

Milwaukee Metropolitan Sewerage District
Green Infrastructure Vendor Request for Qualifications (RFQ) for Green Infrastructure Green Vendor List

INTRODUCTION

The Milwaukee Metropolitan Sewerage District (DISTRICT) is seeking qualifications from vendors that specialize in green infrastructure to establish a pre-qualified list of Vendors to construct green infrastructure (GI) within or draining to the DISTRICT's Service Area. Vendor is defined as any Vendor or non-profit that provides services related to GI, including but not limited to design, installation, maintenance, and product sales. GI is defined by the US Environmental Protection Agency as "an approach to wet weather management that is cost-effective, sustainable, and environmentally friendly. GI management approaches and technologies infiltrate, evapotranspire, capture and reuse stormwater to maintain or restore natural hydrologies." Only those vendors that are pre-qualified will be provided the opportunity to be included on the DISTRICT's Green Vendor List. The Green Vendor List is meant to be a resource to DISTRICT partners and community members looking to install green infrastructure. Vendors currently on the list, that wish to remain on the list, will be required to submit the qualifications that the District is requesting in this RFQ.

The DISTRICT regularly provides partnership funding to increase GI implementation and innovation within its service area through various GI funding programs. GI projects that receive funding are consistent with the DISTRICT's 2035 Vision and Strategic Objectives that is the DISTRICT's long-range approach to eliminate sewer overflows, improve water quality, and incorporate an overall triple bottom line sustainable approach to the way the DISTRICT operates. The DISTRICT's interest in GI is to increase the implementation of innovative approaches to wet weather management that are cost-effective, sustainable, and environmentally friendly. The DISTRICT is working to ensure quality GI projects for its investment. Through the development of the Green Vendor List, the DISTRICT is attempting to elevate the standards of the GI product, design, construction, and maintenance industry.

A pre-qualified vendor will have experience and resources necessary to complete GI projects as determined by the DISTRICT in accordance with the evaluation criteria described in this RFQ. Vendors that wish to be considered for pre-qualification must submit a completed application in accordance with the instructions listed, complete a ½-day GI workshop hosted by the District, and agree to allow DISTRICT-funded project reviews by DISTRICT funding partners that may be posted on the Green Vendor List Webpage. **Workshops will be held twice a year**, dates will be provided to those who provide a submittal of qualifications.

Vendors responding to this RFQ do so with the understanding that they are not guaranteed an opportunity to bid on future contracts, nor are they guaranteed the award of work, and must complete a half-day workshop on green infrastructure design and installation conducted by the DISTRICT. The DISTRICT will be soliciting owner feedback on DISTRICT-supported projects, and this information may be used as the project is highlighted in DISTRICT published material online. Owner-provided feedback may be considered as the Green Vendor List is annually reviewed and updated. Additionally, to be considered a pre-qualified contractor included on DISTRICT's Green Vendor List, Vendors will provide consent to the District to post the DISTRICT's partners' reviews of consultant/contractor work on the DISTRICT's Green Vendor List Website. This means that all Vendors, public and private, that partner with the DISTRICT will be given the opportunity to review and publicly share their review of their experience with the consultant/contractor; posted reviews are only applicable to DISTRICT-funded projects. Vendors that are given pre-qualified status will have their applications available for viewing on the DISTRICT's Green

Vendor Website for public viewing. Note: A Vendor's submittal of qualifications will be available for potential clients to see, make sure it is professionally completed, free of spelling errors, etc. The District will not be responsible for repackaging and proofreading submittals. Submittals should showcase the quality and caliber of work the vendor can provide. Submittals should be in PDF form and should be **one PDF file**.

The DISTRICT reserves the right to remove the whole pre-qualification list or Vendors on the Green Vendor List at any time. Vendors are also advised that pre-qualification is not a determination of responsibility. Inclusion on the list will not constitute an endorsement by the District. Pre-qualified Vendors will be invited to green vendor networking activities conducted by the DISTRICT. Feedback on your application can be made available upon request.

DISTRICT will only consider applications to this RFQ from vendors who meet the following criteria:

1. The submitting entity must provide a completed Qualifications Worksheet (see Attachment A) Please provide a description of each project listed.
2. The submitting entity must agree to have the DISTRICT Partner's reviews of DISTRICT-funded projects posted on the Green Vendor List Webpage and/or available upon request.
3. The submitting entity must complete a ½-day workshop on green infrastructure design, installation, and contracting. The District will host these workshops twice a year.

All questions regarding the pre-qualification process shall be sent in writing to Jim Morgan, Senior Contract Administrator, at Jmorgan@mmsd.com. Completed Qualification Packets will include the Qualification Worksheet, Green Vendor List Consent Form, and Certification of Attendance for the DISTRICT's Green Infrastructure Contracting Workshop. Qualification Packets will be reviewed on a rolling basis. Vendors already on the list may update their qualifications packet annually.

