



REQUEST FOR PROPOSAL

2010 REGIONAL GREEN ROOF INITIATIVE PROGRAM CONTRACT NO. P-2516

The Milwaukee Metropolitan Sewerage District (DISTRICT) is inviting units of government, organizations, school districts, and businesses (herein defined as PARTNER) within its 28-community service area to participate in the 2010 Regional Green Roof Initiative Program.

The District's interest in green roofs is in capturing rainwater on our region's rooftops and keeping that water out of our regional sewer system. This will help to reduce polluted stormwater runoff and combined and separated sewer overflows to Lake Michigan. The 2010 Regional Green Roof Initiative Program will also provide significant environmental benefits to PARTNERS including:

- **Significantly Lower Energy Costs:** During the summer months, traditional rooftop temperatures can be more than double the ambient temperature. Green roofs provide significant insulation – insulation that keeps summertime warm air out of buildings and cool air in (and vice versa in the winter). One manufacturer of modular green roof systems, for instance, claims to reduce heating and cooling costs from 25% to 50% for the floor directly below the roof.
- **Reduced Urban Heat Island Effect:** Temperature increases of 5° F or greater are sometimes found in cities where rooftops absorb energy in the daytime and emit that energy at night. Green roofs can reduce this phenomenon, further lowering building energy costs in the summer.
- **Extended Roof Life:** Green roofs protect traditional roofs from ultraviolet radiation that would otherwise shorten their lifespan. Roof lifespans of nearly double have been documented in countries with a longer history of green roof use, significantly reducing lifecycle costs.

The DISTRICT has funding in the fiscal year 2010 capital budget to implement a 2010 Regional Green Roof Initiative Program within our service area. Funding is initially designated to pay for retrofitting buildings with modular green roof technology; however, consideration will also be given to projects proposing integrated green roofs if the projects can adhere to the conditions of this RFP.

A successful proposal will highlight the PARTNER's willingness to:

- Work within an aggressive implementation schedule.
- Provide a cost-share component of the project.
- Promote the benefits of green roof technology.
- Commit to long-term maintenance of the project.

If a proposed project is accepted in this program, the PARTNER will be required to enter into either an interagency agreement or contractual arrangement with the DISTRICT. The agreement will contain provisions relative to responsibilities as outlined in this Request for Proposal (RFP). Projects selected for funding must be completed in 2010.

PROJECT BACKGROUND AND PROPOSAL EVALUATION CRITERIA

This program utilizes green roof technology to manage the volume and rate of stormwater runoff from impervious flat or low-pitched roofs, and to reduce energy usage within the DISTRICT's service area.

A proposed project must minimize impervious roof area and maximize the reduction in the rate and/or volume of stormwater runoff. It must seek to gain community acceptance and promote knowledge of green roof technology. The evaluation process will favor projects that are: located at facilities with high visitor traffic, visible/accessible to the public, and/or minimize the percentage match requested from the DISTRICT. All successful respondents must be willing to erect permanent signage designed and provided by the DISTRICT that explains the technology and its role in saving energy, improving water quality, and managing stormwater runoff. During the selection process, the DISTRICT will consider providing additional funding to a select number of projects to install a monitoring system to demonstrate a project's effectiveness if the project is deemed to be of particular educational/research value. PARTNERS that have previously received funding through the DISTRICT's Stormwater Best Management Practices Partnership grants but have not substantially completed the project for which they received funding may not receive consideration through the 2010 Regional Green Roof Initiative Program.

The following information must be included in each Proposal and will form the basis of the evaluation. The point number is the weight of each criterion.

1. VISIBILITY OF THE PROJECT AND BENEFITS TO THE PUBLIC (35 points)

Projects that attract large numbers of visitors; are visible to, or accessible by, the public; or accrue benefits to the public; and will promote the benefits of green roof technology are favored.

2. COMPENSATION REQUIREMENT (35 points)

The proposal should document the cost information, including the proposed cost-share breakdown. Except for projects identified for the installation of a performance monitoring system, DISTRICT funding will be restricted to materials, and installation costs. Costs associated with design and maintenance must be covered by the PARTNER and can be counted as in-kind cost sharing contributions. Projects selected for the installation of a monitoring system may count efforts to maintain the system and collect data as in-kind contributions. Preference will be given to proposals contributing a greater percentage cost-share in both monetary terms and in-kind contributions by the PARTNER.

3. MANAGEMENT OF AND DEMONSTRATION OF LONG-TERM COMMITMENT TO MAINTAIN PROJECT (30 points)

The DISTRICT will consider the ability of the proposed PARTNER to successfully manage all phases of the project including long-term maintenance. Projects that also incorporate water-

harvesting features such as cisterns, rain barrels, and rain gardens will be favored.

