

**RFP NO. 319025**



DANE COUNTY DEPARTMENT OF PUBLIC WORKS,  
HIGHWAY AND TRANSPORTATION

**PUBLIC WORKS  
ENGINEERING DIVISION**  
1919 ALLIANT ENERGY CENTER WAY  
MADISON, WISCONSIN 53713

**REQUEST FOR PROPOSALS NO. 319025  
COUNTY TRUNK HIGHWAYS N & J BRIDGES  
ENGINEERING DESIGN &  
CONSTRUCTION MANAGEMENT SERVICES**

**BRIDGE B-13-0225  
CTH N - SECTION 35  
TOWN OF DUNKIRK, WISCONSIN**

**BRIDGE B-13-0178  
CTH J - SECTION 28  
TOWN OF VERMONT, WISCONSIN**

Due Date / Time: **TUESDAY, AUGUST 6, 2019 / 2:00 P.M.**

Location: **PUBLIC WORKS OFFICE**

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FOR INFORMATION ON THIS REQUEST FOR PROPOSALS, PLEASE CONTACT:

JEFFERY OTTO, PROJECT MANAGER  
TELEPHONE NO.: 608/283-1416  
FAX NO.: 608/266-4269  
E-MAIL: OTTO.JEFFERY@COUNTYOFDANE.COM

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Department of Public Works, Highway & Transportation  
**Public Works Engineering Division**

608/266-4018

Gerald J. Mandli, P.E.  
**Commissioner / Director**

Joseph T. Parisi  
**County Executive**

**Deputy Director**  
Todd Draper

1919 Alliant Energy Center Way  
Madison, Wisconsin 53713  
Fax: 608/267-1533  
[www.countyofdane.com/pwht/public\\_works.aspx](http://www.countyofdane.com/pwht/public_works.aspx)

July 9, 2019

### INVITATION FOR PROPOSALS

You are invited to submit a Proposal for RFP No. 319025 to provide professional engineering design & construction management services for County Trunk Highways N & J Bridges at Section 35 in the Town of Dunkirk & at Section 28 in the Town of Vermont. The Proposals are due on or before **2:00 p.m., Tuesday, August 6, 2019**. No performance bond is required for this project.

### REPLACEMENT OF TWO BRIDGES

This project will provide engineering design & construction management services for bridges B-13-0225 on County Trunk Highway N and B-13-0178 on County Trunk Highway J in accordance with the State of Wisconsin Facilities Development Manual & WisDOT Bridge Manual. Both bridges are entirely County funded for design & construction & will not be administered through the WisDOT Local Bridge Program. The subsequent construction project (not in this contract) will remove & replace the existing bridges. This construction work is estimated for completion in 2021.

### SPECIAL INSTRUCTIONS

Please provide the entire proposal package in these formats: one (1) unbound original hard copy, three (3) bound hard copies and an electronic version on a USB flash drive or compact disk. Follow these instructions when submitting your proposal:

1. Place the signed Signature Page on top as page 1.
2. Place the signed Fair Labor Practices Certification after the Signature Page as page 2.
3. Place the Proposal information after Fair Labor Practices Certification.
4. Clearly label your envelope containing your proposal in the lower left-hand corner as follows:

**Proposal No. 319025**  
**County Trunk Highways N & J Bridges**  
**August 6, 2019, 2:00 p.m.**

5. Mail or deliver to:  
Jeffery Otto, Project Manager  
Dane County Department of Public Works, Highway & Transportation  
1919 Alliant Energy Center Way  
Madison, Wisconsin 53713

If any additional information about this Request for Proposals is needed, please call Jeffery Otto at 608/283-1416 or send email to [otto.jeffery@countyofdane.com](mailto:otto.jeffery@countyofdane.com).

Sincerely,

*Jeffery Otto*

Project Manager

Enclosure: Request for Proposals No. 319025 Package

## **TABLE OF CONTENTS FOR RFP NO. 319025**

### **PROPOSAL CONTENTS**

- RFP Cover
- RFP Cover Letter
- Table of Contents
- Request for Proposal (Legal Notice)
- Signature Page
- Requested Services and Business Information
- Fair Labor Practices Certification
- Sample Architectural / Engineering Professional Services Agreement

### **DRAWINGS**

Plot or print drawings on 8.5" x 11" (ANSI A) paper for correct size.