Qualification Packets must be submitted electronically in .pdf format. All submissions should be in **one PDF document**. Please check that all files are easily accessible. You should request a confirmation of receipt with your submittal.

Qualification Packets may be sent to:

Mr. James P. Morgan
Jmorgan@mmsd.com
Senior Contract Administrator
Milwaukee Metropolitan Sewerage District
260 West Seeboth Street
Milwaukee, WI 53204-1446

Project Name: Green Infrastructure Consultant/Contractor Request for Qualifications (RFQ) for Green Infrastructure Funding Programs

Submittal Date:

Vendor Name:

GI Work Performed

There are 9 identified types of green infrastructure that the DISTRICT regularly funds:

1. Green Roofs
2. Stormwater Trees
3. Native Landscaping
4. Porous Pavement
5. Constructed Wetlands
6. Rainwater Harvesting (cisterns/rain barrels)
7. Soil Amendments
8. Rain Gardens
9. Bioswales

The District anticipates that the type of work conducted by qualifying Vendors would generally include, but are not limited to, the following types of work:

- 1) Green infrastructure design
- 2) Green infrastructure product sales
- 3) Green infrastructure construction including the following practices:
 - a) Excavation (for stormwater storage)
 - b) Storm drainage improvements
 - c) Surfacing
 - d) Horticulture
 - e) Landscaping improvements
 - f) Plumbing improvements for stormwater management or rainwater harvesting systems
 - g) Roofing improvements (Retrofit to include waterproofing membrane, root barrier, controlled flow drainage, green roof systems)
 - h) Soil amendments
 - i) Rainwater harvesting systems
- 4) Green infrastructure maintenance

COSTS FOR PREPARATION AND SUBMISSION OF QUALIFICATIONS

The DISTRICT accepts no liability for the costs and expenses incurred by the Vendors with any activities performed in connection with this process, including but not limited to preparing submission of qualifications (SOQ), preparing responses for clarification, and attending the free GI Contracting Training Workshop.

EVALUATION

All SOQs will be reviewed by the DISTRICT's personnel with knowledge, expertise and experience in green infrastructure design, engineering, and installation to make a fair and reasonable determination of whether minimum criteria are met. SOQs will be evaluated based on the Vendor's ability to meet the criteria stated herein.

Vendors that do not meet the evaluation criteria as established in this section of the RFQ will not be offered the opportunity to be included in the DISTRICT's Green Vendor List that is a resource to the DISTRICT's funding partners. Vendors shall provide all information necessary to demonstrate compliance with each evaluation criterion within their SOQ. Only complete SOQs will be reviewed. Detailed Evaluation Criteria are included in **Attachment A**.

The review team will look at the following elements when considering Vendors for the Green Vendor List, please ensure that all of the information is included in the SOQ:

- 1) Vendor Qualifications and Experience (40 Points)
 - a) Qualifications shall be demonstrated by providing descriptions of one to three projects, per GI type that the Vendor has checked as having experience in. If a Vendor has experience in only one (1) GI type, 3 project descriptions and references must be supplied for that GI type. Projects submitted must be at least 50% complete.: **Provided on page below**
 - i) Project descriptions should be no more than 1 page per project. : **below**
 - b) Customer service approach: please provide an example of a conflict that arose during the course of a project and how that conflict was resolved. Please be detailed in your description of the issue and how it was resolved. : **N/A**
- 2) Vendor Project Management Team Qualifications (40 Points)
 - a) Vendors must have an organizational structure that demonstrates the capacity to manage and/or implement green infrastructure projects. The following information must be provided to demonstrate the team's capacity in project delivery:
 - i) An organizational chart of key personnel (1 page maximum): **attached**
 - ii) For each key personnel, provide a resume (2 page max) demonstrating required experience and describing educational and professional qualifications (including certificates, training workshops, and most recent relevant experiences) for the green infrastructure specialties described.: **This is internal information only. For a list of qualifications by person, you refer to our website. <http://columbia-green.com/about-us/>**
 - iii)
- 3) Project References (20 Points)
 - a) For each project referenced above you must provide a client reference. The DISTRICT may contact references and may post reference information.
 - i) Project references should include the following information:
 - (1) Project name and location: **Madison Public Library**
 - (2) Owners name and contact info: **See information below**

SUBMISSION REQUIREMENTS

Vendors are requested to submit one (1) electronic copy (PDF format) to:

Mr. James P. Morgan
JMorgan@mmsd.com
Senior Contract Administrator
Milwaukee Metropolitan Sewerage District
260 West Seeboth Street
Milwaukee, WI 53204-1446

Please note that this application may be made available for viewing on DISTRICT GVL website for public view, should your organization be approved as a Green Vendor on the Green Vendor List.

