



REQUEST FOR PROPOSALS (RFP) FOR:

Professional Services in the Design of Ketterhagen Rd (CTH W to STH 36/83)

WisDOT I.D. 3833-05-00

Issued By:

Town of Burlington

March 27, 2023

Proposals must be submitted
no later than **12:00 pm Central Standard Time**
April 10, 2023

LATE PROPOSALS WILL BE REJECTED

For further information regarding this RFP, contact:
Rachel Naber, Town Administrator @ (262) 763-3070

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I. GENERAL INFORMATION

A. Introduction

The Town of Burlington has been awarded federal funding through the WisDOT Local Urban Program, which is 80% (federal)-20% (local), for the design to reconstruct existing roadway Ketterhagen Rd (CTH W to STH 36/83). Currently the roadway includes two lanes and a pavement width of 22ft.

This project will require review and approval by the following agencies: Town of Burlington, Wisconsin Department of Transportation, Wisconsin Department of Natural Resources.

The purpose of this document is to provide interested parties with information to enable them to prepare and submit proposals for the design and preparation of preliminary and final roadway plans, specifications and estimates for the reconstruction of Ketterhagen Rd (CTH W to STH 36/83).

B. General Scope

The proposed improvements will include reconstruction of the roadway.

A summary of the services required include:

- Topographic Survey
- Preliminary Plans
- Preliminary Estimates
- Design Reports
- Environmental Document
- Transportation Management Plan (TMP)
- Design Study Report (DSR)
- Utility Status Report
- Archeological/Historical Coordination and/or Survey
- Public Involvement
- Agency Coordination and Permits
- Utility Coordination
- Hazardous Material Investigation (Phase 1)
- Meetings
- Draft PS&E
- Final PS&E

The Town of Burlington will provide roadway as-built plans.

C. Procuring and Contracting Agent

This RFP is issued by the Town of Burlington who will be the point of contact during the selection process. The persons responsible for managing the procurement process

are Rachel Naber, Town Administrator and Jake Isaacson, Highway Superintendent.

The contract resulting from this RFP will use WisDOT's existing three-party contract process with the Town of Burlington, Consultant, and WisDOT.

D. Amendments

The issuance of a written amendment is the only official method whereby interpretation, clarification, or additional information can be given. Amendments will be posted to www.townofburlington.com. The contact information is also found on the Town's website: www.townofburlington.com. Respondents are responsible for checking the website for any future amendments or other information prior to the opening date. Respondents who do not acknowledge the amendments in their response may have their proposals rejected.

E. Clarifications of the Specification and Requirements

Questions for clarification concerning the RFP should be submitted to:

Rachel Naber
Town Administrator
(262) 763-3070
rachel.naber@townofburlington.com

F. Site Visit and Project Location

Prospective proposers have the responsibility to inspect the proposed site completely prior to submitting a proposal to determine all requirements associated with the contract. Failure to do so will in no way relieve the consultant from the necessity of providing, without additional cost to Town of Burlington, all necessary services which may be required to carry out the intent of the resulting contract.

II. PREPARING AND SUBMITTING PROPOSAL

A. General Instructions

The evaluation and selection of a consultant will be based on the information submitted in the proposal plus references. Proposers should respond clearly and completely to all requirements. Failure to respond completely may be the basis for rejecting a proposal.

B. Incurring Costs

Town of Burlington is not liable for any cost incurred by proposers in responding to this RFP.

C. Submitting Proposal

Proposers must submit one original for acceptance of their proposal on or before **12:00 pm, CST, April 10, 2023** to:

Rachel Naber
Town Administrator
Town of Burlington
32288 Bushnell Rd
Burlington, WI 53105

Proposals must be received in the above office. Proposals may not be sent by facsimile machine or email. Proposals shall be a *MAXIMUM OF 15 PAGES*.

III. PROPOSAL SELECTION AND AWARD PROCESS

A. Evaluation Team

The Evaluation team will consist of three members from the Town of Burlington who have been selected because of their special expertise in procurement of the product(s) and/or service(s) which are subject of this RFP, and because of their knowledge of the requirements for these product(s) and/or services(s). Proposers may only contact persons described in Section I, Part E.

B. Evaluation

The proposals will first be reviewed to determine if all requirements are met. Failure to meet all requirements may result in the proposal being rejected. Accepted proposals will be reviewed by the evaluation team and scored against the stated criteria. The team will review references. The evaluation team's scoring will be tabulated, and proposals ranked based on the numerical scores received.

C. Evaluation Criteria

The proposals will be evaluated and ranked on the following criteria.

Criterion	Points
1. General Requirements	
a. Organization Capabilities	<u>50</u>
b. Staff Qualifications	<u>350</u>
2. Technical Requirements	
a. Project Understanding & Approach	<u>400</u>
b. Schedule of Tasks	<u>100</u>
3. Performance Requirements	
a. Present Workload	<u>50</u>
b. Committed Workload	<u>50</u>

Consultant interviews are not anticipated.

D. Award and Final Offers

Award will be granted to the highest scoring responsive and responsible proposer.

E. Right to Reject Proposals and Negotiate Contract Terms

Town of Burlington reserves the right to reject any and all proposals. Town of Burlington reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, Town of Burlington may negotiate a contract with next highest scoring proposer.

IV. GENERAL PROPOSAL REQUIREMENTS

A. Organization Capabilities

Describe the firm's experience and capabilities in providing similar services. Be specific and identify projects, client and dates.

B. Staff Qualifications

For each project team member submit a brief resume including name, responsibilities for proposed project, professional registration, and brief description of related past experience including time contribution in this capacity to past projects.

Indicate the names and addresses of any sub-consultants or associate proposed to be used to complete the project. State the capacity they would be used in, the approximate percentage of total services they would provide and past experience in their field.

C. Proposer References

Proposers must include in their RFPs a list of organizations, including contact name, address, and telephone number, which can be used as references for work performed in the area of service required. Selected organizations may be contacted to determine the quality of work performed and personnel assigned to the project. The results of the reference check will be provided to evaluators and used in scoring the written proposal.

V. TECHNICAL REQUIREMENTS

A. General Technical Requirements

Project Approach

Provide a description of the engineering and any potential problems you anticipate in this project and how you propose to address them.

Scheduling

Provide a timetable that includes a sequence and relationship of tasks within your proposal which are necessary to complete the project, meeting federal and state requirements, for a PS&E delivered 11/1/2024, Let Date 2/11/2025 and construction to start by May 2025.

B. Standard Specifications

Work under this project shall be performed in accordance with the Wisconsin Department of Transportation's Facilities Development Manual (FDM).

VI. PERFORMANCE REQUIREMENTS

A. General Performance Requirements

Current Workloads and Availability

Provide a list of present and committed engineering projects of a similar nature that your firm is undertaking. The list should include a project description, measure of the project size (length, value, complexity, etc), areas of work remaining, staff committed and time remaining to completion of the project.

VII. ATTACHMENTS

A. Project Location Map