- Figure 1 - Highway N Bridge Location
- Figure 2 - Highway J Bridge Location

**LEGAL NOTICE**

**REQUEST FOR PROPOSALS (RFP)**

Dane County Dept. of Public Works, Hwy & Transp., 1919 Alliant Energy Center Way, Madison, WI 53713, will receive sealed Proposals until:

**2:00 P.M., TUESDAY, AUGUST 6, 2019**

**RFP NO. 319025**

**COUNTY TRUNK HIGHWAYS N & J BRIDGES  
ENGINEERING DESIGN & CONSTRUCTION MANAGEMENT SERVICES**

Dane County is inviting Proposals for professional engineering design & construction services for the replacement of these existing bridges. Only firms with capabilities, experience & expertise with similar projects should obtain this RFP document & submit Proposals.

RFP document may be obtained after **2:00 p.m. on July 9, 2019** by downloading it from [bids-pwht.countyofdane.com](https://bids-pwht.countyofdane.com). Please call Jeffery Otto, Project Mgr., at 608/283-1416, or our office at 608/266-4037, for any questions or additional information.

**PUBLISH:     JULY 9 & 16, 2019 - WISCONSIN STATE JOURNAL  
                  JULY 9 & 16, 2019 - THE DAILY REPORTER**



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**PROPOSAL SIGNATURE PAGE**

**PROPOSAL NO. 319025**

**PROJECT: ENGINEERING DESIGN & CONSTRUCTION MANAGEMENT SERVICES  
COUNTY TRUNK HIGHWAYS N & J BRIDGES  
SECTION 35 - TOWN OF DUNKIRK & SECTION 28 - TOWN OF VERMONT**

The undersigned, submitting this Proposal, hereby agrees with all terms, conditions and requirements of the above referenced Request for Proposals, and declares that the attached Proposal and pricing are in conformity therewith.

**SIGNATURE:** \_\_\_\_\_  
(Proposal is invalid without signature)

Print or Type Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Receipt of the following addenda and inclusion of their provisions in this Proposal is hereby acknowledged:

Addendum No(s). \_\_\_\_\_ through \_\_\_\_\_

Dated \_\_\_\_\_

All Proposers are strongly encouraged to be a registered vendor with Dane County. Registering allows vendors an opportunity to receive notifications for RFPs & RFBs issued by the County and provides the County with up-to-date company contact information. Complete a new form or renewal online at: [danepurchasing.com/Account/Login?](http://danepurchasing.com/Account/Login?)

## REQUESTED SERVICES AND BUSINESS INFORMATION

### 1. GENERAL INFORMATION

- A. Dane County is inviting proposals for the engineering design and construction management services for the replacement of the County Trunk Highways N & J Bridges at Section 35 in the Town of Dunkirk and Section 28 in the Town of Vermont.
- B. Bridge B-13-0225 on County Trunk Highway N is a 56 year old, single span, 31 foot long concrete slab bridge which has a sufficiency rating of 51.6. The bridge is located over the Hanerville Creek and the road is classified as a minor collector. The existing structure is in poor condition with the following major issues: cracked and spalling slab, severe section loss on open steel piles, and deteriorating timber abutments. A complete list is available in the WisDOT HSIS system.
- C. Bridge B-13-0178 on County Trunk Highway J is a 58 year old, single-span, 40 foot long steel deck girder bridge which has a sufficiency rating of 33.4. The bridge is located over the Elvers Creek and the road is classified as a minor collector. The existing structure is in poor condition with the following major issues: deck surface delamination, section loss on open steel piles and delamination at curbs, wings moderately decayed and deteriorating timber abutments. A complete list is available in the WisDOT HSIS system.
- D. To be considered for this project, the Consultant must meet or exceed the following criteria:
  - 1. Have at least one registered professional engineer as lead responsible member of the firm or project team.
  - 2. Have been in business for a period of not less than five (5) years.
  - 3. Must be eligible and appear on the WisDOT consultant list located on the WisDOT website <https://wisconsindot.gov/Documents/doing-bus/eng-consultants/cnslt-rgrstr/roster.pdf>.
  - 4. Must have been responsible for the design and completion of at least three (3) bridge replacement engineering design & construction management projects of similar design scope and size of the County Trunk Highways N & J Bridges using the WisDOT process.
  - 5. Consideration may be given to joint ventures consisting of two or more firms organized for the purpose of furnishing professional services as a single entity, providing the assignment of and provisions for continuity of the various responsibilities within the joint venture are approved by the County, and further providing that either of the individual firms constituting the joint venture meets the eligibility requirements listed above.

