

REQUEST FOR QUALIFICATIONS
PROFESSIONAL DESIGN ENGINEERING
SERVICES
FOR:

Reigle Drive Resurfacing
Wildlife Drive to Third Street
Village of Kewaskum, Washington County

Program: STP-Urban Grant
ID: 4824-06-00/70

Village of Kewaskum
204 First Street
PO Box 38
Kewaskum, WI 53040-0038
(262) 626-8484

Issuance Date: April 13, 2023

SOQ Due Date: 10:00 a.m. April 21, 2023

REQUEST FOR QUALIFICATIONS – PROFESSIONAL DESIGN ENGINEERING SERVICES

Project Name: Reigle Drive Resurfacing
Wildlife Drive to Third Street
Kewaskum, WI

The Village of Kewaskum, Wisconsin will receive Statements of Qualifications (SOQ) at Village Hall, 204 First Street, Kewaskum, Wisconsin 53040; Attention: Tammy Butz, Village Clerk, until 10:00 am on Friday, April 21, 2023.

In general, we are asking for a Statement of Qualifications/Notice of Intent submittal that includes a response to the following description:

1. Professional Design Engineering Services for a STP-Urban Reconstruction funded project. In order to be considered for selection, the Professional Design Engineering Consultant must be listed on the latest WisDOT Roster of Eligible Engineering Consultants.
2. Interested Professional Engineering Consultants are requested to submit statements of experience and qualifications to the Village of Kewaskum in regard to providing professional engineering design services for the Reigle Drive Resurfacing Project. Biddable plans and specifications are to be produced for this WisDOT LET project.
3. **Qualifications Based Selection** - A Village of Kewaskum Consultant Selection Committee will review all Qualification Packages submitted for this project. To be considered as a qualified respondent, please submit all information as outlined in the Submittal Instructions section of this RFQ.
4. Any packages received after the RFQ submittal deadline will be deemed unresponsive. The Village reserves the right to accept or reject any and all submittals, to re-solicit RFQ's, to waive any irregularities, and to select the most qualified Consultant. Issuance of this RFQ does not obligate the Village to negotiate and award a contract; nor is the Village liable for any costs incurred by the proponent in the preparation and submittal of their Statement of Qualifications package.

Published under authority of the Village of Kewaskum, Wisconsin.

Dennis Aupperle
Department of Public Works - Working Foreman

Date: April 13, 2023

Project Overview

The Village of Kewaskum is requesting Statement of Qualifications packages for engineering design for the road resurfacing of Reigle Drive, between Wildlife Drive and Third Street. The selected design professional is expected to complete all work efforts necessary to facilitate regulatory agency approval and bidding of the proposed project improvements as detailed below:

- Design road cross section. The total roadway width is intended to remain the same as existing.
- No storm sewer work is anticipated within the limits of the project.
- Ancillary improvements will include curb and gutter, spot repair of sidewalks, and pavement marking.
- Process must meet all of the requirements of the STP-Urban Federal Highway Program as administered by the Wisconsin Department of Transportation.

General

The Village of Kewaskum obtained an STP – Urban Grant (ID: 4824-06-00/70) for design services in order to assist with funding for the resurfacing of Reigle Drive within the existing cross section. We anticipate no need for underground watermain, sanitary sewer, or storm sewer in order to complete the proposed project.

Scope of Services

Services will include all aspects of design, including but not limited to the following:

- Commitment to complying with Federal Statutes that govern the Surface Transportation Program.
- Comply with all STP – Urban Grant requirements related to providing supporting design consultant documentation necessary to assist with audits.
- Adjacent property owner involvement and associated public information meetings will be a key aspect of this project.

