

Request for Proposal

**Design and Construction Inspection Services
for**

**RAISE Grant – Beloit Gateways to
Opportunity – Willowbrook Road and Colley
Road Reconstruction**



**Department of Public Works
Engineering Division
2400 Springbrook Ct
Beloit, WI 53511**

1. Introduction

The City of Beloit, Wisconsin is requesting proposals that outline professional engineering firm's qualifications for the design and construction inspection services for RAISE Grant – Beloit Gateways to Opportunity – Willowbrook Road and Colley Road Reconstruction project.

The City of Beloit has been awarded a RAISE grant for the Beloit Gateways to Opportunity Project. This project involves street improvements to Willowbrook Road and Colley Road which are adjacent to the proposed Ho-Chunk Casino development at the southeast corner of Willowbrook Road and Colley Road. The City is administering this grant with funding coming directly from the FHWA. The City needs to retain a consultant using QBS as outlined in the Brooks Act. This RFP is reflective of the City's Policies and Procedures for Qualification Based Selection (QBS) of Consultant Services.

This RFP references documents that can be located on Google drive. A link to this drive can be obtained by emailing Scot Prindiville whose contact information is listed below.

Any questions or comments regarding the RFP shall be directed via phone or e-mail to:

Scot Prindiville, P.E.
2400 Springbrook Ct.
Beloit, WI 53511
608 364-6696
prindivilles@BeloitWI.gov

2. Project Details

Project History

The driving force behind this project is the proposed Ho-Chunk Casino development at the southeast corner of Willowbrook Road and Colley Road. This proposed development has necessitated the need to improve the Willowbrook Road and Colley Road corridors. The City and the Ho-Chunk Nation have unsuccessfully applied for several different forms of grant funding in the past to assist in financing this project. In the Fall of 2022 the City was informed that the City's RAISE Grant application requesting \$13,476,269 was selected for funding.

Since this project has a long history of seeking funding and is tied to the casino development by the Ho-Chunk Nation, the Ho-Chunk Nation has had significant work done on this project in the past. Several years ago, 30% design plans were completed by Jewell Associates Engineers, Inc. on behalf of the Ho-Chunk Nation. The file named "DWG.zip" contains the .dwg file for these plans. A Traffic Impact Analysis for the casino development has previously been completed by Ayres Associates, Inc. on behalf of the Ho-Chunk Nation. This TIA is also on the Google drive and is named "Traffic Impact Analysis.pdf".

The RAISE grant application contains a wealth of information on this project and is located on

the Google drive under the name “2022 Narrative.pdf”.

Additional Information

- All RAISE grant funds must be obligated by September 30, 2026
- All RAISE grant funds must be spent by September 30, 2031
- It has not been determined if this project is best to be bid all together or in phases. The City will work with the selected consultant and Ho-Chunk to determine the best way to complete the project. There has been some discussion on if it would make sense to have a separate contract for the bridge over Spring Brook. There has also been discussion if it makes sense to construct either Colley or Willowbrook first and have the Casino site construction entrance off the other road and then construct the other road after the bulk of the Casino construction is complete.
- The current plan for the Casino calls for the main entrance to be off of Willowbrook Road across from the not yet constructed Warner Court and the employee and delivery entrance to be off of Colley Road. The timeframe for casino construction is still unknown but it is hoped that construction begins before roadway construction.
- The City recently became aware that WisDOT intends to sell the parcel of land at 800 Interstate 90 (see Google docs file named “800 Interstate 90.pdf”). The intent of this project has been to smooth out the curves on Colley while attempting to limit ROW acquisition. It now may make sense for the City to purchase this entire parcel and work with the property owner across the street in looking at how to align Colley Road to optimize development parcels on both sides of the street. Since this work is really up in the air, difficult to quantify, and would require cooperation from a third party, any work involving this would need to be performed as a change order to the approved consultant contract.

3. Scope of Services

Design

The consultant shall be responsible for all aspects of complying with the grant terms, project documentation and design, and bidding the project. The project shall be designed in accordance with FHWA standards. It is the City’s understanding that WisDOT standards will be acceptable to the FHWA. The scope of work shall include but not be limited to:

- Assist City with writing the grant agreement with FHWA – This item can have an assumed budget in the consultant contract and be adjusted by change order based on how much assistance the City requires.
- NEPA Clearance – As part of putting the land in Federal Trust the Ho-Chunk Nation had an EIS that included this project but focused on the land for the casino. The FHWA was not a part of the review of the EIS so this project still needs to get NEPA clearance through FHWA for this project. The estimate of effort in the consultant contract should include that required for the Documented Categorical Exclusion and any time required above and beyond that would be done as a change order to the consultant contract. The NEPA CEC should include two additional areas outside the scope of the current project as depicted in the RAISE grant application. These two areas are shown in the exhibits in

the Google drive named “Milwaukee Bike Path.pdf and “Warner Ct.pdf”. These two areas are not included in the design scope. These areas are being added to the NEPA document in case the project estimate is high and there are extra grant funds available which could then be used to construct these two projects. A change order would need to be executed to the consultant contract if this additional work occurred. For the purpose of the NEPA CEC, Warner Court involves the construction of a proposed cul-de-sac and the Milwaukee Road sidepath would construct a shared use trail on the south side of Milwaukee Road from Lee Lane to the east side of the bridge across Turtle Creek.

- Preparation of all required forms, reports and clearances for Federal projects required by WisDOT standards.
- Preparation of complete Plans and Specifications for bidding the proposed project. The project will be a local bid. The scope of project is identified in the application and includes but is not limited to the following:
 - Complete reconstruction of Willowbrook Road from Milwaukee Road to Colley Road including:
 - Traffic Signals at Milwaukee and Willowbrook (approved through WisDOT)
 - Off road shared use trail on east side of the road
 - Sidewalk on west side of road
 - Widen to 4 lanes (concrete)
 - Reconstruction of bridge over Spring Brook
 - Railroad crossing
 - Landscaping and Lighting
 - Stormwater management
 - Widen existing three lane section of Willowbrook Road from Colley Road to Stateline Road to 4 lanes (concrete) by adding a lane on the east side including:
 - Off road shared use trail on east side
 - Correcting any sidewalk deficiencies on west side
 - Full panel replacement of any deficient areas of existing road
 - Proposed roundabouts at Colley Road, Stateline Road and Casino entrance
 - Landscaping and Lighting
 - Stormwater Management
 - Complete Reconstruction of Colley Road (concrete) from Willowbrook to just short of Gateway Boulevard including:
 - Four lane section to planned employee entrance off of Colley and then tapering down to two lanes before crossing under I90
 - On street bike lanes
 - Sidewalk (both sides)
 - Landscaping and Lighting
 - Stormwater Management
- All aspects related to land acquisition required for the project
- All aspects related to railroad coordination and permitting
- Soil Borings
- Pavement Design
- The scope of this grant includes an expansion of Willowbrook to four lanes and the construction of three roundabouts. The design engineer shall evaluate this configuration and confirm that it is appropriate from a capacity and traffic safety perspective. Of

particular importance is ensuring that the selected design has traffic calming measures in place to mitigate the risk of excessive vehicle speed through this corridor.

- Update traffic data/study as required to accomplish task above and to use for proposed traffic signal at Milwaukee/Willowbrook.
- Public Involvement meetings of at least a kick off meeting to gather input and a second meeting to present alternatives and/or final design and a third prior to construction to address construction issues.
- All required permitting
- Utility Coordination
- Coordination with City of South Beloit and Town of Turtle

Construction Inspection/Management

- Provide full time construction inspection with field documentation in accordance with WisDOT standards
- Provide project management services
- Provide all documentation and paperwork required for adherence with the RAISE Grant

4. Submittal Instructions

Submittals - Proposals submitted in response to this RFP shall be hard copies, submitted in triplicate, and clearly marked “**City of Beloit Design and Construction Inspection Services for RAISE Grant – Beloit Gateways to Opportunity – Willowbrook Road and Colley Road Reconstruction**” and shall be delivered to the following address:

Scot Prindiville, P.E.
City Engineer
2400 Springbrook Ct
Beloit, Wisconsin 53511

All proposals are due no later than **9:00 A.M. Central Standard Time on November 8, 2023**. Three full copies of the proposal shall be submitted.

The instructions contained herein must be closely followed for the proposal to be considered under this RFP. If any of the submittal requirements are omitted or any exceptions to the contractual terms and conditions are taken, the City shall reserve the right to deem the proposal non-responsive. The City further reserves the right to reject any proposal if it is not in compliance with the required format.

All proposals submitted become property of the City of Beloit. These materials will become public records and will be made available upon request.

The City and all of its officers, agents and employees are not liable for any costs incurred by the Consultant in replying to this RFP. The Consultant shall solely bear the entire costs for preparing and submitting proposal(s) in response to this RFP. All costs incurred during the selection

process and negotiations will likewise be solely at the Consultant's expense.

