

Town of Round Lake
10625 N County Road A
Hayward WI 54843

REQUEST FOR QUALIFICATIONS

For
Engineering Services
Moose Lake Road
CTH A to Federal Forest Road 320
Sawyer County
December 23rd 2024

Introduction

The Town of Round Lake (Municipality) is seeking consultant services from a qualified consulting firm (Firm) to provide application assistance and design engineering services (Services) for inclusion in a Wisconsin Department of Transportation (Department) local assistance program (Project). This Request for Qualifications will assist the Municipality in selecting a qualified Firm to provide Services under a three-party contract with the Department.

Project Description

Pavement replacement, culvert replacements, drainage improvements, pavement marking, etc.

Scope of Services

Municipality reserves the right to modify, add, or delete items during final negotiations with the selected Firm. One firm will be selected for all services outlined within this RFQ.

Design Engineering Service

1. Field survey including but not limited to topographic survey and utilities
2. Environmental Documentation, Agency Coordination, applicable permits
3. Utility Coordination
4. Public Involvement
5. Design Study Report and supporting documentation
6. Right of way plat (if required)
7. Plans, Specifications, and Estimate (PS&E) package
8. Review meetings and presentations

It is expected that this work will be completed under a three (3) party contract between the Municipality, Firm, and Department, negotiated at a later date.

Statement of Qualifications (SOQ)

The SOQ should be no longer than fifteen (15) pages. Accepted SOQ will be reviewed by the evaluation team and ranked based on the following information:

1. Firm name and address
2. Experience and knowledge of the project team
3. Experience on similar type projects
4. Project familiarity and scope
5. Proposed project schedule

All SOQ's received will be reviewed using a Qualifications Based Selection process as prescribed by the Department's Facilities Development Manual Procedure Chapter 8 Section 5-20. Firms may not include any reference to costs associated with Services and will result in disqualification.

SOQ Submittals

Submit the SOQ by no later than February 10th, 2025, to:

- Town of Round Lake (Municipality)
- Attn: Kathy McCoy
- 10625 N County Road A
- Hayward WI 54843

Submit eight (8) copies of the SOQ in a single sealed envelope that is marked Statement of Qualifications. SOQ's received after the above stated date and time will NOT be accepted. The Municipality reserves the right to accept or reject any or all items presented in the SOQ submittals.

Questions concerning the Project will be accepted by the Municipality at Email: townofroundlakewi.org Written answers to all questions will be provided to all Firms solicited for the Project if they are received no later than February 6th, 2025

Project Timeline

Request for Qualifications

December 23rd, 2024

Statement of Qualifications Due

February 10th, 2025, by 5:00 p.m.

Short List Rank

February 13th, 2025 @ 4:00 p.m.

Design Scheduled Fiscal Year 2025

Construction Scheduled State Fiscal year 2027