EVALUATION CRITERIA

Rating	Vendor Qualifications and Experience	Vendor Project Management Team Qualifications	Project References
Outstanding: (100% of Points)	<p>Statement of Qualifications provides good material, meets all requirements, is very desirable, and contains a response that is clearly superior.</p> <p><u>Positive Indicators:</u></p> <ol style="list-style-type: none"> 1. Significant projects in key areas 2. Organizational depth and scope 3. Previous assignments of like nature 4. Team has collaborated on previous projects 5. Customer service approach is thorough 	<p>Statement of Qualifications provides good material, meets all requirements, is very desirable, and contains a response that is clearly superior.</p> <p><u>Positive Indicators:</u></p> <ol style="list-style-type: none"> 1. Project Manager(s) are experienced in critical areas 2. PMs have managed similar sized projects 3. Key personnel are experienced in all selected GI areas 4. Specialists to assist team are available 5. Experience with similar projects 6. Commitment/dedication of resources 	<p>Statement of Qualifications provides good material, meets all requirements, is very desirable, and contains a response that is clearly superior.</p> <p><u>Positive Indicators:</u></p> <ol style="list-style-type: none"> 1. Provided references for significant projects in key areas 2. References have projects that have reached more than 50% completion 3. References are from previous assignments of like nature
Adequate to Good: (60% to 80% of Points)	<p>Statement of Qualifications, in general, satisfies the RFQ requirements and provides information on capabilities. Half or more of the positive indicators noted above are met. No major deficiencies noted.</p>	<p>Statement of Qualifications, in general, satisfies the RFP requirements. Half or more of the positive indicators noted above are met. No major deficiencies noted.</p>	<p>Statement of Qualifications, in general, satisfies the RFP requirements and provides information on capabilities, resumes, and similar types of projects. Half or more of the positive indicators noted above are met. No major deficiencies noted.</p>
Marginal: (30% to 40% of Points)	<p>Statement of Qualifications does not supply adequate description of the qualifications of team, experience, and/or case histories. Less than ½ of positive indicators listed above are met.</p> <p><u>Negative Indicators include, but are not limited to:</u></p> <ol style="list-style-type: none"> 1. Projects not related to RFQ 2. Excessive use of subcontracts 3. Work experience not related 	<p>Statement of Qualifications does not supply adequate description of the qualifications of project manager, key personnel, resumes of people and/or case histories. Less than ½ of positive indicators listed above are met.</p> <p><u>Negative Indicators include, but are not limited to:</u></p> <ol style="list-style-type: none"> 1. Limited experience of the PMs 2. Poor reference checks 3. Projects not related to RFQ 4. Inadequate resources 	<p>Statement of Qualifications does not supply adequate description of the qualifications of team, experience, personnel, resumes or project experience. Less than ½ of positive indicators listed above are met.</p> <p><u>Negative Indicators include, but are not limited to:</u></p> <ol style="list-style-type: none"> 1. References not related RFQ
Unacceptable: (0 Points)	<p>Statement of Qualifications fails to provide pertinent information, or provides information that cannot be understood.</p>	<p>Statement of Qualifications fails to provide pertinent information, or provides information that cannot be understood.</p>	<p>Statement of Qualifications fails to provide pertinent information, or provides information that cannot be understood.</p>

ATTACHMENT A
Submittal of Qualifications Requirements

**Milwaukee Metropolitan Sewerage District
Green Infrastructure Consultant/Contractor Request for Qualifications (RFQ) for Green Infrastructure
Green Vendor List**

VENDOR INFORMATION

Vendor Name:

Columbia Green Technologies

Address:

79 SE Taylor Street Portland, OR 97214

Tax Identification #:

27-1300466

Year Established:

2009

VENDOR's CONTACT PERSON (Reference):

Name:

Kevin Bower

Title:

Regional Sales Manager

Telephone #:

503.327.8723

Email:

kevinb@columbia-green.com

RESOURCE INFORMATION

Scale of Work *(check all that apply)*

- ☒ Commercial / Industrial
- ☒ Multifamily
- ☐ Residential

Specialties *(check all that apply)*

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> Design | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Maintenance |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Downspouts and Gutters | |

GI Type *(check all that apply)*

- | | |
|--|---|
| <input checked="" type="checkbox"/> Green Roofs | <input type="checkbox"/> Rainwater Harvesting |
| <input type="checkbox"/> Stormwater Trees | <input type="checkbox"/> Soil Amendments |
| <input type="checkbox"/> Native Landscaping | <input type="checkbox"/> Rain Gardens |
| <input type="checkbox"/> Porous Pavement | <input type="checkbox"/> Bioswales |
| <input type="checkbox"/> Constructed Wetlands | |
| <input type="checkbox"/> Other Click here to enter text. | |

SWMBE Certified?

