



Advertisement for Proposal: Professional Service Laboratory Architectural and Space Needs Assessment

Advertised starting Thursday, April 10, 2025 for a minimum of two consecutive weeks using VendorNet.

Specifications are available by visiting the District website at:

<https://www.madsewer.org/contracting-center/>

The Madison Metropolitan Sewerage District requests proposals for a Laboratory Architectural and Space Needs Assessment, Phase 1 of an overall lab redesign project. Proposal documents are linked below. Proposals will be accepted until 2:00 p.m. CDT, Friday, May 16, 2025 at the District office, 1610 Moorland Road, Madison, Wisconsin 53713. Any questions should be directed to Mary Powers, Lab Manager at (608) 222-1201 ext. 287, rfp@madsewer.org.

Only formal written addenda can materially alter the specifications. No verbal statement made by a District employee or anyone else is binding nor shall such a statement be considered an official part of this public proposal. All proposal responses and their contents will be public record.

Unless otherwise specified in the proposal documents, the proponent should check our internet site for any addendum 72 hours before the scheduled proposal deadline.

The District is federal and state tax exempt. The District reserves the right to reject any or all proposals or to waive any technicality and accept any proposal which may, in its opinion, be advantageous to the District.

Any questions may be directed to:

Mary Powers
Lab Manager
Madison Metropolitan Sewerage District
1610 Moorland Rd
Madison, WI 53713
(608) 222-1201 ext. 287
rfp@madsewer.org; subject line: Lab Assessment RFP

Published by authority of the commissioners of the Madison Metropolitan Sewerage District. By
Bradley J. Murphy, Secretary

Madison Metropolitan Sewerage District

REQUEST FOR PROPOSAL
Laboratory Architectural and Space Needs Assessment

Issue Date: April 10, 2025
Responses Due: 2:00 p.m. CDT, Friday, May 16, 2025
Project manager contact: Mary Powers, Lab Manager
Email: rfp@madsewer.org; subject line: Lab Assessment RFP

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Background

Established in 1930 to protect the lakes and streams of the upper Yahara watershed, the District is a wastewater collection and treatment utility serving about 435,000 people in 24 Madison-area owner communities covering about 190 square miles. Organized as a municipal corporation, the District is governed by a nine-member Commission appointed by the communities we serve.

The District owns and operates 150 miles of pipe and 18 regional pumping stations that convey approximately 37 million gallons of wastewater to the Nine Springs Wastewater Treatment Plant daily. Through the treatment process, we recover valuable resources from the wastewater we receive before returning clean water to the environment.

Our mission is to protect public health and the environment. The District is dedicated to service, reliability, and sustainability, and our tradition of innovation has positioned us as a leader among clean water utilities.

Learn more at www.madsewer.org.

Project

The laboratory at the Nine Springs Wastewater Treatment Plant (NSWTP) plays a vital role in providing testing and analytical services that supports the District's mission to protect public health and the environment and its vision of enriching life through clean water and resource recovery. The lab does this by conducting essential testing that supports:

- WPDES permit compliance
- Plant process control
- Service charge calculations
- Environmental sampling and testing of our receiving streams and landowner wells
- Pollution minimization efforts related to variances and other emerging contaminants (e.g., Yahara WINS, chloride, sulfate, mercury, PFAS, etc.)
- Industrial users sampling and analysis
- Hauled waste sample analysis
- Collaborative university research efforts
- Other various projects

The lab, located on the first floor of the Operations building, was expanded in 1992 and has had minimal updates since. Most recently in 2020, construction related to adjacent space resulted in some laboratory space updates, but did not focus on the laboratory as a whole.

Aging environmental systems (e.g., HVAC) now impact analyses, method performance, and data quality, creating operational challenges. As standards evolve and analytical needs grow, outdated infrastructure threatens safety, data integrity, and efficiency. Significant renovations are essential to ensure regulatory compliance and maintain high-quality service.

