



REQUEST FOR PROPOSAL (RFP)

ENGINEERING AND DESIGN SERVICES FOR FUTURE VILLAGE PATHWAYS

JULY 9, 2024

SUMMARY

The Village of Elm Grove, Wisconsin is seeking the services of a qualified firm(s) to provide engineering and design services for future village pathways. The Consultant will take a global look at the current and proposed Village pathways and will assess anticipated timelines and project costs to improve efficiencies.

PROPOSALS MUST BE RECEIVED NOT LATER THAN 12:00 P.M. ON MONDAY, JULY 22, 2024.

The Village of Elm Grove reserves the right to accept or reject any or all proposals, to waive any irregularities, informalities or defects in any proposal, to accept any proposal in whole or in part which shall be deemed in the best interests of the Village of Elm Grove, and to negotiate with the successful proponent.

PROCESS

The Village of Elm Grove will conduct the review, screening and selection of a professional consultant to provide the services required. The Consultant is encouraged to suggest or incorporate additions or modifications to the scope into the proposal that will enhance or clarify the study.

RFP SUBMISSION

Only complete responses will be considered. Responses shall be provided in a sealed envelope marked "Village of Elm Grove – Engineering and Design Services for Future Village Pathways". A total of three (3) copies of the response along with one (1) copy of the cost proposal in a separate, sealed envelope shall be received by 12:00 P.M. on **Friday, July 22, 2024**, delivered by mail or in person to:

**Village of Elm Grove
13600 Juneau Boulevard
Elm Grove, WI 53122
ATTN: Thomas Harrigan, Village Manager**

A complete PDF copy shall also be emailed to tharrigan@elmgrovewi.org by the deadline with the Subject Line "Village of Elm Grove – Engineering and Design Services for Future Village Pathways".

If further information is required, please contact:

- Thomas Harrigan, Village Manager, at 262-782-6700 or tharrigan@elmgrovewi.org

PROJECT ANNOUNCEMENT

The Village of Elm Grove, Wisconsin is seeking the services of a qualified firm for engineering and design services for future village pathways in order to provide better efficiencies related to work load, design, funding, and construction costs.

PROJECT BACKGROUND

The Village of Elm Grove over the years has reviewed off road pathways for the purpose of providing a safer area for walking, jogging and biking for Village residents (notably small children). There have been several areas identified for the addition of these pathways or enhancements to existing pathways.

The Village has worked diligently to increase pathways throughout the Village to promote this initiative. Notably, pathways have been constructed on Watertown Plank Road, Juneau Boulevard, Highland Drive, and most recently Gebhardt Road.

With the increased interest in the expansion of the Village's pathway system, the Ad Hoc Pathways Committee was created with the goal to identify where pathways are desired and deemed necessary. The Pathways Committee has carefully reviewed citizen correspondence and has held extensive discussions in order to prioritize pathway construction in the Village.

YEAR	ROAD	SECTION	STATUS
2024	Highland Drive	North Avenue to Gebhardt Road	In progress
2025(a)	Juneau Boulevard	Village Park to Crescent Drive	
2025(a)	Gremoor Drive	Legion Drive to Arrowhead Court	
2025(b)	Underwood River Parkway	Full	
2025(c)	Gremoor Drive	Arrowhead Court to Fairhaven Boulevard	
2026	Highland Drive	Victoria Circle N to Juneau Boulevard	
2027	Hollyhock Lane	Underwood Parkway to North Avenue	
2028	Highland Drive	Victoria Circle N to Gebhardt Road	
2028	Highland Drive	Juneau Boulevard to Watertown Plank Road	

PROJECT DESCRIPTION

The Village wishes to engage a firm for engineering and design services in order fully analyze the current prioritizations to allow a better understanding of project design and costs to better prepare for when the pathway will be constructed.

SCOPE OF SERVICES

The consultant shall be able to provide the following services: surveying of properties/project areas; preliminary & final engineering, which is defined as performing sufficient work to develop a concept, preliminary layout including preliminary field plan, final engineering to include final field plan, right-of-way plans, utility coordination; develop sufficient environmental documentation to receive approval of the document; and development of documents.

