

# **TOWN OF LINN, WI Request for Proposals**

## **ENGINEERING SERVICES**

The Town of Linn, Walworth County, Wisconsin, invites consulting engineers qualified to practice engineering and land surveying in the State of Wisconsin to submit a proposal to provide engineering and surveying services for the Town.

There is no expressed or implied obligation for the Town of Linn to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Proposals must be email to Administrator-Treasurer Jim Hurley at [admin@townoflinn.wi.gov](mailto:admin@townoflinn.wi.gov) by December 13, 2024.

During the evaluation process, the Town of Linn reserves the right to reject any or all proposals, waive technicalities or irregularities, and to accept any proposal if such action is believed to be in the best interest of the Town. The Town of Linn also reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. As part of the evaluation process, selected firms may be required to make oral presentations to the Town Board.

The Town of Linn reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Linn and the firm selected.

## RFP Overview

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For additional information about the Town of Linn, visit <http://www.townoflinn.wi.gov> or contact Town Administrator-Treasurer Jim Hurley at 262-275-6300 x. 12 or [admin@townoflinn.wi.gov](mailto:admin@townoflinn.wi.gov).

### Services to be Provided

As the Town Engineer, the successful firm will be expected to play a proactive role in helping the Town Board and Town staff make appropriate decisions regarding Town infrastructure. The selected firm will be expected to provide a wide range of engineering services. As specific work is requested by the Town, the firm shall assign the project a task number and provide the Town with an estimated budget for the proposed work. Written approval will then be given by the Town prior to commencing. The following list represents a sampling of typical examples of work to be assigned.

#### A. *Design and Bidding Services, including:*

1. Preparation of plans and specifications for all Highway, and capital projects with the input of Town staff.
2. Consulting with local, state, and federal agencies having jurisdictional authority over the project(s) as warranted. The Engineer must comply with all requirements.
3. Handling a bid advertising according to statutory requirements.
4. Reproducing plans and contract documents for bidding purposes.
5. Reviewing the bids and preparing bid tabulations.
6. Evaluating bids to ensure all required work and costs are included.
7. Evaluating bids and preparing a recommendation of award to the Town Board.
8. Assisting with assembling and awarding contracts.

#### B. *Project Management/Construction Administration, including:*

1. Convening pre-construction conference(s) with staff, contractors, utility company representatives, etc.
2. Performing construction staking and surveying.
3. Providing observation during construction as necessary, both on Town projects, and representing the Town on private development projects, as directed. Photograph documented inspection reports, submitted at the end of the project should detail work completed and verified in the field.
4. Preparing and maintaining necessary documentation and a log of the contractor's progress and providing copies of such logs to the Town on a regular basis.
5. Convening regular construction progress meetings, as necessary.

6. Preparing, reviewing and recommending action for proposed pay requests and change orders.
7. Reviewing and recommending final acceptable by the Town.
8. Assisting the Town in ensuring that contractors have been paid and lien waivers have been acquired.
9. Providing as-built drawings, if necessary.
10. Reviewing as-built drawings upon conclusion of privately installed projects that will be turned over to the Town.

*C. General Engineering Services, including:*

1. Assisting in planning, coordinating, supervising and evaluating programs, services, equipment, and infrastructure, and assisting with funding solutions.
2. Assisting with development and implementation of capital improvement plans.
3. Assisting the Town with infrastructure issues through proactive planning, monitoring, operations and maintenance, and recommendations.
4. Developing and recommending policies and procedures for effective operation of the Town consistent with Town policies and relevant regulations.
5. Reviewing land use applications and construction plans for private development consistency with Town adopted engineering specifications, Town policies, and relevant laws, rules and regulation and ensuring board actions are implemented.
6. Assisting with the preparation of various grant applications of benefit to the Town.
7. Assisting with interpretation and enforcement of local, state and federal storm water regulations as needed.
8. Assisting on all traffic issues, such as design or alteration of traffic signals, traffic counts, etc. as directed by the Town.
9. Assisting with environmental issues such as landfill monitoring, erosion control, and sub-surface soil and groundwater investigations on Town infrastructure projects.

*D. Participation in Town meetings, including:*

1. Town Board meetings and other Town meetings as needed.
2. Meeting with developers and members of the public on proposed development projects to explain processes and procedures involved with engineering and infrastructure development.
3. Internal and external meetings with Town and/or developer engineering firms involving engineering questions and issues.
4. Reviewing as-built drawings upon conclusion of privately installed projects that will be turned over to the Town.

