

REQUEST FOR QUALIFICATIONS

TO DEVELOP PRELIMINARY DESIGN OF A GRADING & UTILITY PLAN FOR ARROWHEAD,
A FEASIBILITY STUDY WITH PRELIMINARY DESIGN FOR VEHICULAR ACCESS AND
PERFORM A FEASIBILITY STUDY FOR A PEDESTRIAN OVERPASS.

ARROWHEAD

PROJECT NO. 2024-01-00

QUEST NO. 9155182

CITY OF NEENAH, WISCONSIN

Dear Prospective Consultants:

The City of Neenah, Wisconsin (City) is soliciting qualifications from a firm or a team of firms, for engineering and professional design services. These services are related to preparing preliminary design for grading and utilities for the Arrowhead project (the "Project"), determining the feasibility of and creating preliminary design for the existing at-grade vehicular access crossing the Canadian National Railroad tracks, and the feasibility of a pedestrian overpass. This request contains the information required to respond to this RFQ. Thank you in advance for taking the time to review and respond to this inquiry.

Please refer to the site location diagrams, and additional historical data provided at the following link: <https://www.ci.neenah.wi.us/business/request-for-proposals/>.

SOQ Submission

Due Date: June 19, 2024

Time: Prior to 2:00 p.m.

File Size: Files should not exceed 15 MB

Deliver To: Chris A. Haese, Director of Community Development and Assessment

chaese@neenahwi.gov

I. PROJECT SUMMARY

Arrowhead will be a renowned destination where people gather to celebrate, play, learn, and explore! This 30-acre park, located immediately west of Neenah's downtown, will become one of Neenah's signature areas once it is fully developed.

Site History

The area currently known as Arrowhead Park was utilized as early as 1874 by the Winnebago Paper Company (the Mill). The Mill was purchased by the Bergstrom Paper Company in 1904 and later purchased by P.H. Glatfelter in 1979. Landfill operations were present on the site from 1952 to 1976, during which time mill waste materials consisting of sludge from a wastewater treatment plant were deposited into containment cells onsite - forming the present-day Arrowhead Park. Mill wastes contained PCBs from 1954 through the final landfilling operations.

For more than 70 years, the City of Neenah has contemplated the best and highest use of the site. In 2023-2024, the Arrowhead Master Plan was authored to identify and clarify the many opportunities that could be offered to both residents and visitors alike.

Additional studies, reports, and historical information can be found at the following link: <https://www.ci.neenah.wi.us/business/request-for-proposals/>. It is the intent to have the selected consultant begin their efforts with the conceptual information provided in the 2023-2024 Arrowhead Master Plan. The consultant is expected to apply their knowledge to advance the Arrowhead Master Plan, as presented, with subsequent design work outlined in Section III: Services for Qualification.

II. BACKGROUND

The Arrowhead Master Plan was developed over the course of several months, and included the following steps:

- a. Public Engagement
- b. Concept Alternatives
- c. Programming
- d. Design
- e. Phasing

During the planning process, several key considerations and recommended next steps were identified, including:

- a. Feasibility for a proposed pedestrian overpass
- b. Feasibility for modifying the existing vehicular at-grade crossing and investigating the options for secondary vehicular access
- c. Preliminary design for the proposed vehicular at-grade crossing
- d. Preliminary grading plan for central and eastern portions of the park
- e. Preliminary utility plan for the park

III. SERVICES FOR QUALIFICATION

Responding firms shall demonstrate capacity to provide comprehensive engineering and professional design services sufficient to complete the programming, feasibility analysis, and preliminary design as articulated in the project area descriptions below. These descriptions will be developed more fully into a scope of services for the future request for proposal.

Area 1: Preliminary Design Grading Plan & Preliminary Design Utility Plan (See Exhibit 1)

The project envisioned for Area 1 entails creating a preliminary design site grading plan with finish floor elevations for the buildings identified in the master plan along with appropriate site drainage. It also involves creating a preliminary design utility plan to serve the site facilities with water, sanitary sewer, gas, electricity, and telecommunications.

In February of 2024, a developer has indicated their desire to construct the Destination Building. The developer would like to break ground in spring of 2025. The project will require significant coordination, including:

- a. Finish floor elevation (FFE) coordination
- b. Utility coordination, including gas, electric, water, and sewer
- c. Site development coordination
- d. Stormwater coordination

Work on Area 1 will require coordination with We Energies, the provider of gas and electric for this area, along with city staff and the Wisconsin Department of Natural Resources.

Area 2: Vehicular Access Analysis & Preliminary Design (See Exhibit 1)

The project envisioned for Area 2 entails a review of the at-grade crossing of the Millview Drive site entrance with the Canadian National Railway line and an investigation of the potential for creating a secondary access point to the site.