### 2. SCOPE OF WORK

- A. Project deliverables and specific tasks are detailed in the *Engineering Professional Services Agreement*.
- B. The scope includes both preliminary and final design and construction engineering & management services for new bridges to replace B-13-0225 over the Hanerville Creek & B-

13-0178 over the Elvers Creek. The new bridges are to be hydraulically-sized and will be designed to current WisDOT standards. The new bridges are each proposed to be 50' long with a clear roadway width of 30' constructed on the current alignment with appropriate travel lanes, bicycle and pedestrian accommodations. The proposed length of approach work is approximately 250 feet, for a total project length of 300 feet.

C. Design & Construction Phases

1. The engineering design team shall develop Construction Documents for each bridge, as directed by Dane County.
2. Dane County will review, provide input & make modifications throughout the design process.
3. Develop & refine opinions of probable cost.
4. The engineering design team shall provide oversight & administration during construction of both bridges.

**3. PROPOSAL CONTENT**

A. Interested consultants are requested to submit the following information in their proposal, in ten (10) distinct sections or divisions:

1. Signature Page, Fair Labor Practices Certification and Proposer's cover letter.
2. Demonstrate proof the firm meets the requirements listed in Section 1.D.
3. Describe the firm's experience and capabilities in providing similar services to those required. Identify a maximum of three (3) similar projects and be specific on how these projects relate to the proposed project. Also include information on firm capacity to meet the proposed 2020 P.S.&E. timeframe.
4. Provide resumes describing the educational and work experiences for each of the key staff who would be assigned to the project. Include the Project Team Leader, Project Design Manager, Bridge Design Manager as well as other key staff.
5. Include a list of organizations, including points of 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.
6. Description of the approach for the planning and design work. Both the County Trunk Highways N and J bridge and approach projects are for complete bridge structure replacement. The design approach should discuss each project separately and how the design will address concerns of each of the following stakeholders: Dane County Highway, WisDNR and the Towns of Dunkirk and Vermont respectively. A November 1, 2020 P.S.&E. date has been set for these projects and they are currently scheduled for 2021 construction in the Dane County Budget.
7. Demonstrate ability to provide structural and hydraulic design engineering services on similar WisDOT bridge projects.
8. Demonstrate knowledge of the WisDOT P.S.&E. process for roadways and structures.



- 9. Fee for services stated as fixed fee.
- 10. State clearly any limitations you wish to include in *Engineering Professional Services Agreement* and advise of any conditions that you may have. Provide listing of any scope of work or additional services you believe are necessary to complete this project or meet WisDOT requirements (provide associated references).

**4. EVALUATION CRITERIA**

A. Proposing consultants will be evaluated on this criteria:

Firm Capabilities	5%
Staff Qualifications	10%
Proposer References	5%
Design Approach	25%
Structural & Hydraulic Design of Similar Structures	15%
Knowledge of WisDOT Design Process	15%
Pricing / Cost Proposal	<u>25%</u>
Total	100%

**5. PRICING**

- A. Additional details about project phases, pricing & payments are detailed in the *Engineering Professional Services Agreement*.
- B. Fee for services stated as fixed fee shall be submitted in the Proposals.

**6. SITE TOUR**

- A. There is no proposing company site tour, but proposing companies are strongly encouraged to visit the sites before proposing on this Work.

**7. OWNER’S RESPONSIBILITY**

- A. Dane County will provide all available site, and structural drawings and specifications to selected engineering firm. These drawings and specifications may not be complete or in an as-built condition. Engineering firm will need to confirm accuracy of drawings and specifications.
- B. Dane County will provide traffic projections and traffic control for soil borings and subsurface investigations for both County Trunk Highway N and County Trunk Highway J bridges.