### **Contract Terms, Subcontracting, & Insurance**

A three-year contract with two one-year renewal options is being contemplated, subject to the following:

1. An annual review;
2. The satisfactory negotiation of a price acceptable to both the Town of Linn and the selected firm; and,
3. The annual availability of an appropriation.

If firms are considering subcontracting portions of the engagement to other firms, the name of the proposed firms must be clearly identified in the proposal. Following the award of the contract, no additional subcontracting will be allowed without the express prior written consent of the Town.

The Town reserves the right to employ any consulting engineer when an engineer with special expertise in each area is needed. A determination as to when this should occur shall be at the sole discretion of the Town Board.

Responding firms shall maintain full general liability insurance coverage to protect and hold harmless the Town of Linn. An insurance certificate from the carrier attesting to coverage and naming the Town of Linn as third-party insured shall be provided to the Town prior to commencement of work. Coverage must include Worker's Compensation, General Liability and Professional Liability. The Firm agrees to carry proper and sufficient insurance to cover loss of records withdrawn from the Town of Linn by the firm for its use as well as records created under this agreement.

### **Required Information**

The consultants responding to this RFP are advised to provide a clear and responsive approach to addressing all issues noted in this RFP. Key elements to each Proposal should include, but not necessarily be limited to, the following items:

**Firm's History:** Provide a brief history of your firm.

**Understanding of Need and Approach:** The firm should clearly state their understanding of the Town's need for Consulting Engineering Services, and the role the engineer should play for a community like Linn. The firm should describe the approach they would take towards Linn's engineering needs. Specifically, how they will communicate with the Town staff, and what policies they will follow when interacting with the Town on projects and on a regular basis. Specific examples and insights will be useful in this section.

**Experience:** The firm shall describe their experience and expertise in providing engineering services for similar communities. Experience with streets, storms, and general municipal engineering is required. Please also detail experience with local, state and federal agencies. Identify any past written violations from the Wisconsin Department of Natural Resources and how violations were resolved.

**Project Team:** Provide resumes of the project and support team. Describe the proposed project team and appointed lead engineer. Describe who will be the key contacts and leaders of the team. Discuss who will interact with the Town and the organizational structure that will be proposed. Discuss any subcontractors that may be used and why their services are important.

**Availability:** It is important that the selected Consulting Engineer be capable of responding to the Town's needs in a timely manner, completing projects on time, and being an efficient and effective resource for the Town. The Proposal should address consultants' approach to ensuring the Town's needs will be met by their firm.

**Invoice Submittals:** Please include a template invoice and explain how the firm determines which services are to be billed.

**Rates Charged for Service:** Please provide a rate sheet that lists your firm's hourly charges for services for the three-year term of the proposed contract. Please include a list of rates for all potential staff members that may be involved in a project, as well as your charge your charge for mileage. Identify any fees and expenses that would not be covered under this schedule but may be required in order to implement the firm's program. In addition, please include the typical percentage ranges your firm would expect for "a typical municipal project" under \$25,000; between \$25,000 and \$250,000, and over \$250,000.

**References:** Firms shall provide a list of three (3) municipal references for which the firm provided similar professional services. Reference information should include:

1. Municipal Name
2. Contact Information
3. Brief Listing of a Project for client
4. Client Testimonials
5. Firm's key personnel assigned to referenced project

**Private Sector Clients:** Please provide a list of your firms current, past or anticipated private sector clients, served within the Town of Linn, for the Town to review and determine if there may be a perceived conflict of interest.

### **Evaluation and Selection**

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The Town will utilize the following general selection process in determining the most qualified and best firm to serve as consulting engineer for the Town.

1. Interested parties will provide written statements of qualifications to the Town based on the guidelines and information in the RFP.
2. An ad-hoc committee selected by the Town Board will review and rank the proposals based upon overall quality, the firm's understanding of the Town's needs, the firm's approach to the work, or any other quality about the firm's proposal that sets it apart from any others.
3. The Town may request 2-3 firms to participate in an interview process to include, but

not be limited to, an interview, a review of the firm's engineering fee structure, and an extended check on references.

4. The Town Board will review proposal rankings and award the engineering contract to the successful firm.
5. The Town will then proceed to negotiate a contract with the firm selected.
6. The Town reserves the right to reject any and all proposals at any time, waive minor informalities in the screening process and/or terminate the selection process at any time.

### **Tentative RFP Review Schedule**

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November 12, 2024 – RFP Made Public

December 13, 2024 – Proposals due to the Town

December 31, 2024- Proposal review completed by the Town

January 13, 2025– Rankings reviewed by Town Board

January 31, 2025 – Completion of interviews by Town Board

February 10, 2025 – Town meeting agenda, recommendation for approval

March 10, 2025 – Complete and execute a contract for service