Required Plan preparation services will include, but not limited to, the following:

1. Survey of the existing road and applicable areas needed for design work within the future ROW area.
2. Road Plans
 - a. Title Sheet
 - b. Typical Cross Sections and General Notes
 - c. Special Details
 - d. List of Standard Detail Drawings
 - e. Engineering Estimate
 - f. Miscellaneous Quantities
 - g. Plan and Profile Sheets
 - h. Computer Earthwork and Mass Diagrams
 - i. Cross Sections
 - j. Traffic Control Plan
 - k. Project Overview Map
 - l. Marking and Signing Plans
 - m. Lighting Plans
 - n. Storm Sewer Plans (if deemed necessary)
 - o. Municipal Utility Plans (if deemed necessary)

- p. Generally developed with three submittals:
 - i. 30% associated with the operational Planning Meeting
 - ii. 60% associated with the Environmental Report and Design Study Report
 - iii. 90% associated with the Plans, Specifications and Estimate (PS&E)

- 3. Environmental Documentation
 - a. Environmental Report (2C-ER)
 - b. Section 106
 - i. Archeological surveys
 - ii. Historical surveys
 - iii. Native American notification (Engineer to prepare letter for mailing)
 - c. Phase 1 Hazardous Materials Assessment
 - d. Wetlands (no wetlands are mapped in the immediate project area)
 - e. Agency Coordination and permits
 - i. Department of Natural Resources
 - ii. Army Corps of Engineers

- 4. Utility Coordination
 - a. The design consultant will include the necessary calculations and plan information for any proposed storm sewer and street lighting for the project.
 - b. This design consultant will not be required to prepare the necessary design calculations and plan information for sanitary sewer and water mainline improvements.
 - c. The design consultant will be required to coordinate with other consultants and utility agencies for the probable relocations or improvements being performed by others.

- 5. Public Involvement
 - a. Design Consultant shall hold a maximum of two information meetings with the public before the Environmental report is prepared.

- 6. Meetings
 - a. Operational Planning Meeting, with utilities and DNR
 - b. Progress meetings with Village staff and Operations Committee
 - c. Final plan review meeting
 - d. Pre-construction meeting

- 7. PS&E
 - a. Plans to be electronically submitted as .pdf file.
 - b. A copy of the AutoCAD files associated with this project shall be submitted to the Village of Kewaskum.
 - c. Specifications for Bid Documents: Plan letter; Sample Proposal with the Highway Work Proposal and Special Provisions; Recommendation to Governor for Contract and Bond Approval Form; Utility Status Report; Certificate of Right of Way; Contract Time for Completion; News Release; Note to Construction; and the Wetland Impact Tracking Form prepared using Microsoft Word 2007, or later.
 - d. Estimate should be prepared in Microsoft Excel 2007, or later, for conversion to The Majors Program for WisDOT purposes. A copy of the Estimate in Excel and .pdf format shall be submitted to the Village of Kewaskum.

Attached to this RFQ is the WISLR Map provided in the STP-U application, showing the project location.

Proposed Schedule

The following proposed schedule is tentative and what is anticipated as a general forecast for this project. Consultant shall use these dates to prepare their own schedule with applicable milestones.

April 13, 2023: RFQ Issued
April 19, 2023 at 12:00 p.m.: Deadline for Questions
April 21, 2023 at 10:00 a.m.: SOQ due
April 21 to April 24, 2023: Ranking/Selection of Design Consultant
April 24 to May 12, 2023: Design Consultant Negotiations
May 15, 2023: Village of Kewaskum Village Meeting
July 2023 to April 2024: Project Design Engineering

It is important to complete the Design Consultant Negotiations by May 12, 2023 in order for WisDOT to have a fully executed contract prior to June 30, 2023.

Important Information Regarding Questions about this RFQ

Any questions relative to the scope of services must be submitted by e-mail to: daupperle@village.kewaskum.wi.us. Questions must be received no later than 12:00 p.m. Wednesday, April 19, 2023. Answers will be posted as questions are received. Please visit the Village's website to receive up-to-date information regarding this RFQ including answers to all questions submitted. Visit <https://www.village.kewaskum.wi.us/street-projects> to view all questions and answers. It is the responsibility of the Consultants planning to submit Qualifications to check the website for new questions and answers prior to submitting proposals. The names of vendors submitting questions will not be disclosed. Personal visits and phone calls will not be allowed.

