



CITY OF RIVER FALLS, WI

REQUEST FOR PROPOSAL

**PRELIMINARY ENGINEERING SERVICES FOR
MANN VALLEY CORPORATE PARK**

Release Date: October 1, 2019

Due Date: November 1, 2019

222 LEWIS STREET | RIVER FALLS, WISCONSIN 54022

Request for Proposals (RFP)

City of River Falls, Wisconsin

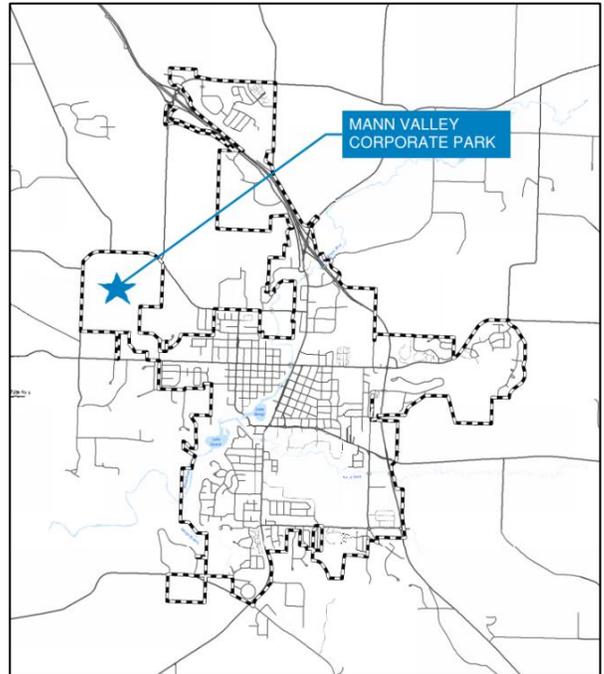
Preliminary Engineering Services for Mann Valley Corporate Park

The City of River Falls, Wisconsin, is soliciting proposals from well-qualified firms interested in providing preliminary engineering services for the Mann Valley Corporate Park. Firms with relevant qualifications are encouraged to submit.

Background

In 2011, the City of River Falls purchased over 85 acres of agricultural land in Mann Valley at the corner of Mann Lane and County Road MM. The City also purchased a First Right of Refusal on the adjoining 243 acres. The City exercised its right to purchase that land in 2013 for a future corporate park. Today, the City owns over 324 acres in Mann Valley. In 2016, approximately 291 acres was annexed into the City. That same year, Tax Increment District #12 was created for five acres where WinField United built a research facility.

In 2018, the City hired MSA and Ady Advantage to develop concept designs for Mann Valley Corporate Park land use. The plan describes new infrastructure and land uses for an area of approximately 500 acres bounded by Division Street at the south, Mann Lane on the west, and County Road MM on the north (Exhibit A).



Project Overview

The City is seeking proposals from qualified firms to provide preliminary engineering for development of this area. This project will include utility extension to and within the site, street and pathway construction, and stormwater management. The development is intended to be mixed-use and will include a corporate park for business, mixed-use commercial/residential, single-family residential, and recreational areas.

Preliminary Design Budget

There are several elements desired by the City to be included in the preliminary design of this development. Consultants shall provide anticipated ranges of costs itemized for each task listed in the scope.

Information for Prospective Consultants

1. Proposals will be accepted until **1 p.m. CT Friday, November 1, 2019.**
2. The City of River Falls will review the submissions and select the most highly qualified firm. The City may contact firm(s) for an in-person or Skype interview.
3. Submittals are prepared and submitted at the sole cost and expense of the respondent and shall become the property of the City of River Falls; documents will not be returned.
4. The City reserves the right to negotiate with any and all respondents on the scope of the project, fees, timelines, and all other components of the project.
5. A pre-proposal meeting is scheduled for **Tuesday, October 15, 2019 from 9:00 am – 11:00 am at City Hall, 222 Lewis St. River Falls, WI.** Those planning to submit proposals are encouraged to have reviewed the information herein and attend this meeting to seek clarifications or ask further questions regarding the Request for Proposal. If necessary, the City will prepare a clarification document for attendees following the pre-proposal meeting. This document will also be posted on the City's website.
6. GIS information will be provided by the City upon request.
7. Questions regarding this RFP shall be directed to Crystal Raleigh, City Engineer for the City of River Falls, 715-426-3412 or craleigh@rfcity.org.