The consultant is to offer specific descriptions of methods and approaches applicable to these projects for streamlining and expediting current and future project phases. Consultant is to clearly identify proposed project manager for the project and provide an accurate availability for which the project manager will be dedicated to this project to ensure responsible project management.

The Consultant shall provide:

- A. Project Management Consultant is to clearly identify the proposed project manager for the project and provide an accurate availability for which the project manager will be dedicated to this project to ensure responsible project management.
- B. Concept
 - a. Traffic Studies
 - b. Conceptual Right-of-Way Cost Estimate
 - c. Conceptual Construction Cost Estimate
 - d. Prepare Concept Layouts and Alignments Alternatives
 - e. Concept Design Data Book
 - f. Concept Team Meeting Preparation and Attendance
 - g. Identify Environmentally Sensitive Areas
 - h. Public Involvement
 - i. Conceptual Utility Cost Estimate
 - j. Project Description
 - k. Project Justification Statement
 - l. Environmental Survey Boundary
 - m. Early Coordination
 - n. Environmental Early Coordination
 - o. Physical Fieldwork
 - i. Archaeology
 - ii. History
 - iii. Ecology
 - p. Approved Concept Report
- C. Survey
 - a. Survey Control Package
 - b. Complete Survey Database
 - c. Property Information and Owners Report (where needed)

- d. Extended Survey Limits, if needed
- e. Survey Package Report
- D. Environmental Document
 - a. Necessary Environmental Special Studies Survey Reports, and Assessment of Effects for Air, Noise, Ecology, Aquatics, Archaeology, History, and NEPA
 - b. Agency Coordination including Multiple Meetings to Ensure Consistency of Expectation, Design, and Clearance limits
 - c. Public Involvement
 - d. Prepare for and Attend the Preliminary Field Plan Review (PFPR) & Constructability Review
- E. Preliminary Field Plan
 - a. Complete Preliminary Roadway Plans:
 - i. Preliminary Signing and Marking Plans
 - ii. Preliminary Staging and Erosion Control Plans
 - b. Cost Estimation System (CES) Preliminary Cost Estimate with Annual Updates
 - c. Quality Assurance/Quality Control (QA/QC) Reviews
 - d. Location and Design Report for Approval
 - e. Preliminary Construction Plans
 - f. Preliminary Hydraulic Studies (as required)
- F. Right-of-Way Plans
 - a. Prepare, Revise and Deliver Final Right-of-Way Plans
 - b. Coordinate Field Review of Right-of-Way Plans and Staking
 - c. Right-of-Way Revisions During Acquisition
 - d. Preliminary Cost Estimates with Annual Updates Until Right-Of-Way Authorization
 - e. Property Owners Meetings
 - f. Utility Coordination Consultant shall manage all coordination with the applicable utilities including first contact through the final design and construction.
- G. Final Design
 - a. Erosion Control Plans
 - b. Quality Assurance/Quality Control Reviews
 - c. Final Plans, Specifications, and Estimates
 - d. Amendments and Revisions
 - e. Final Design Data Book
 - f. Complete Final Plans:
 - i. Final Signing and Marking Plans
 - ii. Final Staging and Erosion Plans
 - g. Utility Plans
 - h. Update Environmental Special Studies Reports, as required:
 - i. History

- j. Ecology
 - k. Archaeology
 - l. Air
 - m. Noise
 - n. Freshwater Aquatic and other protected species surveys, as needed
- H. Special provisions
- I. Prepare, reproduce, and distribute Field Plan Review (FPR) Packages, address/respond to comments, and make changes.
- J. Certification for Right-of-Way
- K. Certification for Let
- L. Construction
- a. Use on Construction Revisions
 - b. Site Condition Revisions
- M. Quality Assurance/Quality Control Reviews for all deliverables.
- N. Attendance in and meeting minutes of monthly meetings to discuss progress and/or issues, as needed (additional meetings may be required to resolve major project issues).
Attendance to preconstruction meeting with construction contractor.
- O. Prepare, reproduce, and distribute preliminary and final plans and all supporting disciplines (signing and marking, erosion control, R/W, utilities) as well as all special provisions, all design files, and supporting documentation.
- P. Prepare all special provisions, design files, supporting documentation, analyses, and studies.