**8. TIMETABLE**

- A. Listed below are specific and estimated dates and times of events related to this RFP. The events with specific dates must be completed as indicated unless otherwise changed by Dane County. In the event that Dane County finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing an addendum to this RFP. There may or may not be a formal notification issued for changes in the estimated dates and times.

<b>DATE</b>	<b>EVENT</b>
July 9, 2019	RFP issued
July 29, 2019 - 2:00 p.m.	Written inquiries due
July 31, 2019	Latest addendum (if necessary)
Aug. 6, 2019 - 2:00 p.m.	Proposals due
Aug. 9, 2019 (estimated)	Oral presentations / interviews for invited proposing companies (if required)
Sep. 17, 2019 (estimated)	Notification of intent to award sent out
Feb. 2020 (estimated)	Preliminary Plans due
Aug. 2020 (estimated)	Right-of-Way Plat (if needed) due
Sep. 1, 2020 (estimated)	Structure Plans due
Sep. 15, 2020 (estimated)	Preliminary P.S.&E. due
Nov. 1, 2020 (estimated)	Final P.S.&E. due
Nov. '20 - Sep. '21 (estimated)	Bidding-Construction Phases

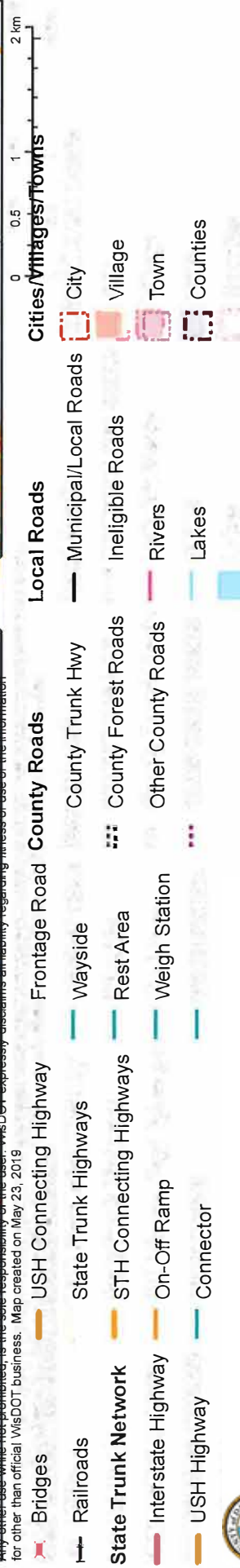
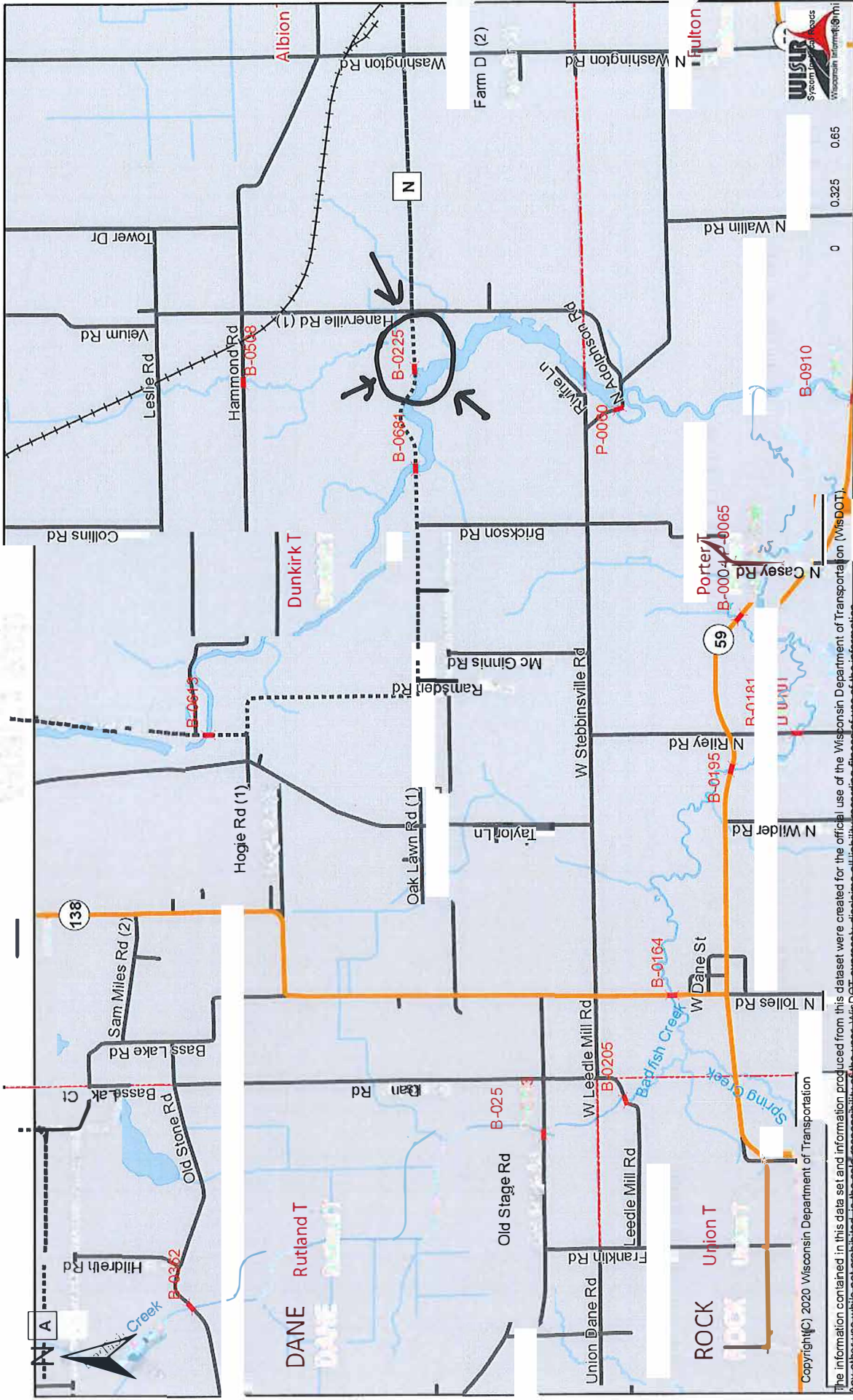
## 9. ADDITIONAL INFORMATION

