

December 18, 2018

RE: Request For Proposal For Design Services

The City of Kaukauna is seeking proposals for design services for the replacement of the Island Street Bridge Over the Tailrace (P-44-0712). Service will include but are not limited to survey, agency and utility coordination, railroad and municipal coordination, public involvement, environmental document, design reports, preliminary and final plans, and final PS&E, all in conformance with WisDOT guidelines and applicable Wisconsin State Statutes

The bridge structure was constructed in 1930. In 1981, a rehabilitation project was completed but is nearing the end of its useful life. Bridge plans from the 1981 rehabilitation, associated files, and inspection reports from 2016 and 2018 are on file at the City Engineering Department and will be made available to all interested consultants.

Any interested consultant should contact the City of Kaukauna Engineering Department at 920-766-6305 to make arrangements for a site visit. It is the consultant's responsibility to inspect the premises 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 the City, all necessary services which may be required to carry out the intent of the resulting contract.

Proposals shall include, but are not limited to, the information described in the enclosed RFP. Engineering consultants will be evaluated on all information provided before a proposal is accepted. The City reserves the right to negotiate any of the terms of the contract, including the award amount, with the selected consultant before entering into a contract.

Proposals must be received in the City of Kaukauna Engineering Department Office no later than 4 p.m. on Tuesday, January 22<sup>nd</sup> 2019; no faxed or emailed proposals will be accepted.

If you have any questions or would like to schedule an on site meeting, please contact me at 766-6305 or email at [neumeier@kaukauna-wi.org](mailto:neumeier@kaukauna-wi.org).

Sincerely,



John W. Neumeier  
City of Kaukauna  
Engineering Department

Enclosures:

- 1) REQUEST FOR PROPOSAL



ON THE FOX

**A REQUEST FOR PROPOSAL (RFP) FOR:**

**DESIGN SERVICES**

**REPLACEMENT OF THE  
ISLAND STREET BRIDGE OVER TAILRACE P-44-0712**

Issued by:

City of Kaukauna  
Engineering Department

Proposals must be submitted no later than:  
4:00 PM Central Standard Time  
Tuesday, January 22<sup>nd</sup>, 2019

**LATE PROPOSALS WILL BE REJECTED**

For further information regarding this RFP, contact:  
John W. Neumeier at (920)-766-6305  
Email: [neumeier@kaukauna-wi.org](mailto:neumeier@kaukauna-wi.org)

Issued: December 18<sup>th</sup>, 2018

## GENERAL INFORMATION

### Introduction

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for Design Services

### Scope

Project Description for Bridge Project ó Perform design engineering services in accordance with State and Federal regulations for the Island Street Bridge over the Tailrace. The proposed improvement for the Island Street Bridge over the Tailrace would be to replace the existing bridge. There are no anticipated right of way needs. The roadway will be closed during construction and traffic detoured.

The proposed project is to provide design engineering services to meet current design standards including all necessary components, reports, coordination, public information meetings, surveys, plans, environmental investigations, utility and agency coordination, estimates (PS&E) and specifications for the above project. This is a Local Bridge Program project being funded with Federal funds and administered by the Wisconsin Department of Transportation (WisDOT). All work shall follow the Wisconsin Department of Transportation's Facilities Development Manual (FDM)

The bridge will be managed and let in the WisDOT bid letting and is anticipated to be constructed by a private contractor. This project will need to follow all the design and coordination requirements for a project with the WisDOT; a three party contract will be developed to meet WisDOT requirements for design.

### Procuring and Contracting Agency

This RFP is issued by the City of Kaukauna which is the sole point of contact during the selection process. The person responsible for managing the procurement process is John W. Neumeier, Project Engineer. The contract resulting from this RFP will be administered by the City.