RFP Requirements

1. Provide information on the staff and sub-consultants that will work on the project, including but not limited to: role on team, relevant experience and available capacity. Also note their ability to meet the project workload within the timelines established.
2. Provide a minimum of three (3) examples of related experience performed by the firm during the previous five (5) years. Please provide client contact information.
3. Provide your firm's overall approach to the project management.
4. Provide engineering fees for each task and sub-task listed under 'Scope of Services'. All costs shall include staff, clerical, mileage, and reimbursable expenses.

Scope of Services

1. **Preliminary Site Layout** – The Mann Valley Preferred Concept Plan (Exhibit B), developed in a previous study, shows the conceptual layout for this site. Preliminary design shall review roadway locations and potential lot layout to the extent necessary to develop 30% plans. This task shall also include consideration for sidewalks and trails throughout the development.
 - a. **Roadway Locations** – All roadways shown on Exhibit B shall be evaluated for appropriate location. However, Road 'A' and Road 'B' shall be developed to a 30% design level.

- b. Potential Lot Layout and Green Space – Provide general lot lines denoting tracts of land available for development and those that will be maintained by the City as green space.
 - c. Sidewalks and Trails – Develop a plan for pedestrian access around the site including walkways adjacent to the roads and throughout the green space.
- 2. **Utilities** – Consultant shall provide preliminary design services to determine the location and size of water and sewer mains and services as described in the tasks below. Preliminary utility design does not include electrical service. That is being done under another contract.
 - a. Lift Station Location & Forcemain Extension – An existing lift station is located near the intersection of West Division St and Dry Run Rd. The lift station will be relocated with development in the Mann Valley area. A 2014 internal study shows the relocated lift station near the Cernohous property on the west side of the bridge on CTH M, but this location shall be scrutinized. The gravity sewer main and the forcemain will then need to be extended to the new lift station. (Exhibit C)
 - b. Sewer Extension – A sewer main shall extend from the lift station in Task 2a up into the proposed development. Land use assumptions and sewer service area will be provided by the City at project kickoff.
 - c. Water Extension – A watermain shall extend from its current location near the east side of DeSanctis Park down W Division Street and into the proposed development and north along Radio Road to the Paulson Road roundabout (Exhibit D).
- 3. **Stormwater Design** – Stormwater management facilities shall be sized to accommodate runoff from the proposed land uses per Exhibit B and shall be cited in locations which allow for maximum utilization of developable land. Stormwater conveyance systems shall be sized for a 10-year storm event and stormwater management practices shall meet current City standards.
- 4. Floodplain and Wetland Inventory – The FEMA maps in this area show a floodplain that is consistent with modeling that the City commissioned several years ago. Though the waterway through the site is listed as Zone A rather than AE, the floodplain line appears to coincide with the base flood elevation provided by the City years ago. The consultant shall delineate wetlands throughout the site and plan to minimize wetland impacts with the proposed development.
- 5. Soil Boring Planning – Consultant shall provide direction on boring locations that are pertinent to the project. Consultant shall prepare RFP and obtain quotes for the borings. The City will contract soil borings separately.

6. ALTA/NSPS Land Title Survey: Consultant shall provide an ALTA survey for the City owned property as shown in Exhibit E. An alternate price shall be provided to add the adjacent property in Exhibit E to the ALTA survey.
7. Right of Way Survey: Consultant shall provide a Right of Way survey along County Road M from Dry Run Road to 'Road A' in Exhibit B to identify potential easement acquisition needs.
8. Funding – Provide the City with a list of grant or loan programs that could provide funding for various elements of the project.