- A. Dane County Department of Public Works, Highway & Transportation, 1919 Alliant Energy Center Way, Madison, Wisconsin 53713, will receive your Proposal.
- B. Information regarding this project may be obtained from Jeffery Otto, Highway & Transportation Project Manager, 608/283-1416, otto.jeffery@countyofdane.com.
- C. Since RFP documents are obtained from the Dane County web site, proposing company is responsible to check back there regularly for Addenda.
- D. All Proposals must be submitted by 2:00 p.m., Tuesday, August 6, 2019.
- E. Dane County reserves the right to accept or reject any Proposal submitted.
- F. Information submitted by consultants will be reviewed and candidates may be scheduled to appear before an interview panel. Those appearing for an interview shall be prepared to discuss their approach for the design of this work, methodology, project team, a timetable, the basis of their fee schedule and answer questions from our staff.
- G. Dane County reserves the right to negotiate an Agreement after the successful firm is selected. Selection will be based only on the proposal submitted and subsequent interviews. Therefore, the proposals must be complete. Submission of a proposal shall constitute a valid offer, which may be accepted by the County for a period of ninety (90) calendar days following the proposal due date.
- H. Dane County is an Equal Opportunity Employer.

**COUNTY OF DANE**  
**ENGINEERING PROFESSIONAL SERVICES AGREEMENT**

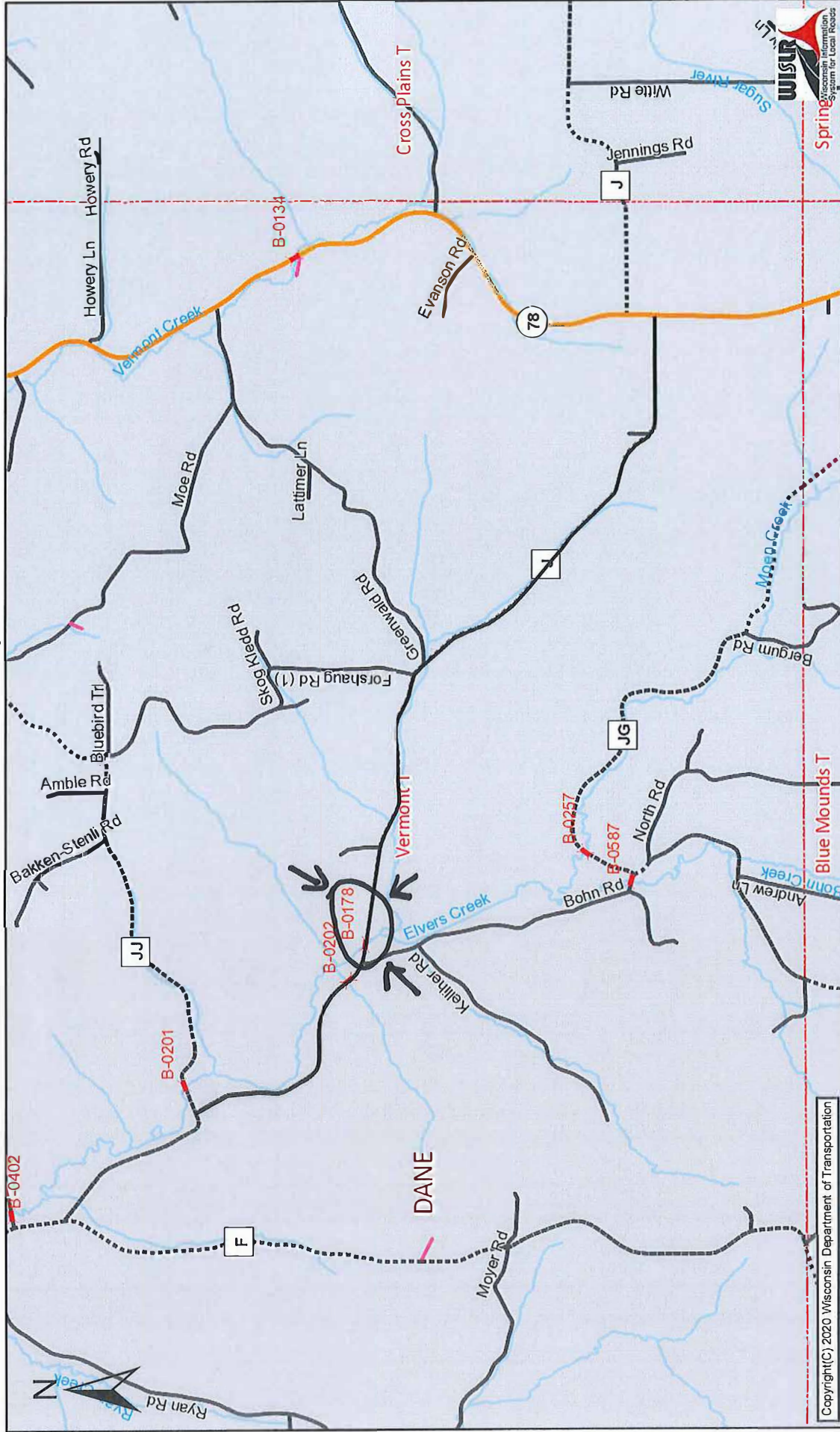
**TO BE PUBLISHED BY ADDENDUM**

# WISLR Map



**FIGURE 1 - HWY N BRIDGE LOCATION**

# WISLR Map



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**wislr-f12**

57 CMAC and Base GT 7	Interstate Highway	STH Connecting Highways	Rest Area	Other County Roads	Lakes
inch	USH Highway	On-Off Ramp	Weigh Station	Local Roads	Cities/Villages/Towns
Bridges	Connector	County Roads	County Roads	Municipal/Local Roads	City
Railroads	USH Connecting Highway	Frontage Road	County Trunk Hwy	Ineligible Roads	Village
	State Trunk Highways	Wayside	County Forest Roads	Rivers	Town

Scale: 0 to 0.9 mi / 0 to 1.5 km

Scale: 0 to 0.225 / 0 to 0.375



**DANE COUNTY PUBLIC WORKS,  
HIGHWAY & TRANSPORTATION**

PROJECT NO: 319025  
DATE: 07/09/19

**FIGURE 2 - HWY J BRIDGE LOCATION**