

TOWN OF BURLINGTON, WISCONSIN

32288 Bushnell Road, Burlington, WI 53105
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REQUEST FOR PROPOSALS

Professional Engineering Services

Fish Hatchery Road Rehabilitation Project

RFP Issue Date:	September 24, 2026
Issuing Agency:	Town of Burlington, Racine County, Wisconsin
Deadline for Written Questions:	4:00 PM CT, Thursday, October 8, 2026
Proposal Due Date/Time:	4:00 PM CT, Thursday, October 22, 2026
Submit To:	Rachel Naber, Town Administrator — rachel.naber@townofburlingtonwi.gov

1. Introduction

The Town of Burlington, Wisconsin ("Town") is requesting proposals from qualified professional engineering firms to provide design, permitting, and bidding-phase services for the Fish Hatchery Road Rehabilitation Project ("Project"). The Town intends to select a firm on the basis of qualifications, project approach, schedule, and proposed fee, and to enter into a professional services agreement with the selected firm for the scope of services described herein.

Firms interested in providing these services are invited to submit a proposal in accordance with the instructions and requirements set forth in this Request for Proposals ("RFP"). This RFP is open to any qualified firm; there is no pre-qualified or invitation-only list of respondents.

2. Background

Fish Hatchery Road is a Town roadway extending from Clarence Street to McHenry Street (CTH P), a distance of approximately 1.75 miles. The roadway crosses Spring Brook near Franklin Street via an existing box culvert located within a mapped wetland and within the FEMA-regulated 100-year floodplain. The corridor also lies near Bohner Lake and the John Margis Jr. Wildlife Area.

The Town was awarded funding for this project through the Wisconsin Department of Transportation's 2026-27 Local Roads Improvement Program (LRIP), which is expected to fund a portion of eligible project costs. The Town is separately responsible for the local match and for all engineering, permitting, and design costs associated with the Project.

3. Scope of Services

The selected firm shall provide the professional services described below. The Town's engineer's assessment of existing conditions, summarized here for the benefit of all respondents, indicates that a Wisconsin DNR General Permit (GP2) will likely be required for the Spring Brook culvert replacement due to its location within a waterway

and the regulatory floodplain. Respondents should size their proposed approach and fee to the scope described below.

A. Topographic Survey

- Conduct a topographic survey of Fish Hatchery Road from Clarence Street to McHenry Street (CTH P).
- Survey limits: the full 66-foot right-of-way width; additional width extending 50 feet past the pavement radii at intersecting side streets; and approximately 200 feet upstream and downstream of the Spring Brook culvert crossing (located approximately 700 feet southeast of Franklin Street).
- Existing right-of-way is to be established using GIS records; field location of iron pipe property corners is not included in the base scope but may be proposed as an optional additive service with a separate not-to-exceed fee.
- Collect topographic data at approximately 50-foot intervals along the roadway centerline, edges, shoulders, and curb & gutter; locate visible utilities identified through Diggers Hotline, trees 12 inches or greater in diameter, driveways, culverts, fences, vegetation, and other surface features.

B. Wetland Delineation — Contingent Additive Service

- A formal wetland delineation is not included in the base scope of services. The Town's preliminary assessment indicates that ground disturbance associated with the Spring Brook box culvert crossing may remain below the 10,000-square-foot threshold, which could avoid the need for a full delineation; the Town may also request an informal delineation boundary from WDNR.
- If the Town elects to proceed with a formal wetland delineation, the selected firm shall submit a not-to-exceed fee proposal for delineation services focused on the box culvert/Spring Brook crossing area (an estimated 40-foot by 100-foot study area), performed in accordance with the 1987 U.S. Army Corps of Engineers Wetland Delineation Manual, the applicable Regional Supplement, and current WDNR/USACE guidance, with special attention to areas mapped on the Wisconsin Wetland Inventory, roadside ditch and swale systems, wetland connections to Bohner Lake and adjacent lowlands, and the John Margis Jr. Wildlife Area.
- Wetland delineations are only valid when conducted during the active growing season (typically through mid-to-late October in this region); firms should account for this constraint in their proposed approach and schedule if delineation services are requested.
- Deliverables, if requested, shall include a wetland delineation report and GPS-mapped wetland boundary data suitable for incorporation into design plans.

