

TOWN OF LINN, WI
REQUEST FOR PROPOSAL (RFP) for Bipartisan Infrastructure Law (BIL)
FY 2023-FY 2026 STP - Local Grants

The Town of Linn, Walworth County, Wisconsin, is seeking Request for Proposal (RFP) for BILs FY 2023-FY 2026 STP - Local Grants preparation and if authorized the designs of the awarded grants. The first contracts negotiated will be for the grant applications and is between the consultant and the Town of Linn for each roadway segment. Upon grant approval, an additional contract for each approved grant for design services as a three-party contract with the Wisconsin Department of Transportation, The Town of Linn, and the consultant will be negotiated. This is a Quality Based Selection Process. Proposals must be submitted by 2:00 PM central daylight time on May 6, 2022. Late proposals will not be accepted.

PROJECT SCOPE AND LOCATON

It is anticipated that there will be one grant application submitted for one roadway segment. The grant application is to include costs for the final design and construction. Each application will require the design and construction to be “tied projects.” The projects will be designed to current Town Road Design Standards as found in Trans 204.3 and follow the Wisconsin DOT Facilities Development Manual. The roadways are anticipated to be pulverized in place with asphalt pavement and aggregate shoulders. The grant application deadline is June 3, 2022. The design timelines will be determined once the grants have been awarded.

PREPARING AND SUBMITTING PROPOSAL

The evaluation and selection of the consultant will be based on the information submitted in the proposal plus references. Proposers should respond clearly and completely. The Town is not liable for any cost incurred by proposers responding to this RFP. Proposers must submit a PDF of the materials requested for acceptance on or before 2:00 PM May 6, 2022, to Jim Hurley, Administrator-Treasurer, at admin@townoflinn.com.

PROPOSAL SELECTION AND AWARD

Submitted proposals will be evaluated 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 committee and scored against the following criteria:

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| Familiarity with Wis DOT Procedures | 15% |
| Professional Registration of firm and staff | 15% |
| Current workload | 15% |
| Proximity of Firm’s office to project | 15% |
| Experience with similar projects | 15% |
| Familiarity with the Town | 25% |

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

PROPOSAL REQUIREMENTS

Proposals must contain the following:

1. Describe the firm's experience and capabilities in providing similar services.
2. Provide resumes describing education and work experience for each of the **KEY** staff who would be assigned to the project.
3. Provide a list of organizations including contact name, address, and telephone number which can be used as references for similar work performed. These may be contacted and used as part of the evaluation process.
4. Describe the availability of your firm to meet the project completion date. Include scheduled workloads that may present a conflict during this project.
5. All work shall be performed in accordance with the DOT's Facilities Development Manual and Grant application guides.