The review of the at-grade crossing will result in the creation of alternatives to best accommodate the vehicular, pedestrian and bicycle access to the site while accounting for the railroad's needs on this line.

The investigation of the secondary access will involve an analysis of access points to the site outside of Millview Drive, to manage an extended blocking of the at-grade crossing or the need for emergency access to the site.

Work on Area 2 will require coordination with city staff, Canadian National Railway, and the Wisconsin Department of Natural Resources.

Area 3: Pedestrian Overpass Feasibility Analysis (See Exhibit 1)

The project envisioned for Area 3 entails analyzing the feasibility of constructing a pedestrian overpass over the Canadian National Railway tracks between Gateway Park and the site. The analysis should identify design requirements, a location for the overpass including the footprint of each landing area, construction constraints, structure alternatives, environmental challenges, and an estimate of probable cost. There is a current at-grade

pedestrian crossing in this location, and the future of that crossing will also need to be incorporated into the analysis.

Work on Area 3 will require coordination with city staff, Canadian National Railway, and the Wisconsin Department of Natural Resources.

IV. SUBMITTAL OF STATEMENT OF QUALIFICATIONS

Proposal Content

To standardize the comparison and evaluation of responses, all SOQ's must be organized in the manner set forth below, separated into sections, and appropriately labeled. All information and materials requested must be provided in the proposal under a single cover. Failure to comply with these requirements may, at the City's sole discretion, lead to a loss of selection criteria points or result in rejection of a proposal.

- a. Business Organization. Indicate the full name and address of the Consultant's organization and the branch office that will perform the services described herein.
- b. Understanding of Scope of Work. State your understanding of the project as outlined in the Services for Qualification.
- c. Related Experience. Provide descriptions of a maximum of seven (7) projects of similar size and nature. Each project description must contain the scope of services performed, location and project contact.
- d. Project Staffing and Organization. Highlight qualifications of the project manager and personnel, including anticipated subconsultants with specialized skills. Include a list of subconsultants to be used and the work they will perform. Include resumes for all key personnel, showing the following:
 - i. Name and job title
 - ii. Years of relevant experience
 - iii. Professional registrations
 - iv. Percentage of overall availability to be devoted to this project on an average weekly basis
 - v. A synopsis of experience, training or other qualities that reflect the individual's related experience and expected contribution to the project
- e. Timely Completion of the Project. Discuss the consultant's (and anticipated subconsultant's) ability to complete the project in a timely manner. Include, if applicable, an estimated schedule to complete the project.
- f. Additional Information. Provide any additional information regarding consultant's experience, capabilities or recommendations that may be important to the success of the project.

Submittal Process

Interested firms shall submit one (1) electronic copy in PDF format of the Statement of Qualifications for the type of work outlined above. SOQ shall be limited to TWENTY-FIVE (25) pages total, 8-1/2" x 11" pages, single-sided, with a minimum font size of 10.

Interested firms may submit a cover sheet or cover letter limited to ONE (1) single-sided 8-1/2" x 11" page with a minimum font size of 10. Cover sheet or cover letter shall not count toward the 25-page limit.

NO OTHER MATERIAL WILL BE ACCEPTED – THIS INCLUDES COPIES OF CERTIFICATIONS, REGISTRATIONS, etc.

Please send the Statement of Qualifications submittal to:

Chris A. Haese
Director of Community Development and Assessment
chaese@neenahwi.gov

Statements of Qualifications must be submitted no later than 2:00 p.m. local time, June 19, 2024. Responses received after this time will not be considered. All submittals become and remain the property of the City of Neenah. After the above listed deadline, the submittals will be opened and read.

Upon receipt, the SOQ shall become the property of the City of Neenah for disposition or usage by the City of Neenah at its discretion.

V. CONSULTANT SELECTION PROCESS

The consultant selection process for the project is composed of two stages. The first stage consists of reviewing responses to this Request for Qualifications (RFQ) submittal and selecting appropriate firms, which the review team determines will best fit the requirements of the project. The second step will consist of an invitation to selected firms to respond to a Request for Proposals (RFP), to be issued at a future date by the City.

A consultant interested in providing the professional services in response to the second-stage Request for Proposals stage must submit a Statement of Qualifications (SOQ) in response to this Request for Qualifications for consideration, evaluation, and invitation to respond to the RFP.

NOTE: A consultant may submit qualifications either as the prime or as a subconsultant as part of a team, but not both.

Once the Statements of Qualifications are received, a selection committee will meet to evaluate each of the SOQ's and rank firms according to the criteria established by the City.

Following this ranking, the City, at its discretion, will assemble a list of the top-ranked firms that will be asked to respond to a Request for Proposals (RFP). This RFP will include the project design program, project schedule, and list of anticipated professional services and deliverables. There will be a date provided for an optional site visit, and all teams submitting proposals will be invited for interviews.