Preliminary Engineering Considerations

The following items shall be considered in development of the preliminary design:

- Utility conflicts
- Right of way conflicts
- Necessary property or easement acquisition
- Regulatory agency considerations
- Groundwater, surface water, floodplain, and wetland impacts
- Traffic and transportation impacts
- Historical, archeological, endangered species and cultural resource impacts

Deliverables

The project deliverables shall include the following:

- Three meetings with the City: project kick-off, mid-point meeting, and final presentation of project to City staff
- 30% Plans
- Costs +/- 20%*
- Wetland delineation report
- Soil boring locations and quotes
- ALTA surveys
- Right of way survey

*Cost estimates shall include the following: road construction for Road 'A' and Road 'B', lift station and forcemain extension, sewer mains and laterals, water main and laterals per Task 2c, walks and trails, stormwater conveyance and management facilities, allowance for lighting, and allowance for boulevard trees.

Contract Period

After the contract is signed, the firm/consultant will attend an initial kick off meeting with City staff to discuss the project schedule. Final deliverable shall be completed by August 1, 2020. Additional

consideration will be given to consultants that demonstrate capacity to complete the project sooner than August 1, 2020.

Submission Procedures

Statements of Proposals are to be delivered to:

Crystal Raleigh
City Engineer
222 Lewis Street
River Falls, WI 54022
715-426-3412
craleigh@rfcity.org

Submit one (1) electronic copy of the complete RFP through email. Submissions should be in PDF format. Electronic submissions must be received by the River Falls City Engineer – Crystal Raleigh, craleigh@rfcity.org – no later than **1 p.m. CT Friday, November 1, 2019**. Submissions received after this date will not be considered. All proposals become City of River Falls property.

The City of River Falls reserves the right to reject any or all submissions, to waive irregularities, or to accept such submissions, as in the opinion of the City, will be in its best interests.

Evaluation Process and Selection Criteria

Proposals will be evaluated by a selection team consisting of the City Engineer, Project Manager, Finance Director, Economic Development Specialist, and Water/Wastewater Superintendent.

Selection will be based on the demonstrated understanding of the project scope and qualifications of project team and sub-consultants. Special consideration will be given to firms with experience in Industrial Park Development in general.

Consultant will be selected based on an evaluation of the submitted proposals to determine which proposal is in the best interest of the City. Selection will not be based solely on proposed fees; however, fees will be considered in overall selection. Significant areas of consideration in evaluating the proposals will be:

- Demonstrated understanding of the proposed work
- Key personnel and roles, especially their direct experience of those involved
- Suggested additions to the scope that reflect positively of the firms approach and methodology
- Proposed fees

Proposed Timeline

Date	Activity
October 1, 2019	RFP released
October 15, 2019	Pre-proposal Meeting at City Hall
November 1, 2019 (1 p.m.)	RFP's responses due
November 13, 2019	Possible interview date if needed
November 26, 2019	City Council Approval
December 3, 2019	Kick-off meeting
Nov-August 2020	Selected firm/consultant conducts assessments
August 1, 2020	Final plan submitted by firm/consultant to the City. Presentation is given to City staff.

EXHIBIT A



August 20, 2018

Amy Peterson, Development Services Director
City of River Falls
222 Lewis St.
River Falls, WI 54022

Re: Mann Valley Development Planning

Dear Amy:

We have enjoyed working with you, Scott and Reid on the development of a concept plan for the Mann Valley lands north of Division Street. This letter accompanies our final development concept for the area, and is the culmination of several rounds of drafting and discussion between our staff and yours. We understand that this concept will be used to support conversations with a wider set of stakeholders in the coming months, and that these ideas may be subject to further revision.

Also attached is the report by Ady Advantage with data and recommendations regarding business and industrial park land prices and lot sizes. A spreadsheet with data on available sites in Minnesota was transmitted to you on July 23.

A brief overview of each attached deliverable follows.