As stated previously, the RFQ will be due by 10:00 am, Friday, April 21, 2023. It is the intent of the Review Committee to review and rank all proposals received based on each Design Consultant's experience and qualifications.

Submittal Instructions

All qualification packages must include the following information in the order stated below:

1. **Corporate Profile**: Describe in one page the background of your company history and why it is qualified to provide the requested services for the Village of Kewaskum.
2. **Project Understanding**: Describe in four pages or less your understanding of the project including a brief overview of the plan, site design constraints, permits, and schedule on accomplishing the services being requested by the Village of Kewaskum.
3. **Project Experience**: Discuss in two pages or less the firm's specific abilities and expertise to provide the required professional services and qualifications needed to perform the project requirements.
4. **Project Team**: Describe the qualifications of the key person(s) who will be responsible for providing the requested services. Resumes for key person(s) are required (limit resumes to two pages for each key person listed). If proposed, clearly identify sub-consultants and their key roles to accomplish the applicable design tasks for this project.

5. Past Similar Projects: Provide evidence of similar, past experience that demonstrates your ability to successfully provide the services being requested in this RFP. Demonstrate that the individuals assigned to this project are familiar with WisDOT submittal process as well as STP Urban Grant funded project procedures and processes. This section shall be four pages or less.
6. References: Include names and contact information from three past projects for reference purposes.
7. Schedule: Design Consultant shall provide an exhibit detailing the schedule anticipated for this project that includes milestone dates and tasks.

To be considered as a qualified respondent, please submit four (4) copies of the Qualifications Package. Also, one digital copy (pdf format) of the entire SOQ shall be included on CD or flash drive with the submittal.

Sealed qualifications packages must be received in the office of the Village Clerk, 204 First Street, Kewaskum, Wisconsin, 53040, by 10:00 a.m. on Friday, April 21, 2023.

Sealed qualifications packages shall be clearly labeled:

**PROFESSIONAL DESIGN ENGINEERING SERVICES
REIGLE DRIVE RESURFACING**

Review of Proposals

The Professional Design Engineering Consultant must be listed on the WisDOT Roster of Eligible Engineering Consultant (latest version) in order to be considered for selection.

The Consultant's Qualifications Package is anticipated to be reviewed by a Village of Kewaskum Consultant Selection Committee.

Scoring of Design Consultants shall be weighted as follows: 30% Project Understanding, 25% Past Similar Projects, 10% Project Experience, 20% Project Team, 5% Corporate Profile, 5% References, and 5% Schedule.