The District's laboratory includes 13 individual laboratory spaces, including one large main lab area, 4 office spaces, and one storage room – totaling approximately 8,000 square feet. Across those areas are operating condition requirements (i.e., ambient temperature control and space/utility needs), various equipment and instruments related to wastewater analyses, 12 standard laboratory hoods, 5 snorkel hoods, 2 exhaust ventilation hoods, one floor-mounted hood, and one vented instrument.

Qualifications

The District is interested in contracting with a firm that has experience in completing architectural assessments of analytical spaces, with a focus on laboratory efficiency and space needs. Preference will be given to firms with experience and associated references in assessing specifically wet laboratory spaces.

A qualified firm must demonstrate its relevant experience (both as a firm and of individuals proposed to work on the project), competency of health and safety considerations for wet laboratories, and knowledge of designing analytical spaces for increased efficiency, growth, and flexible work considerations.

Project Scope and Deliverables

This Request for Proposals (RFP) represents Phase 1 of a three-phased initiative to modernize the laboratory space, addressing current and future needs while enhancing efficiency in areas such as utilities and staff workflow. The selected firm will be responsible for assessing and designing improvements to ensure compliance with environmental health and safety standards, accommodate future analytical needs, and optimize operational efficiency.

Phase 1 focuses on pre-design efforts, including assessing current conditions, identifying key efficiency improvements, and developing a schematic design to establish a clear framework for subsequent phases. Phase 2 will refine the schematic design into a detailed, final design, incorporating technical specifications and compliance requirements. Phase 3 will encompass construction management, overseeing implementation, contractor coordination, quality control, and adherence to the finalized design to ensure successful project completion.

General Expectations

The chosen firm will be expected to:

- Work closely with District staff throughout the process
- Conduct site visits to assess existing conditions
- Work within the agreed-upon budget

Phase 1: Assessment Phase

The firm will complete a comprehensive assessment of the laboratory's individual spaces to determine:

- How to meet current environmental health and safety requirements
- How to accommodate current and future analytical space needs

At a minimum, this assessment will include:

- Interviews with the Lab Manager and Chemists to gather input from all unique sections of the laboratory
- Evaluation of opportunities for flexible space to allow for future lab growth and short-term research projects
- Compilation of a final list of assessment deliverables
- Review of as-builts of previous lab projects and remodels and field inspection of the various existing systems (i.e. HVAC, electrical, plumbing) to better understand and recommend upgrades

Phase 1 Deliverables

1. Assessment Report

- Explanation of the proposed design and changes
- Recommendations for implementation, considering risks, costs, and overall feasibility, etc.

2. Schematic Design Options

The firm will present 2-3 schematic design concepts to inform District stakeholders and refine one selected design based on initial feedback and staff interviews. The schematic design deliverable must:

- Define each lab space
- Address current environmental health and safety requirements
- Provide adaptable space to accommodate future needs and growth
- Consider key factors such as:
 - Space requirements for various lab sections and the environmental requirements for those unique spaces
 - Enhanced space efficiency, including but not limited to – office and meeting areas, sample movement within the lab, chemical storage, sample preparation, and analysis locations
 - Safe staff footpaths, ensuring smooth transition from clean to neutral to dirty spaces, with clear PPE requirements
 - Temperature control to meet analytical needs
 - Optimized hood ventilation pathways tailored to chemical and instrument requirements, as needed
 - Simplified RO water loop to improve efficiency and reliability
 - Sustainability principles (i.e., energy efficiency, green design)
 - Equitable design options, where appropriate
 - Gas line modifications to support flexibility of current and future laboratory functions
 - Preliminary evaluations of HVAC, electrical, and plumbing systems to better inform cost estimates for needed upgrades to support the schematic design concepts

3. Cost Estimates

The firm will provide cost estimates for the next two phases:

- A refined estimate for detailed design costs based on assessment findings and schematic design options.
- A more confident estimate for construction/construction management costs, informed by the proposed design and implementation recommendations.

All schematic designs and reports provided as part of these deliverables will be included in future design/construction RFPs. The District expects deliverables from this proposal to be completed by March 31, 2026.