CONCEPT PLAN

The plan describes new infrastructure and land uses for an area of almost 500 acres bounded by Division Street at the south, Mann Lane on the west and County Road MM on the north. These are the key recommendations reflected in the plan, based on discussion with staff about the City's needs and interests:

- **Land Use.** As illustrated the site would be developed primarily for business park uses, which could include both office and light industrial/manufacturing uses. We are showing 214+ acres developable for this use, including contiguous sites with up to 96 acres on Lot 5 and up to 74 acres with Lots 6 and 7 combined. We are showing about 16-39 acres of "Mixed Use" development (commercial and/or medium- to high-density residential), 27 acres of low-density residential, and 39 acres of institutional use land currently owned by the School District. About 63 acres of higher-elevation land (generally above 960 ft) would be held in conservancy. The concept allows for some flexibility in use to accommodate shifting market demand and landowner interests, including either business park or mixed use at the corner of County Road U and Division Street, and either institutional or residential use for the school property.

2901 International Lane
Suite 300
Madison, WI 53704

P (608) 242-7779
TF (800) 446-0679
F (608) 242-5664

www.msa-ps.com

Amy Peterson, Development Services Director
City of River Falls
August 20, 2018

- **Roads.** The need for new roads through this site is dependent upon the needs of future users. We are showing only two roads in a solid white color indicating confidence that these roads would be built to provide connectivity and access to new parcels. Other roads connecting through and within the site are only hatched in and would likely be built only if market conditions favor smaller lots. Roads can be constructed incrementally as needed to serve development. We have not assigned names to the proposed roads. Even "Road A", which could be an extension of South Glover Road, may need to be renamed to follow the City's convention of dividing north and south at Division Street. The existing roads have been named to reflect pending reassignments, including County Road U (instead of Mann Lane) and Powell Avenue (instead of County Road MM).
- **City Services.** The site needs sewer and water infrastructure to accommodate urban development. The proposed "Road A" would be the main route for sewer and water main extensions into the site, coming up from Division Street. It is our understanding that a wastewater lift station will be required somewhere along Division Street to connect this area to the City's gravity collection system, though we did not do our own evaluation of that need.
- **Stormwater and Greenways.** We estimate the need for about 62 acres of land for stormwater detention and surface conveyance, including existing floodplain areas through the center of the site. As shown, most of this land would be City-owned outlots, except where needed through lots 1 and 4. We have been conservative in our assumptions regarding these needs, and we encourage careful analysis of on-site runoff and off-site flows through these lands if considering development proposals that could constrict these areas.

MARKET ANALYSIS

Ady Advantage conducted market research on available business and industrial sites in Wisconsin and Minnesota, looking at lot size and prices. Key findings include:

- Average per-acre prices in both states is around \$35,000.
- There is a wide range of parcels available in the market, up to 427 acres in data collected from the Twin Cities market, though not many in the 20-30 acre range. Twenty acres is the minimum size that can be certified through the WEDC Certified Sites Program.
- Best practice in listing business and industrial land is to list the same land in multiple ways, including small lots (e.g. 5 acres), medium-sized lots (e.g. 20 acres) and the largest possible contiguous development sites.

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Amy Peterson, Development Services Director
City of River Falls
August 20, 2018

- Ady sees the City as having a desirable location in the Twin Cities region.

Again, we thank you for selecting MSA to assist you in thinking through the future of these lands. Let us know if we can be of further assistance.

Sincerely,

MSA Professional Services, Inc.

A handwritten signature in black ink that reads "Jason Valerius". The signature is written in a cursive style with a large, stylized initial 'J'.