ADDITIONAL PROVISIONS

Structural Evaluation of Building Roof Bearing Capacity

The building owner or their representative must undertake a structural evaluation of the roof system for its maximum weight bearing capacity or roof live-load limits. This evaluation will be performed by a qualified and licensed structural engineer, architect, or other professional with the knowledge and ability to perform this activity. Prior to considering and submitting a proposal for funding of a building green roof system, the building owner or their representative will verify that there is adequate weight bearing capacity currently. The professional conducting this evaluation will need to consider current conditions and weight from mechanical systems present on the building roof, factors for snow/water/wind load, necessary safety factors, building code requirements and any other applicable local/county/state requirements, as appropriate. The information obtained from the evaluation should provide a maximum value regarding the pounds per square foot that can be additionally placed onto the roof surface and not result in damage, potential for failure and/or collapse. Results of this evaluation must be submitted to the DISTRICT at the time of proposal submittal.

Evaluation of Waterproof Surface Integrity

Before installation of the modules, the waterproofing surface shall be inspected by a technical representative of the waterproofing installer/manufacturer to determine the adequacy of the waterproofing surface to accept the modules. Results of this evaluation must be submitted to the DISTRICT at the time of proposal submittal.

It is the PARTNER's responsibility to investigate the effect of installing a modular green roof on any warranty of the existing roof.

GENERAL

PARTNERS wishing to be considered in the selection process must submit six (6) copies of their proposal no later than **10:00 AM, local Milwaukee time, February 12, 2010 to:**

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

Project Name: 2010 Regional Green Roof Initiative Program

District Contract No: P-2516

Partner Name: _____

Submittal date: _____

The proposal transmittal letter shall be on organization or company letterhead signed by a person authorized to submit and sign a proposal, clearly identifying the PARTNER name, address, telephone number, the name of the person authorized to submit/sign the proposal, and his/her title, telephone number and e-mail address.

Proposals received after the designated time will not be considered in the selection process and will be retained unopened until after award. The DISTRICT reserves the right to accept or reject any or all proposals and to waive informalities or irregularities in the selection process.

If it becomes necessary to revise any part of the RFP or otherwise provide additional information, all addenda will be posted on the DISTRICT's website in the Procurement section.

The DISTRICT will not be liable for any costs incurred by the respondents in replying to this RFP. The DISTRICT is not liable for any costs for work or services performed by the selected PARTNER prior to a written Notice to Proceed.

Requests for further information or questions regarding this Request for Proposal should be addressed only to the individual listed below. UNAUTHORIZED CONTACT REGARDING THIS REQUEST FOR PROPOSAL WITH ANY DISTRICT EMPLOYEE MAY RESULT IN DISQUALIFICATION. Any oral communication will be considered unofficial and non-binding. Proposers shall rely only on written addenda issued by the individual listed below.

Mr. James P. Morgan
Senior Contract Administrator
260 West Seeboth Street
Milwaukee, WI 53204-1446
Telephone: (414) 225-2132
Fax: (414) 271-0829
E-mail: jmorgan@mmsd.com

This RFP is located in the Procurement Section of the DISTRICT's website at www.mmsd.com.

The District is a unit of local government obligated to comply with Wisconsin's Public Records Law, Wisconsin Statutes secs. 19.31 through 19.39. The presumption under the law is that public records shall be open to the public unless there is a clear statutory exception, unless there exists a limitation under the common law, or unless there is an overriding public interest in keeping the public record confidential. As such, Proposers should assume that their Proposals will be subject to disclosure under the Public Records Law.

SELECTION PROCESS

The DISTRICT reserves the right to request additional information from proposed PARTNERS including interviews and site visits.

PAYMENT

Interagency agreements and contracts will be paid on a lump sum basis upon full completion of the project including required signage. Contracts with non-governmental entities may be negotiated with the DISTRICT as necessary.

GENERAL PROPOSAL FORMAT

All proposals shall use 8-1/2” by 11” format not exceeding 3 pages, but may be supplemented using 8-1/2” by 11” landscape or 11” by 17” illustrations. **The proposal should be submitted on recycled-content paper of at least 30% post-consumer waste.** Twelve-point font shall be used.

PARTNER DELIVERABLES TO THE DISTRICT (IF SELECTED)

The PARTNERS shall be responsible for providing the following information to the DISTRICT:

Description	No. of Copies
Project Schedule.....	2
Design Development Drawings of Proposed Project (If applicable).....	2
Evidence of Education Program or Brochures (If applicable), and/or a permanent sign approved by MMSD must be installed in a visible location.....	2
Photos of Completed Project and a Final Report to accompany final invoice that includes the amount of stormwater kept out of the sewer system on an average annual basis (required for payment)	2

NOTE: All Deliverables are to be provided in accordance with the Project Schedule noted.