

REQUEST FOR QUALIFICATIONS (RFQ)
Design Engineering Services for:
Hillside Road Bridge Replacement
Bridge over CMSTPP Railroad
Bridge ID P-64-0101

WisDOT Local Bridge Program
WisDOT Project I.D. 3846-00-04/74

The Town of Linn, Walworth County, Wisconsin, is Requesting Qualifications (RFQ) for design services from engineering consultants for the design of the bridge over the CMSTPP Railroad on Hillside 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 2:00 PM on March 10, 2023. Late submittals will not be accepted.

PROJECT SCOPE AND LOCATON

The Town of Linn successfully applied for and received WisDOT Local Bridge Program funding for the 2022-2027 program cycle for the replacement of the Hillside Road bridge and approaches over the CMSTPP Railroad. Structure Number P-64-0101.

The existing structure is a 19-foot wide, 9-span wooden structure built in 1920. The bridge length is 136 feet with a current load rating of 40 tons. The structure spans the CMSTPP Railroad.

The proposed structure is a 3-span concrete bridge with 24-foot clear roadway width with standard approach pavement of up to 100 feet on each side.

Design shall include the removal of the existing structure, new structure and structure approaches, required signage and pavement marking, installation of guardrails, and coordination with all agencies including the CMSTPP railroad. No right of way is anticipated to be required.

The project's design and construction will be funded through the WisDOT Local bridge Program, with 80% Federal and 20% Local funds up to the maximum funding allocated. The original construction cost estimate was \$1,000,000. Due to increased construction costs, the consultant will assist the Town with proposing to amend the State/Municipal Agreement to reflect current costs.

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 2:00 PM, March 10, 2023. 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	March 10, 2023, 2:00 PM
Selection of Consultant recommended by Town	March 24, 2023

Once WisDOT notifies concurrence of the selected firm, the Town will schedule a project kick-off meeting. The meeting is tentatively scheduled for May 2023. PS&E date is November 1, 2025, and Let Date of February 10, 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.