Jason Valerius
Senior Planner

JJV

EXHIBIT C

SANITARY SEWER SCHEMATIC LAYOUT

MANN VALLEY PRELIMINARY DESIGN

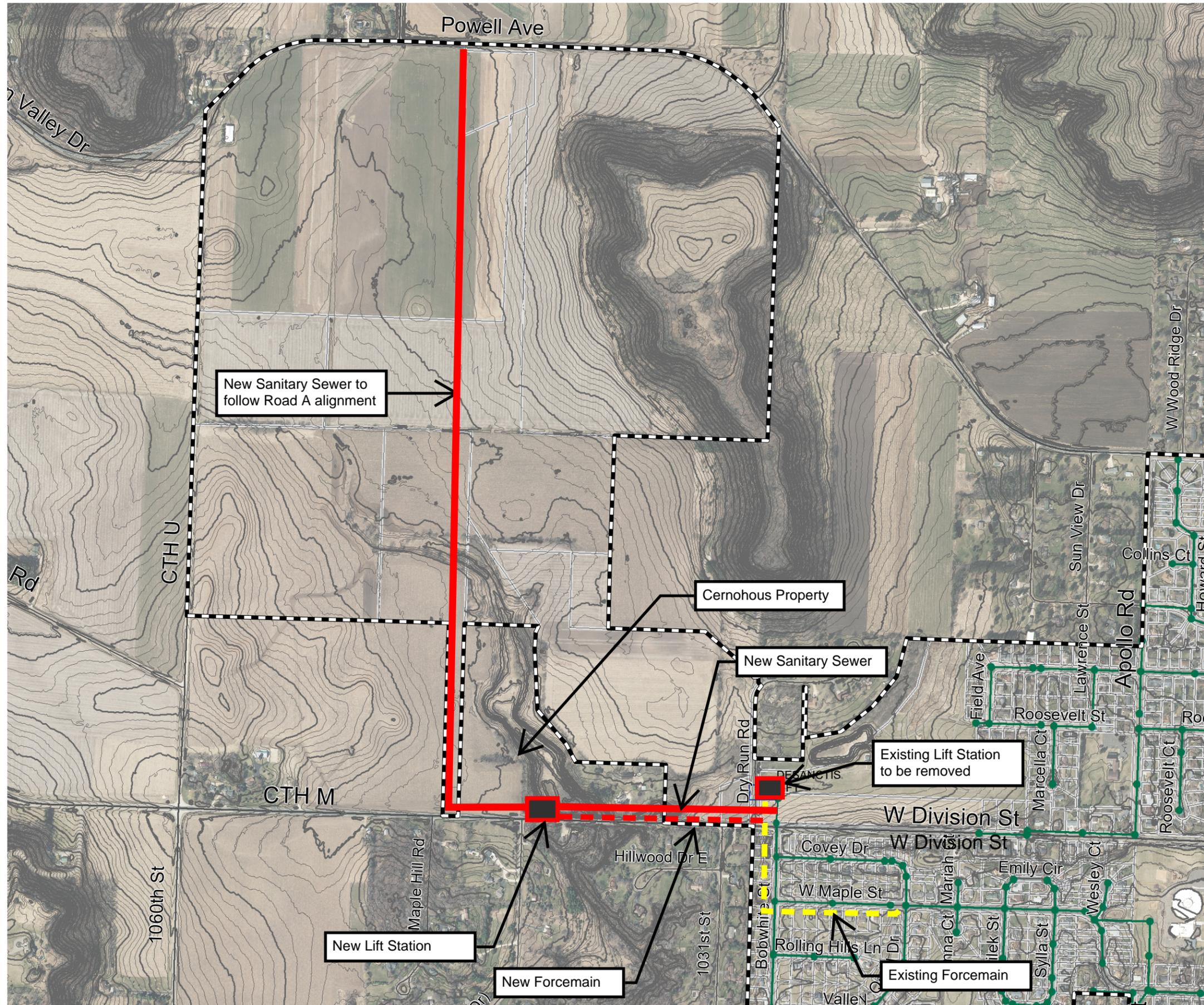
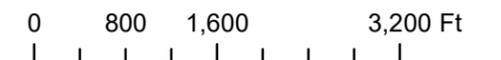
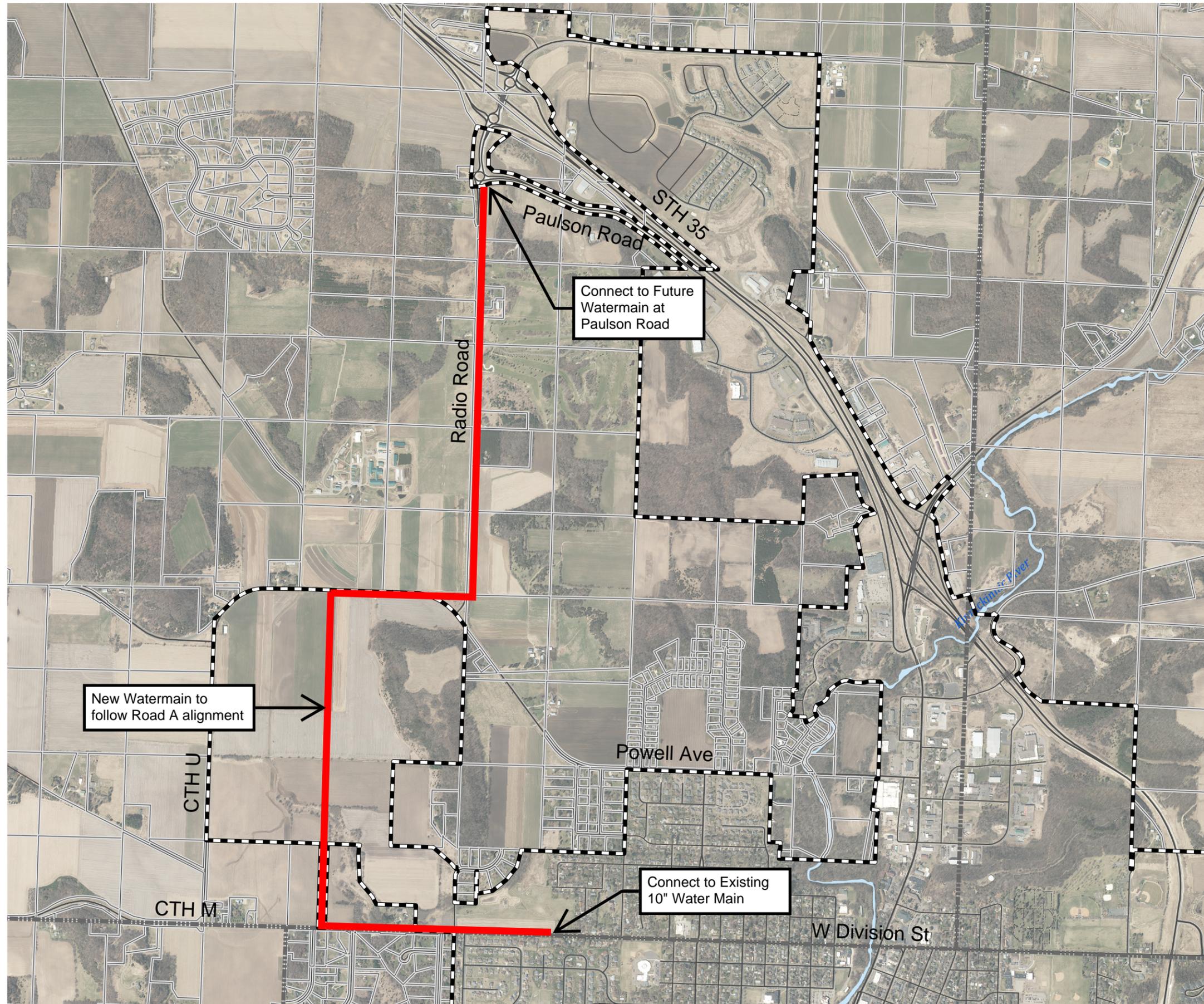