C. Roadway Engineering

- Design the roadway's horizontal and vertical geometry based on existing conditions. The existing and proposed typical section consists of two 11-foot travel lanes, 2-foot paved shoulders, and 2-foot gravel shoulders.
- The roadway will be pulverized and overlaid. The proposed profile shall generally mimic the existing profile, improving curvature where feasible, and shall match existing grades in areas with curb & gutter and within the regulatory floodplain. Outside the curb & gutter and regulatory floodplain areas, a three-dimensional model of the proposed roadway vertical profile and roadway section shall be prepared and evaluated to balance increased pavement strength, drainage, and driveway sloping.
- Conduct a field investigation of existing curb & gutter to identify replacement segments and develop bid quantities, in coordination with Town staff.

- It is anticipated that the Town will handle pavement cores under a separate contract with a Geotechnical Engineer. The selected engineering firm shall coordinate the scope of geotechnical services, including but not limited to the number and locations of pavement cores, depth of cores, and incorporation of the Geotechnical Engineer's recommendations.

D. Spring Brook Culvert Crossing Engineering

- Prepare a Hydrologic & Hydraulic (H&H) analysis — Duplicate Effective Model, Corrected Effective Model, and Post-Project Model consistent with NR 116 and FEMA guidelines — evaluating up to five proposed crossing configurations. The crossing shall be designed to avoid any increase in base flood elevation.
- Prepare a culvert plan and profile, including erosion control details, for inclusion in the overall project plans.
- Prepare GP2 permit application materials, including site photos, an alternatives analysis narrative, a permit checklist, and WDNR Form 3500-053.

E. FEMA Letter of Map Revision (LOMR) — Contingent Additive Service

- A LOMR is not included in the base scope of services. If a LOMR is determined to be necessary based on the results of the H&H analysis and culvert design, the selected firm shall submit a not-to-exceed fee proposal for LOMR preparation and submittal as an amendment to the awarded agreement.
- Any FEMA review fee associated with a LOMR (if applicable) will be paid directly by the Town and is not part of the firm's fee proposal.

F. Project Plans, Specifications & Estimates

- Prepare construction plans including title and notes sheets, a project overview sheet, existing and proposed typical sections, a detour plan, a removal plan, a grading and erosion control plan with pavement spot grades, roadway plan and profile sheets, cross sections (at approximately 50-foot intervals, driveway midpoints, and start/end construction locations), and standard details.
- Provide draft plans, an opinion of probable construction cost, and specifications for Town review prior to preparing final Construction Documents. The entire roadway is anticipated to be bid as a single project.

G. Utility Coordination, Bidding Administration & Additional Permitting

- Coordinate with utilities identified through Diggers Hotline at the onset of design and again following completion of draft plans; track utility coordination and any submitted utility work plans.
- Coordinate the legal advertisement for bidding, post plans and specifications for contractor access, respond to bidder questions, and provide a bid summary and award recommendation to the Town.
- Prepare an application for a WDNR Notice of Intent (NOI) for coverage under the WPDES Construction Site Stormwater General Permit, as the project's ground disturbance is anticipated to exceed one acre.
- Prepare an application for a Racine County Detour Permit, as the project anticipates closing the roadway to through traffic during construction.

4. Anticipated Project Schedule

The Town anticipates the following general schedule; the final schedule will be developed collaboratively with the selected firm and may be adjusted as needed to accommodate permitting timelines (particularly WDNR GP2 review and any required LOMR process).

- RFP issued: September 24, 2026

- Proposals due: October 22, 2026
- Firm selection / Town Board award of contract: November 2026
- Survey, design, and permitting: Fall 2026 through 2027
- Bidding: anticipated in 2027, timing dependent on permitting
- Construction: anticipated during the 2027 construction season

5. Funding

This Project is anticipated to be funded in part through the Wisconsin Department of Transportation's 2026-27 Local Roads Improvement Program (LRIP), with the balance funded by the Town. Engineering, design, and permitting costs are a Town responsibility separate from LRIP construction funding. Respondents should not assume a specific budget ceiling in preparing their proposals; fee proposals will be evaluated for reasonableness relative to the scope of services described in Section 3.

6. Minimum Qualifications

To be considered responsive, a respondent must demonstrate the following:

- Wisconsin-licensed Professional Engineer(s) (P.E.) responsible for design and sealing of plans and specifications.
- Demonstrated experience with municipal or county roadway rehabilitation/reconstruction projects of comparable scope in Wisconsin within the past ten (10) years.
- Demonstrated experience with culvert hydraulic design, WDNR GP2 (or equivalent) permitting, and FEMA floodplain/H&H analysis, either in-house or through a named subconsultant.
- Demonstrated experience with wetland delineation in accordance with USACE/WDNR methodology, either in-house or through a named subconsultant.
- Current professional liability (errors & omissions) insurance and general liability insurance, as further described in Section 10.