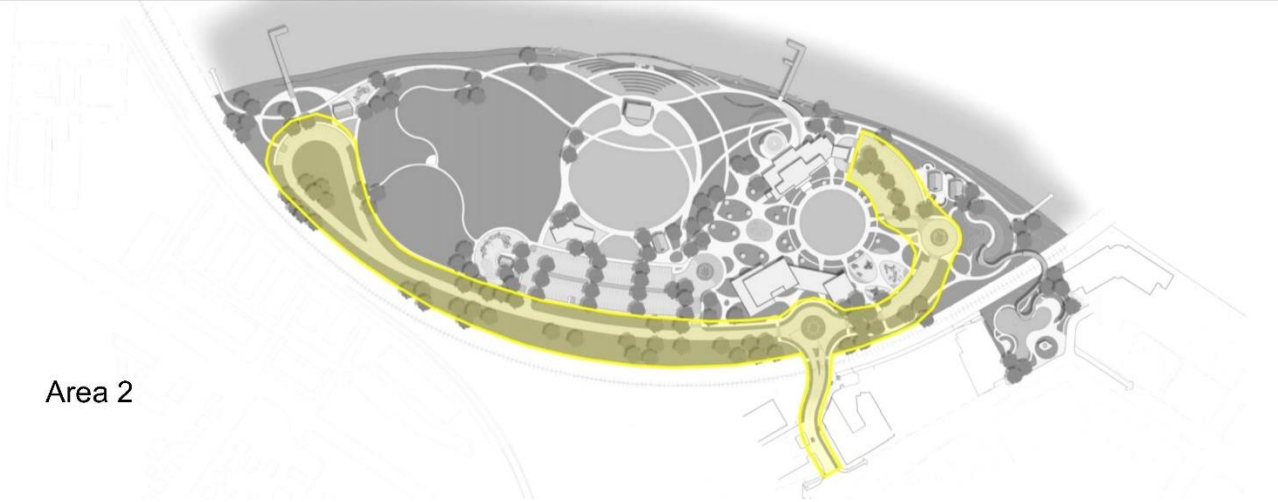
Consultant selection shall be according to the following schedule which is subject to change at the sole discretion of the City:

1. May 28, 2024: Request for Qualifications (RFQ) Released
2. June 11, 2024, 1:00 PM CST: Pre-Submittal Meeting Site Visit, 351 Millview Drive
3. June 19, 2024: Statement of Qualifications Due (2:00 PM CST)

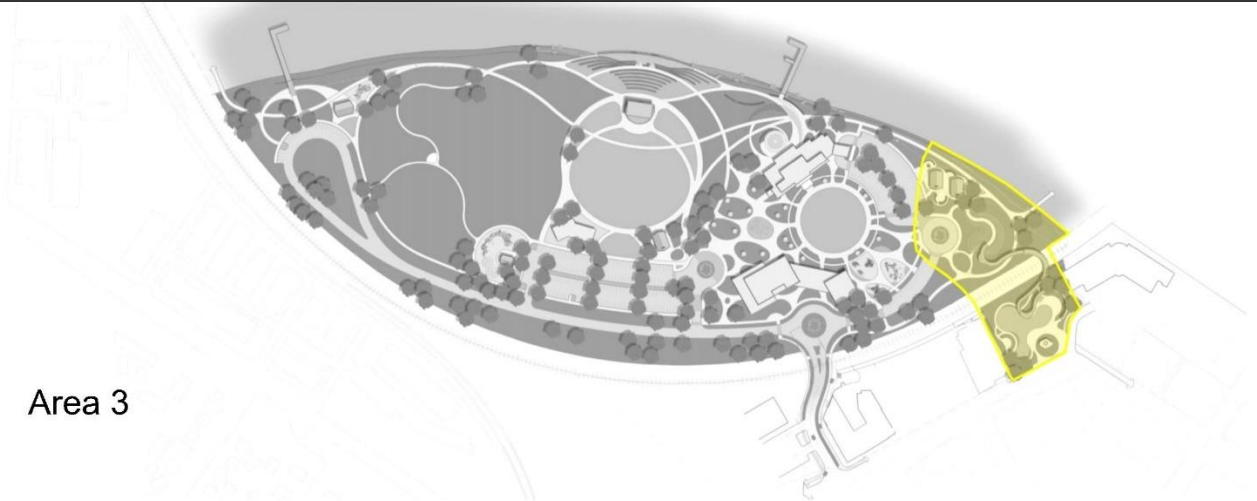
EXHIBIT 1: ARROWHEAD RFQ



Area 1



Area 2



Area 3