- ☐ Yes ☒ No

TECHNICAL QUALIFICATIONS AND EXPERIENCE

Project Descriptions

Include one to three (1-3) project descriptions per type of GI that your Vendor has experience with. If your Vendor has experience in only one (1) type of green infrastructure please provide three (3) examples for that type of green infrastructure. Projects must have been completed within the last seven (7) years, or may be ongoing projects that are more than 50% complete. Vendors may use a different page layout to display the below requested information. See current green vendor firms SOQs for examples. Project Descriptions should be no longer than 1 page per project.

Provide the following information for each project to demonstrate your Vendor's experience on specific green infrastructure installations.

Type of Green Infrastructure(s): Vegetated Roofs

Project Information:

Project Name: Madison Public Library

Address/City/State/Zip: Madison, Wisconsin

Project Owner Information:

Owner's Name: City of Madison

Address/City/State/Zip: 201 West Mifflin Street, Madison, WI 53703

Phone: 608-266-6300

Email: N/A

Project Construction Information:

Construction Management Vendor: Maly Roofing

Project Manager Name: Pam Keiner

Project Manager's Vendor history: ☒ currently employed ☐ no longer employed ☐ other [Click here to enter text.](#)

Email: pamk@malyroofing.com

Contract information (if applicable): [Click here to enter text.](#)

Final Contract Amount (contracted and amended if applicable): [Click here to enter text.](#)

Construction Start date (contracted): 4/1/2012

Construction Start date (actual): [Click here to enter a date.](#)

Construction End date (contracted): [Click here to enter a date.](#)

Construction End date (actual): 5/1/2013

Was the project completed on-time? ☒ Yes ☐ No; Explanation: [Click here to enter text.](#)

Was the project completed on-budget? ☒ Yes ☐ No; Explanation: [Click here to enter text.](#)

Was the project completed to the owner's satisfaction? ☒ Yes ☐ No; Explanation: [Click here to enter text.](#)

Project Description (Be sure to include cost information, photos, and a detailed description of the work performed by the vendor applicant): Columbia Green Technologies Pre-Grown Vegetated trays provided for the project. * Please see attached Midwest Project Profile for photo of this project, along with other examples of our work.

Please contact our customer if they would like for to provide cost information.



We are the materials provider to the green roof installer.

Customer Service Approach

Please provide a description of your firm's customer service approach. This section should give the reviewer a good idea of how conflicts with clients are resolved or how issues that arise during work are resolved. Please provide your customer service approach and at least one example of how your firm has implemented this approach. Columbia Green Technologies offers a full-range of services for our customers: Design assistance with our BIM and Sketch-up Models, technical support for plants, growing media, trays, layered, stormwater calculations, budgetary pricing, wind uplift, etc. Both direct, and single source warranties through our roofing manufacturing partners **Multiple systems to meet specific design needs:** Planted-in-Place tray Layered Additional customer service resources which can be found here: <http://columbia-green.com/resources/>. At Columbia Green, we put the customer's interest first and take pride in offering a quality product tailored to the customer's specific needs. In this way, we establish long-lasting, continued relationships with each participant in the project.

Midwest Profiles and Projects





MIDWEST PROJECTS

Mary Greeley, Ames, IA
Washtenaw Community
College, Ann Arbor, MI
Madison Public Library, WI
GH Holdings, MN
Solhaus, MN
PPMNS Health Center, MN
Merit Contracting, MN
Riverfront Condos, NE
Grand Island Readiness
Center, NE
Rapid City Airport, SD

MARY GREELEY MEDICAL CENTER

Location: Ames, IA

System: Pre-grown Tray

Year: 2013



WASHTENAW COMMUNITY COLLEGE

Location: Ann Arbor, MI

System: Planted-In-Place
Trays

Year: 2012



MADISON PUBLIC LIBRARY

Location: Madison, WI

System: Pre-Grown Tray

Year: 2012



GH HOLDINGS

Location: Rochester, MN

System: Pre-Grown Tray

Year: 2011



PPMNS HEALTH CENTER

Location: Rochester, MN

System: Pre-Grown Tray

Year: 2011



RIVERFRONT CONDOS

Location: Omaha, NE

System: Planted-In-Place
Tray and Sedum Tiles

Year: 2011



RAPID CITY AIRPORT

Location: Rapid City, SD

System: Pre-Grown Tray

Year: 2011

