

# REQUEST FOR PROPOSALS

**ENGINEERING SERVICES  
HIGHWAY 57 ASPHALT TRAIL  
SISTER BAY, WIS.**

**DATE ISSUED**

FEBRUARY 4, 2025

**PROPOSAL DUE DATE AND TIME**

FEBRUARY 25, 2025, Noon CST



## **REQUEST FOR PROPOSALS ENGINEERING SERVICES**

**SUBMISSION DEADLINE:** February 25, 2025, by Noon, submitted to the Village of Sister Bay Administrative Office located at 2383 Maple Dr., PO Box 769, Sister Bay WI, 54234 or electronically (PDF) to [julie.schmelzer@sisterbaywi.gov](mailto:julie.schmelzer@sisterbaywi.gov). It shall be the responsibility of the proposer to ensure their submission was received.

All questions concerning this solicitation should be directed to Julie Schmelzer, Village Administrator, at [julie.schmelzer@sisterbaywi.gov](mailto:julie.schmelzer@sisterbaywi.gov) on or before February 20, 2025, 8:00 AM. All questions will be answered to the best of staff's ability on February 20, 2025, the date selected to respond to questions, and all questions and answers posted to the Village website that same day by 4:00 PM to ensure all proposers have access to the same information. To view the questions and responses, visit [www.sisterbaywi.gov](http://www.sisterbaywi.gov) and scroll towards the bottom of the home page to the *Bids & RFPs* tab.

**PROJECT DESCRIPTION:** Utilizing the civil construction plan set prepared by Stantec Consulting, engineer and prepare complete construction drawings and an opinion of probable cost for a 10' wide asphalt trail, as depicted on the Stantec Consulting drawings. The drawings are available on the village website under the RFP announcement. The successful proposer will also provide the necessary environmental documents and Design Study Report required by the Wisconsin Department of Transportation, both of which are required for state design review and approval.

**OVERVIEW/SOLICITATION:** The Village of Sister Bay seeks proposals for engineering services to engineer the trail depicted on the civil construction plan set prepared by Stantec Consulting, prepare an opinion of probable cost, prepare a complete set of engineering drawings which can be used to solicit construction bids, and, prepare the reports necessary for state design review by the Department of Transportation.

The proposed 10' wide asphalt trail is approximately 4500' in length paralleling State Highway 57, meandering on private property and into the highway right-of-way where private easements were not available. The trail is on the west side of the highway and will run between the intersection of State Highway 42/57 south to Northwoods Drive, all within the village municipal limits. The proposer is encouraged to conduct an onsite inspection of the subject property to ensure they are familiar with the site, grades, and character of the area.

A schedule of the engineering work is to be included in the proposal. Since the construction is funded in part by a grant from the Department of Transportation, the schedule to complete the engineering project will play a major role in the evaluation of the proposals, as well as experience and cost.

The successful proposer will be expected to meet regularly with the Village Administrator until the project is complete. At least one mandatory scoping meeting with the Village Administrator and the Local Program Manager for the Department of Transportation will be required and is to be calculated into the proposal.

### **I. Instruction to Proposers**

- All respondents (proposers) must submit contact information including: Business name, contact person, corporate ownership, address, phone number, email address, and website.
- All costs associated with submission of this Request for Proposals are the sole responsibility of the respondent.
- All submissions are considered public record, and as such, may be searched or requested by members of the public.
- The Village of Sister Bay offers no guarantee of financial success to the respondent(s), and respondents should use their own business acumen to determine if they are endeavoring in a financially viable enterprise.
- This is a Request for Proposals, not an invitation to bid. Responses will be evaluated on the basis of the relative merits of the proposal.

### **II. Submission Materials**

The following should be incorporated into each submission:

**Format:** Electronic submissions preferred (PDF), but in-person delivery or mail delivery is acceptable, provided the proposal is delivered to the contact by the delivery due date and time.

**General Information.** Business name, contact person, corporate ownership, address, phone number, email address of contact person, website, and insurance information. Please include a narrative introducing the company, its history of operation, relevant staff, total number employed, and capacity to service the Village.

**Project Proposal.** At a minimum, provide information on approach, services, ideas, costs, timeline.

**Prior Experience.** A narrative explaining prior experience with engineering similar projects and compliance with state and federal laws, as well as examples.

### **III. Evaluation and Selection**

#### **Evaluation Process**

The Village Parks, Property & Streets Committee will review all proposals and based on submissions, and their alignment with this RFP, make a recommendation to the Board of Trustees as to determine whom to award a contract.

### **Selection Criteria**

The following are the criteria used in evaluation proposals:

1. Qualifications
2. Knowledge of State and Federal Laws and Trends
3. Experience, in particular experience designing similar projects in Wisconsin
4. Level of Understanding of the Need Identified
5. Cost

If at any point in the review process, any proposal found to be substantially non-responsive will be dropped from further consideration.

The Village, at its sole election, may require presentations by respondents clearly in consideration for award. Other submissions, certifications, or affirmations may be required, as appropriate.

### **IV. Award**

Upon final selection, all respondents will be notified by the Village, via email.

The Village reserves the right to accept or reject any or all responses, to award on the basis of merit alone, and to act in its best interests and the interests of the public.

The Village reserves the right to make an award or to reject any or all proposals based on what it considers to be its best interests. A contract will be required to effectuate service.

### **V. Administrative Contact**

Name: Julie Schmelzer

Title: Village Administrator

E-Mail: [julie.schmelzer@sisterbaywi.gov](mailto:julie.schmelzer@sisterbaywi.gov)

Mailing/Physical Address: Village Administrator, 2383 Maple Dr., PO Box 769, Sister Bay, WI 54234