INFORMATION TO BE SUPPLIED BY THE VILLAGE OF ELM GROVE

The Village shall provide existing pathway prioritization information for the proposal area.

DURATION OF SERVICES

The services for this proposal are non-recurring and will terminate upon completion of the final report.

EVALUATION CRITERIA

Staff will evaluate the proposals. If there is no clear choice, a short list of consultants will be invited for an interview. The proposals and oral interview results shall be the basis of selection.

The selection criteria are as follows:

- Consulting firms that are the most qualified and experienced in the area of work.
- Adherence to the proposal requirements described in the next section.
- The experience of the project manager and work team.
- The ability to perform work in a timely manner.
- The quality of the proposal.
- The quality of the interviews, if necessary.

PROPOSAL REQUIREMENTS

Each proposal shall follow the format described herein:

1. Transmittal letter that will include the name, title, address, and phone number of the primary consultant contact for the proposal.
2. Statement of Qualifications.
 - a. Qualification summary of the company.
 - b. Qualification summary of and list of the staff intended for the project.
 - c. Description of similar projects.
3. References. Descriptions of up to three similar assignments completed by the project manager. Include the name of the client, contact person, and telephone number.
4. Project approach.
 - a. Provide a scope of work.
 - b. Provide a list of tasks.
 - c. Provide a project schedule.
5. A discussion of proposed additions or modifications to the work scope included in this request.
6. Fee Proposal - Proposed consultant fees for this project must be submitted in a spreadsheet format in a sealed envelope marked "Fee-Structure – Do Not Open." The fee structure shall reflect the total estimated fee for this project as described by the consultant in Section 4 above. Proposed resources for each task must be identified, including hours and wage rates for consultants and sub consultants. Elements that will be evaluated include:
 - a. Availability of resources from the consultant and sub consultant(s) for the project.
 - b. Estimated hours and fees to complete individual work elements.
 - c. Estimated total fee for the project based on hourly rates, including a not-to exceed cap.
 - d. List of reimbursable expenses and detailed costs of such.

GENERAL NOTES

In all cases where an electronic spreadsheet, document or database has been created to develop the study, the bidder shall provide a copy of such spreadsheet in native electronic form. The Village presently uses Microsoft Excel and Word and requires spreadsheets and documents created or able to be translated into those formats. The final report will be furnished on paper, and in an Adobe .pdf format.

After final report preparation and presentation, all work papers used in the development of the study shall become the property of the Village of Elm Grove and shall be delivered to the Village Manager of the Village. If electronic versions of the information exist, it shall be provided to the Village in electronic form.

Award will be made by the Elm Grove Board of Trustees. The Elm Grove Board of Trustees reserves the right to accept or reject any or all proposals, to waive any irregularities, informalities or defects in the proposals, to accept any proposal in whole or in part which it shall deem to be in the best interest of the Village of Elm Grove.

Three (3) hard copies of the proposal along with one copy of the cost proposal must be received by 12:00 P.M. on **Friday, July 22, 2024**. One copy shall also be emailed in a PDF format. Submittals may be delivered or mailed to:

**Village of Elm Grove
13600 Juneau Boulevard
Elm Grove, WI 53122
ATTN: Thomas Harrigan, Village Manager**

SCHEDULE

The estimated schedule for the RFP process is as follows:

July 9, 2024	RFP Issued
July 22, 2024	RFP Responses Due
July 22 – August 5, 2024	Village Evaluation/Vendor Interview (If needed)
August 27, 2024	Board of Trustees Consideration of Selection

ASSIGNMENT

The Professional Consultant shall not assign the contract or subcontract any portion of the work without written consent of the Village of Elm Grove, nor shall the firm assign any monies due or to become due to them hereunder, without previous consent of the Village.

CANCELLATION OF RFP

This RFP may be cancelled or any or all bids or proposals may be rejected in whole or in part. Proposals that do not comply with all criteria set forth in this RFP are subject to disqualification. Late responses will not be considered.

PAYMENT

The Village will develop a payment schedule based upon important milestones being accomplished. This payment schedule will be negotiated with the selected consultant.

Attachment 1

