

REQUEST FOR QUALIFICATIONS (RFQ)

Design Engineering Services for: Zenda Road Replacement, County Highway B to Linton Rd. WisDOT Local Program STP WisDOT Project Design I.D. 3846- 02-01

REVISED AUGUST 1, 2024

The Town of Linn, Walworth County, Wisconsin, is Requesting Qualifications (RFQ) for design services from engineering consultants for the design of the Zenda Road replacement from County Highway B to Linton Road. 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 (QBS) process. Qualifications must be submitted by 10:00 AM on August 16, 2024. Late submittals will not be accepted.

PROJECT SCOPE AND LOCATION

The Town of Linn successfully applied for and received WisDOT Local Program STP funding for the 2024-2029 program cycle for the replacement of Zenda Road from County Highway B to Linton Road.

The existing road is 1.5 miles in length, 1-foot shoulders, and 22-feet-wide. The new road will be 24-feet-wide and 2-foot shoulders. The project does not require acquisition of right-of-way.

The project will entail pulverizing and relaying the existing asphalt, base patching, shoulder improvements, and correct any drainage issues and deteriorated culvert pipes. The improvements will be in compliance with S-2 Applications for Rehabilitation Projects on Town Roads, Design Class TR3 as specified in FDM 11-40, Attachment 7.4. The only exception to the TR3 standards, which is identified as minimum requirements according to TRANS 204, is the proposed traveled way be widened to 24 feet instead of remaining at the 22 feet.

The reasoning to make this improvement is to allow a wider and safer width of the traveled way to allow vehicles to pass wider and slow moving agricultural equipment using Zenda Road. The existing 1-foot gravel shoulders will also be widened to 2 feet per TR3 standards.

The project's design and construction will be funded through the WisDOT Local Program STP, with 80% Federal and 20% Local funds up to the maximum funding allocated. The original construction cost estimate was \$1,515,360.

The project will follow the Wisconsin Department of Transportation Facilities Development Manual procedures.

PREPARING AND SUBMITTING QUALIFICATIONS

The evaluation and selection of the consultant will be based on the information submitted plus references. Consultants should respond clearly and completely. The Town is not liable for any cost incurred by consultants responding to this RFQ. Consultants must submit a PDF of the materials

requested for acceptance on or before 10:00 A.M., August 16, 2024. Submit to Jim Hurley, Town Administrator at email address: admin@townoflinn.wi.gov.

As part of the submittal, include a project schedule of milestones anticipated from Project Kick-off through PS&E.

PROPOSAL SELECTION AND AWARD

Submitted responses will be evaluated to determine if all requirements are met. Failure to meet all requirements may result in the response being rejected. Accepted responses will be reviewed by the evaluation committee and scored against the following criteria:

Familiarity with WisDOT procedures	25%
Professional registration of firm and key staff	20%
Current workload	15%
Proximity of Firm's office to project	15%
Experience with similar projects	25%

The Town of Linn reserves the right to reject any and all responses. The Town will provide WisDOT a final ranking and selection recommendation. Upon concurrence by WisDOT, the Town/WisDOT will negotiate costs with the highest ranked Consultant. If contract negotiations cannot be concluded successfully with the highest scoring consultant, the Town of Linn/WisDOT may negotiate with the next highest scoring consultant.

PROJECT SCHEDULE

The following dates for the startup and delivery of the project is as follows:

Qualifications Due	August 16, 2024
Selection of Consultant recommended by Town	August 30, 2024

Once WisDOT notifies concurrence of the selected firm, the Town will schedule a project kick-off meeting. The meeting is tentatively scheduled for August 2024. PS&E date is August 1, 2026, and Let Date of December 8, 2026.

RFQ RESPONSE REQUIREMENTS

Submittals must contain the following:

1. Provide primary contact person including name, title, phone number and email address.
2. Describe the firm's experience and capabilities in providing similar services. Be specific and identify projects, for whom and dates.
3. Provide resumes describing education and work experience for each of the **KEY** staff who would be assigned to the project.
4. 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.

5. Project milestone schedule.

Questions regarding this RFQ should be directed to Jim Hurley, Town Administrator at email address: admin@townoflinn.wi.gov, (262) 275-6300, x12.