7. Proposal Content & Format

Proposals should be submitted as a single document (PDF preferred) not to exceed fifteen (15) pages, excluding cover letter, resumes, and required forms, organized as follows:

1. Cover Letter

Identify the firm, primary contact, and a statement of the firm's interest in and commitment to the Project. Must be signed by an individual authorized to bind the firm.

2. Firm Qualifications & Relevant Experience

Firm background, relevant project experience (particularly roadway rehabilitation, culvert/floodplain, and wetland delineation projects for Wisconsin municipalities or counties), and at least three (3) references with contact information for comparable completed projects.

3. Project Team

Identify the project manager and key personnel who will be assigned to the Project, including their roles, relevant experience, and resumes. Identify any subconsultants and their role in the Project.

4. Project Understanding & Approach

Describe the firm's understanding of the Project and proposed technical approach to each scope item in Section 3, including any recommendations, anticipated challenges (e.g., floodplain/wetland permitting), and how the firm proposes to manage them.

5. Proposed Schedule

A proposed project schedule identifying key milestones and deliverables consistent with Section 4.

6. Fee Proposal

A not-to-exceed fee for the scope of services described in Section 3, broken out by task (A, C, D, F, and G) consistent with the task structure in Section 3, on a time-and-materials, not-to-exceed basis. Include hourly billing rates by labor classification for use in pricing any additional services. Fee proposals for the optional iron pipe survey (Task A), the contingent Wetland Delineation (Task B), and the contingent LOMR (Task E) should be provided separately and are not included in the base not-to-exceed fee.

8. Evaluation Criteria & Selection Process

Proposals will be evaluated by Town staff and/or a designated selection committee using the following criteria:

1. Firm qualifications and relevant project experience — 25%
2. Project understanding and technical approach — 20%
3. Qualifications and availability of the project team — 15%
4. Proposed schedule — 10%
5. Fee proposal — 30%

The Town may, at its discretion, interview one or more of the highest-rated firms before making a final selection. The Town reserves the right to negotiate final scope and fee with the selected firm prior to execution of an agreement.

9. Submission Instructions

Written questions regarding this RFP must be submitted by email to Rachel Naber, Town Administrator, at rachel.naber@townofburlingtonwi.gov no later than 4:00 PM CT on October 8, 2026. Responses to substantive questions will be issued in writing to all firms known to have received this RFP.

Proposals must be received no later than 4:00 PM CT on October 22, 2026. Proposals may be submitted by email (PDF format, subject line: "Fish Hatchery Road Rehabilitation – Engineering Proposal – [Firm Name]") to rachel.naber@townofburlingtonwi.gov, or by mail/hand delivery of one (1) hard copy to:

Town of Burlington
Attn: Rachel Naber, Town Administrator
32288 Bushnell Road, Burlington, WI 53105

Late proposals will not be accepted or considered.

10. General Terms and Conditions

- This RFP does not commit the Town to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services. The Town reserves the right to accept or reject any or all proposals, to waive informalities, to request clarification from any respondent, and to negotiate with one or more respondents, when doing so is determined to be in the Town's best interest.
- The Town is not obligated to select the respondent proposing the lowest fee; award will be based on the criteria in Section 8.
- The selected firm will be required to execute a professional services agreement with the Town. The Town's standard form of agreement will govern unless otherwise negotiated; respondents may attach their own standard agreement for reference, subject to Town review and approval.
- The selected firm shall maintain, at minimum, commercial general liability insurance, professional liability (errors & omissions) insurance, automobile liability insurance, and workers' compensation insurance as required by Wisconsin law, with limits to be specified in the final agreement, and shall name the Town as an additional insured where applicable.
- All proposals submitted become the property of the Town and are subject to the Wisconsin Public Records Law (Wis. Stat. § 19.31 et seq.) upon completion of the selection process, notwithstanding any confidentiality designation by the respondent.
- The Town does not discriminate on the basis of race, color, national origin, sex, age, or disability, and expects respondents to comply with all applicable federal and state equal opportunity requirements.
- Any changes or clarifications to this RFP will be issued only as a written addendum by the Town; no verbal communication will modify the terms of this RFP.

11. Contact

Questions regarding this RFP should be directed to:

Rachel Naber, Town Administrator

Town of Burlington, Wisconsin

32288 Bushnell Road, Burlington, WI 53105

Phone: (262) 763-3070

Email: rachel.naber@townofburlingtonwi.gov