step 1: Initial Startup

Upon organization of the district, lay out the district drains to adequately drain the lands proposed to be drained, assess the benefits to each parcel, award damages as necessary, estimate the costs of construction, assess the costs of construction in proportion to the benefits received, and estimate the annual costs of maintenance and operation of the district.

Step 2: Laying out District Drains

Prepare profiles showing the grades of all district drains, and maps showing the boundaries of the district and the proposed location of all district drains. In establishing the district drains for the drainage district, the county drainage board is not confined to the location, depth, number, route or size of the district drains as stated in the petition, but may lay out the drainage system in the manner that the county drainage board considers best to adequately drain the lands proposed to be drained. The county drainage board may also include additional lands it feels are appropriate using annexation procedures, or it may exclude lands through withdrawal procedures.

Step 3: Permits

If navigable waters are affected by the proposed drainage, the county drainage board must obtain any necessary permits under chs. 30 & 31, Wis. Stats., and other applicable laws from the DNR or other authorities.

Step 4: Assessments

Assess benefits, award damages, and assess costs.

Step 5: Report and DATCP Approval

After completing the design work, prepare a written report including profiles, maps, assessments, and damage awards. The report must be sent to DATCP, which then has 45 days to review and approve or disapprove *the report*.

Step 6: Hearing (s. 88.36, Wis. Stats.)

The county drainage board must also hold another public hearing, noticed in the same way as the previous hearing, on this report.

2.0 Proposal Submittal and Requirements

Include the following information in your proposal –

- Completed Proposal Form. Note the price must include all options requested.
- Proposed scope of work along with anticipated time schedule in accordance with Section 1.0.
- Description of your experience working with Wisconsin Statutes Chapter 88 and Administrative Rule ATCP 48
- Description of projects similar in scope, along with references.

Failure to provide all requested information may result in the rejection of your proposal.

3.0 Contact Information

Please contact the following if clarification is needed -

Technical Specifications

Jeremy Freund, PE
Land Conservation Department
(920) 832-5076
Jeremy.Freund@outagamie.org

Purchasing Policy Information

Nancy Christensen
Administrative Assistant
(920) 740-9306
christnjc@hotmail.com

4.0 Clarification and/or Revisions to the Specifications and Requirements

Proposer must examine the RFP documents carefully and before submitting a Proposal may request from the Board's contact person(s) additional information or clarification. A Proposer's failure to request additional information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error.

The Board will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the Proposal due date. Proposers should rely only on the representations, statements or explanations that are contained in this RFP and the written addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum issued, the last addendum issued will prevail.

It is the Proposer's responsibility to assure receipt of all addenda. The Board will post any updates online at www.outagamie.org then Departments & Services then Land Conservation then Outagamie County Drainage Board. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s).

5.0 Drainage Board Reservation

Outagamie County Drainage Board reserves the right to accept or reject, any or all proposals, in whole or in part, as deemed in the best interest of the Board.

- a. This proposal request does not commit the Board to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- b. The proposals will become part of the Board's files without any obligation on the Board's part.
- c. The proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the Outagamie County Drainage Board for any purpose.
- d. Outagamie County Drainage Board has the sole discretion and reserves the right to cancel this proposal and to reject any and all proposals received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.
- f. Outagamie County Drainage Board reserves the right to request clarifications for any proposal.
- g. Outagamie County Drainage Board reserves the right to select elements from different individual proposals and combine and consolidate them in any way deemed to be in the best interest of the Board.

6.0 Closing Date

Proposals will be received up to 3:00 p.m. CT on March 13, 2017.

Proposal will be publicly opened at 3:30 p.m. CT on March 13, 2017 at the Outagamie County

Land Conservation Department.

7.0 Proposal Submittal Address

Send or deliver proposals to –
Outagamie County Land Conservation Department
Attn: Outagamie County Drainage Board
3365 W. Brewster St.
Appleton, WI 54914

Mark on the outside of your proposal “Duck Creek East Annexation Study”.

8.0 Taxes

Outagamie County Drainage Board is exempt from Federal Excise Tax (39-6005724), Wisconsin Sales Tax (ES 41005).

9.0 Method of Procurement

The method for this procurement is competitive proposal. After submission of the written proposal, qualified proposers may be requested to make an oral presentation to a committee responsible for making final recommendations. The process allows for confidential clarifications, negotiations and revisions.

10.0 Venue

This agreement will be governed and construed according to the laws of the State of Wisconsin. This agreement is performable in Outagamie County.

11.0 Status of Proposal

Upon award, proposals will be considered public record and details will be posted online. Information on status could be obtained from Outagamie County’s web site www.outagamie.org then Departments & Services then Land Conservation then Outagamie County Drainage Board.

OUTAGAMIE COUNTY PROPOSAL FORM
PROPOSED DUCK CREEK EAST DRAINAGE DISTRICT ANNEXATION CONSULTING SERVICES

Proposals Due: March 13, 2017

Send/Deliver Proposal To: Outagamie County Land Conservation Department
Attn: Outagamie County Drainage Board
3365 W. Brewster St.
Appleton, WI 54914

Are you on the Wisconsin - DATCP

Drainage Program Official Engineer List? **YES** **NO**

(For list see: <https://datcp.wi.gov/Documents/DrainageEngineerList.pdf>)

Lump Sum Cost of Section 1.1 Drainage Boundary Delineation \$ _____

Lump Sum Cost of Section 1.2 Ballard Road Study \$ _____

Lump Sum Cost of Section 1.3 Annexation Study \$ _____

Lump Sum Cost of Section 1.4 District Specifications \$ _____

Firm Name: _____

Authorized Signature: _____

Printed name: _____

Title: _____

Date: _____

Address: _____

City/State/Zip: _____

Phone/Fax: _____

E-mail: _____