Budget

The anticipated budget for Phase 1, based on market research, is expected to be approximately \$20,000 to \$50,000. This budget is inclusive of all associated project fees: design, travel, consultant compensation, and all other associated project expenses.

Timetable

The RFP timetable below is tentative only and may be changed by MMSD at any time.

Target Date	Step	Notes
April 10	RFP Issuance	
April 17-18	Site Visit (Optional)	Two optional in-person site visits are listed below. Please RSVP by 4/15 to rfp@madsewer.org with the following information: Subject: Lab Site Visit Date chosen, firm name and number of individuals attending April 17, 2025 – 10:00-12:00 April 18, 2025 – 9:00-11:00
April 23	Deadline for Respondent Questions	
April 28	Respondent Questions Answered	Answers will be posted on the District website.
May 16	Respondent Proposals Due	Due 2:00 PM CDT
May 23	District Proposal Review Completed	
May 26-30	District Interviews with Candidates	Dependent upon adequacy of information obtained from written proposals, the proposal review committee may request to further interview top candidates to assist

		in making its final decision.
June 6	District Selection Made and Candidates Notified	
June 26	Commission Transaction Approval	The District will omit this step if costs are below the threshold for Commission approval.
July 1	Engagement begins	Exact date may be adjusted, as determined to be mutually acceptable to the District and the selected respondent.

Evaluation of Proposals, Consultant Selection, and Contracting

Proposals will be evaluated by a committee composed of District staff. Proposals will be scored based on 100 possible points, with the evaluation criteria weighted as follows:

- Qualifications, background and related experience (30%)
- Project understanding and approach (40%)
- Tasks, hours, and proposed budget (20%)
- Schedule (10%)

Following the review of proposals, the District may, at its discretion, further evaluate applicants by interviews. All interviews will be remote via the Microsoft Teams Platform. Interviews will be scheduled for the period in the timetable above.

The Review Committee's recommendation will be for the consultant deemed to be in the best interest of the project based on both the proposal and, if applicable, interview. The District reserves the right to contract for all or part of the project. The contract and associated scope of work will be a "not-to-exceed" contract.

Award shall be made to the consultant determined to be the best qualified by the review committee, based on the evaluation criteria set forth in the Request for Proposals and upon negotiation of compensation determined to be fair and reasonable. If compensation cannot be agreed upon with the best qualified consultant, negotiations may be conducted with such other consultant or consultants in the order of their respective ranking; and the contract may be awarded to the consultant then ranked as best qualified.

Proposal Submittal

Written proposals are to be submitted by email before 2:00 p.m. CDT on Friday, May 16, 2025. All parts of the proposal submittal shall not exceed 20 pages, including cover letter, qualifications, references, pricing structure, and description of work. Send proposals to: rfp@madsewer.org, subject line: Lab Assessment RFP.

Mary Powers
Lab Manager
Madison Metropolitan Sewerage District
1610 Moorland Rd

Madison, WI 53713
(608) 222-1201 ext. 287

Proposals must note the respondent's ability to meet requirements and proposed modifications to District requirements, if any. (For MMSD insurance requirements please see our standard [Professional Services Agreement \(PSA\)](#).)

The proposing firm **must provide**:

- Certificate of Insurance (COI), if awarded the contract.
- Fee schedule for all employees to be included in the project.
- Fee schedule for all subcontractors to be included in the project.

Proposals shall include the following sections:

- **Statement of Interest.** Introduce yourself/team, your interest in this project and anything special that differentiates you/team and/or your approach. Include contact information.
- **Qualifications, background and related experience** for your firm and any sub-consultants. For each team member assigned to this project include relevant experience for their specific responsibility and/or examples of past work. Up to four examples of comparable past work may be included. If examples are included, provide a brief project description, pictures/links, the project stage, and estimated total project costs. Firm must provide at least 3 references, including current contact information of those references.
- **Project understanding and approach:** Your firm must demonstrate a complete understanding of the project and include a detailed description of your team's approach to the work. Include a discussion of key issues that may be encountered during the process and how they will be addressed. Comment on what you believe will be particularly important to the success of the project. Show how you would organize the project and carry out the work. Comment on key technical aspects or components of this project that you believe will be particularly important to its success. Break down the project into tasks and show how and when the various tasks will be completed to meet major milestones
- **Tasks, Hours, and Proposed Budget:** Provide a proposed budget and detailed breakdown for the services to be provided. Include billable rates for each team member; indicate any expenses (e.g., travel, food, etc.) that are billed outside of salaries and account for any expected adjustments. Include a chart or table showing the anticipated hours from each team member, organized by the areas or tasks where each would be involved. Include a fee schedule for all subcontractors involved in the project.
- **Schedule:** break down the project into tasks and show how and when the various tasks will be completed to meet major milestones - include timelines and key meetings.