### Definitions

The following definitions are used throughout the RFP:

**Agency** means the Wisconsin Department of Transportation

**City** means City of Kaukauna

**Consultant** means proposer awarded the contract

**Proposer** means a firm submitting a proposal in response to this RFP

**State** means State of Wisconsin

**WisDOT** means Wisconsin Department of Transportation

### Clarification of the Specifications and Requirements

Any questions concerning this RFP should be submitted to:

John W. Neumeier, Project Engineer

Telephone: (920)-766-6305 or

Email: [neumeier@kaukauna-wi.org](mailto:neumeier@kaukauna-wi.org)

**Site Visit of Project Location**

Prospective proposers should contact John Neumeier at (920)766-6305 to make arrangement for a site visit. It is the proposer's responsibility to inspect the premises 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 the City, all necessary services which may be required to carry out the intent of the resulting contract.

**PREPARING AND SUBMITTING A PROPOSAL****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. The proposal sections should be organized in the same order in which the evaluation criteria is listed below. Failure to respond completely may be the basis for rejecting a proposal.

**Incurring Costs**

The City is not liable for any cost incurred by proposers in responding to this RFP.

**Submitting the Proposal**

Proposers must submit an original and three copies of all materials required for acceptance of their proposal on or before January 22<sup>nd</sup> 2019 to:

City of Kaukauna  
Attn: John W. Neumeier, Project Engineer  
144 W 2<sup>nd</sup> Street  
Kaukauna, WI 54130

Proposals must be received in the above office. Proposals may not be sent in by email or facsimile machine.

**PROPOSAL SELECTION AND AWARD PROCESS****Evaluation Team**

The City's evaluation team will consist of City of Kaukauna staff.

**Preliminary 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.

**Proposal Scoring**

Accepted proposals will be reviewed by the evaluation team and scored against the stated criteria. The committee will review references. The evaluation committee's scoring will be tabulated and proposals ranked based on the numerical scores received.

## **Evaluation Criteria**

The criteria to be used for evaluating the Request For Proposals are stated below.

### **Criterion**

1. General requirements
  - a. Organization Capabilities
  - b. Staff Qualifications
2. Technical requirements
  - a. Experience on similar projects
  - b. Communications
3. Performance requirements
4. Support requirements

### **Final Evaluation**

Upon completion of reference checks, the City's evaluation team will review the preliminary evaluations and make adjustments to the requirements scores based on the information obtained

### **Award**

After evaluating the Request for Proposals, the City will make a recommendation for awarding the contract to WisDOT and the City of Kaukauna Common Council. The final award will occur after WisDOT and the City of Kaukauna Common Council approve the consultant selection for this project.

### **Right to Reject Proposals and Negotiate Contract Terms**

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

## **GENERAL PROPOSAL REQUIREMENTS**

### **Organization Capabilities**

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

### **Staff Qualifications**

Provide resumes describing the education and work experiences for each of the **key** staff who would be assigned to the project.

### **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.

## **TECHNICAL REQUIREMENTS**

### **Experience on similar projects**

Describe the firm's experience and capabilities of providing similar services. Be specific in describing the size of the project, lead personnel, for whom and dates. Work under this project shall be performed in accordance with DOT's Facilities Development Manual. Please note that the proximity to Riverview Middle School and shallow/exposed bedrock will play a critical role in project design and coordination.

### **Communications**

#### Agency Coordination

Describe your experience coordinating activities with DNR, Corps of Engineers, WisDOT, and local utility agencies. This experience should include permitting,

#### Public Relations

Describe the firm's experience of communications with the public and officials on similar projects. Describe the efforts that would be accomplished by the proposer to keep the adjacent property owners, motoring public and the City informed on the design aspects of the project.

## **PERFORMANCE REQUIREMENTS**

### **Current Workloads and Availability**

Describe the availability and capability of your firm to meet projected completion date. Include scheduled workloads which may present a conflict during this project.

## **SUPPORT REQUIREMENTS**

The proposal shall include a proposed project schedule identifying key tasks and their respective start and completion dates. The scheduled construction is to take place in summer 2022. The schedule must comply with all DOT requirements to meet a scheduled let date of 1/11/2022. All support documentation for the firm's proposal is to be submitted with the Company's name and project clearly identified on the cover page. The proposal documentation shall be no more than 20 pages. Each section shall be clearly marked or tabbed in the same order as the evaluation criteria.

(END)