Contract Negotiations

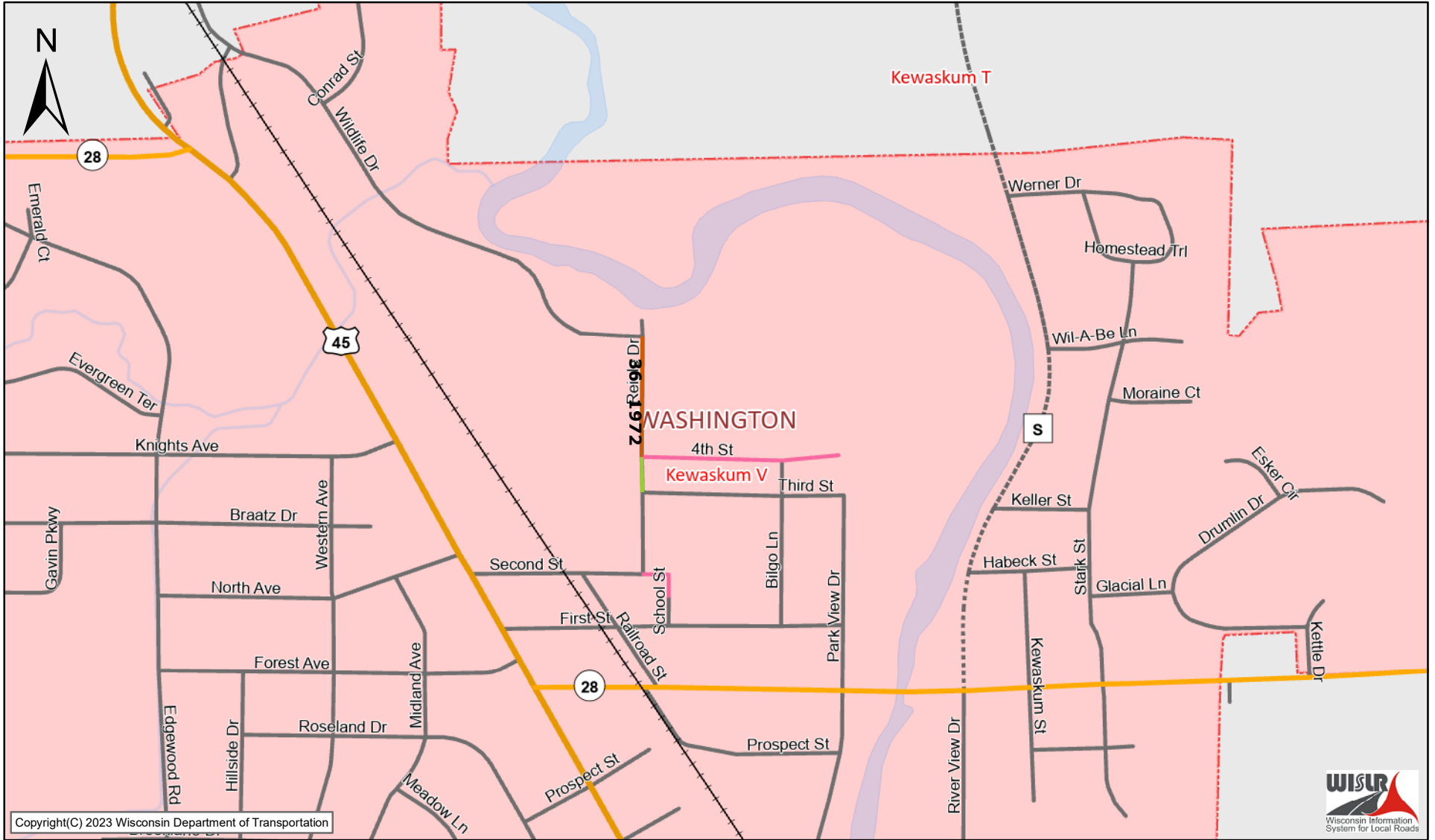
The design consultant, whose submittal is deemed the most responsive to this solicitation, will be asked to enter into negotiations with the Village of Kewaskum and WisDOT.

Miscellaneous

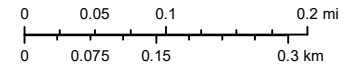
- The design consultant shall provide all necessary labor, equipment, and materials necessary for completing the work unless otherwise agreed to in writing.
- The design consultant shall assure the Village of Kewaskum that it is an equal opportunity employer and that it does not and will not discriminate in any fashion with regard to race, sex, national origin, political affiliation, disability (handicap), or age where protected by law, or any other non-merit or non-occupational related factors.

- All design consultants submitting a SOQ shall have visited the site and shall become familiar with and are satisfied as to the general, local and site conditions that may affect their performance and furnishing of the Work.

WISLR Map - Reigle Dr



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wislr-fl1	State Trunk Network	County Roads	Cities/Villages/Towns
65 HOT Mix	Interstate Highway	On-Off Ramp	Ineligible Roads
Resurfacing(overlay)on Asphalt Pvmt	USH Highway	Connector	Rivers
70 HMAc	USH Connecting Highway	Frontage Road	Lakes
Railroads	State Trunk Highways	Wayside	Town
	STH Connecting Highways	Rest Area	Counties
		Weigh Station	City
			Village
		Local Roads	
		Municipal/Local Roads	