Additional Documentation

MMSD will provide, on request, electronic copies of:

- [MMSD Approved Budget for FY 2025](#)
- Example Contract: [MMSD Professional Services Agreement \(PSA\)](#)

Additional Provisions

Equal Employment Opportunity Requirements

In connection with the performance of work for this project and under the related contract, the Proposer agrees, by providing a certification, that in conjunction with this work not to discriminate against any employee or applicant for employment because of age, race, religion, color, disability, sex, national origin, sexual orientation, gender identity, or other status protected by law. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

Professional Services Contract

Following the selection of a qualified firm for the work of this RFP, the District and the firm will begin a good faith effort to negotiate a Professional Services Contract for the work. The District will supply our contract template for the basis of negotiations, which will include Terms & Conditions as well as the Scope of Services for performance. [MMSD Professional Services Agreement \(PSA\)](#) Proposers should notify the Project manager of any questions or concerns about the standard Terms & Conditions during the request for proposal process.

Certificate of Insurance

The Contractor shall not commence work under Contract until all insurance required hereunder has been obtained and such insurance certification has been reviewed by the Owner. The Contractor shall not allow any Subcontractor to commence work on his Subcontract until certification for all similar insurance required for that portion of the Work has been reviewed by the Owner. Review of the insurance certification by the Owner shall not relieve or decrease the liability of the Contractor hereunder. The insurance certification shall name as Additional Insureds the Madison Metropolitan Sewerage District.

The Contractor shall obtain, pay for, and maintain during the life of this Contract such Worker's Compensation and Employer's Liability, Comprehensive General Liability, Business Automobile Liability, and Umbrella Liability Insurance to protect the Contractor performing work covered by this Contract from claims for damages for bodily injury, including accidental death, as well as for claims for property damage which may arise from operations under this Contract whether such operations be by them or any Subcontractor, or by anyone directly or indirectly employed by either of them, on the forms, and with limits not less than set forth in the Professional Services Agreement (contract).

Use, Disclosure, and Confidentiality of Information

The information supplied by a Proposer as part of an RFP response will become the property of the District. Proposals will be available to interested parties and other requestors in accordance

with the Wisconsin Public Records Law. None of the proposal responses will be made available to the public until after negotiation and award of a contract or cancellation of the procurement.

To the extent allowed by law, the District will treat trade secrets as confidential (if designated as confidential and submitted separately in a sealed envelope). If a Proposer wishes for a proposal to remain confidential, the Proposer must, before submitting a proposal, establish to the District's satisfaction that the proposal be given confidential status. The District reserves the right to make any final disclosure determinations in accordance with the law. (Note: Pricing information will not be considered confidential.)

Use of the District's Name

Upon entering an agreement, the successful Contractor agrees not to use the name of the Madison Metropolitan Sewerage District in relation to the agreement in commercial advertising, trade literature, or press releases to the public without the prior written approval of the District. The District has the right to enjoin the Contractor from any such use in violation of this provision, and the Contractor shall be responsible for damages and reimbursement of actual reasonable legal fees incurred with regard to legal evaluation and/or legal action taken by the District because of the Contractor's violation of this provision, including fees incurred to obtain an injunction.

Confidentiality

Subject to Wisconsin's Public Records law, any data or other information regarding the District's customers, operations, or methods obtained by the Contractor during the course of the project shall remain confidential and shall not be released to third parties without the express written consent of the District.