EXHIBIT D

WATER MAIN SCHEMATIC LAYOUT

MANN VALLEY PRELIMINARY DESIGN



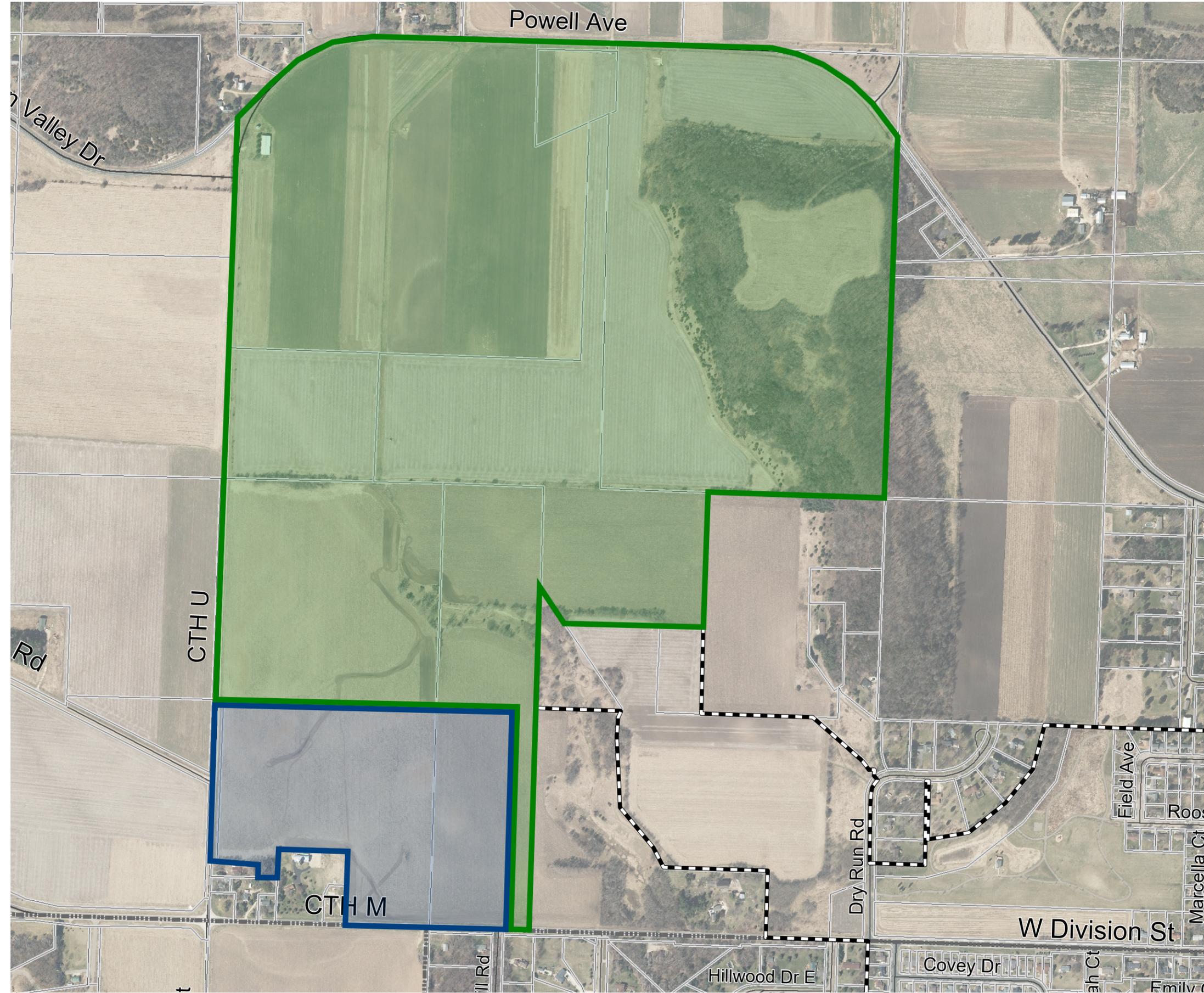


EXHIBIT E

ALTA / NSPS SURVEY LIMITS

MANN VALLEY PRELIMINARY DESIGN

LEGEND



ALTA / NSPS Survey Boundary
for City Owned Property



Alternate ALTA / NSPS Survey
Boundary for Adjacent Property