5. Proposal Evaluation Process

A committee of three including the City Engineer and two designees appointed by the City Engineer will score and review the proposals for conformance with this RFP. Scoring will be based on the following:

Project Team and Qualifications (25 pts):

Identify the consultant's proposed project team. Include a resume for each team member and identify what makes them qualified to successfully complete this project. It should be made clear which team members will be performing the work of each task and which team members will be providing QA/QC or project management functions for each task.

Related Project Experience (25 pts):

Describe other similar projects the firm has completed in the past including a contact for the client. List which proposed project team members worked on these past projects and specifically note which tasks these team members performed.

Ability to Meet Project Deadlines (15 pts):

Submit documentation indicating the workload and capacity of the team members for this project as well as documentation indicating the availability of other staff to fill in for selected team members if they were no longer available to work on this project.

References (15 pts):

Identify references for all projects listed under related project experience. General references that can speak to the overall quality of the firm may also be included.

Experience with Key Stakeholders (10 pts):

Identify past experience with key stakeholders in this project including the City of Beloit, Ho-Chunk Nation, and FHWA.

Local Presence (10 pts):

10 points will be awarded to all consultants that have an office located within 75 miles of the City of Beloit.

Price shall not be included with the proposal and will not be used in ranking the proposals.

Following the scoring of the proposals at the discretion of the City Engineer, interviews may be held with up to the top three ranking consultants to aid in the final rankings of the top 3 consultants.

The City Engineer will present the final rankings of the RFP process to the Public Works Director. The Public Works Director approves the final rankings and will authorize the City

Engineer to proceed with procuring the services of the top ranking respondent.

6. Consultant Notification

- Firms are notified of selections for solicited projects via email.
- The preferred, or first ranked, consultant will be invited by the City to formally discuss the required services. The invitation may include a brief outline of the scope of the project, its schedule, and a request for a written response.
- If the invitation is declined, the second ranked consultant should be notified in the same manner.

7. Scoping

Scoping meetings are scheduled once the preferred consultant accepts the City's invitation to negotiate a contract. The purpose of the scoping meeting is to establish a shared understanding of the detailed scope and nature of the services, required deliverables by format, scale, number of copies, etc., responsibilities of each party, critical milestones, etc. before estimating hours and costs. The City will share all available materials and information regarding the scope of the project with the consultant, as available.

Scoping efforts between the City and the consultant should not significantly expand the scope of the contract outside the deliverables advertised in the original solicitation.

8. Estimating Hours and Costs

After the initial scoping efforts have been completed, the City should review the information from the initial cost estimate prepared by the City for comparison with the current scoping efforts. The City will then ask the consultant to independently prepare an estimate of hours and costs.

Attachment 1.1 of WisDOT's FDM 8-10 should be utilized for estimating and summarizing hours by task and employee classification for construction and design engineering contracts. The basis for hours and cost estimates will be a combination of experience, historical data, contracts for similar projects, etc. Attachment 1.2 is a sample format for estimating and summarizing hours by employee classification and time schedule for construction engineering contracts. This figure is optional and would be in addition to using Attachment 1. Cost estimates for construction engineering contracts can be evaluated as a percentage of construction costs based on historical data and contracts for similar projects. This method can be used as a comparison to the costs agreed to through scoping.

9. Contract Negotiation

The City's goal is to negotiate an amount that is fair and reasonable to both the City and the Consultant to complete the proposed effort. The City and Consultant shall jointly agree on the method of payment with the allowable forms being: Lump Sum, Actual cost plus fixed fee, and

Specific rate of compensation.

Once contract costs and the method of payment have been agreed, a contract shall be executed using the City's standard professional design service contract as a template. Any modifications to this contract shall be mutually agreed upon.

10. Proposed Schedule

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|---------------------------------|-------------------|
| • Request for Proposal Issued | October 17,2023 |
| • Proposals due to City | November 8, 2023 |
| • Interviews (if needed) | November 16, 2023 |
| • Consultant Notification | November 21, 2023 |
| • Scoping Meeting | November 30, 2023 |
| • Submission of Hours and Costs | December 5, 2023 |
| • Contract Execution | December 8, 2023 |

11. Professional Services Contract

The selected consultant will be required to enter into a contract using the City of Beloit's Professional Services Contract template. See Google docs file named "Professional Services Agreement.pdf". Any modifications to this contract shall be mutually agreed upon.

Payment for service under this contract will be made once per month. The invoices shall give enough detail for the City to know what work has been completed during the billing period.

12. Conflict of Interest

There is a special regulatory requirement imposed by 40 CFR 1506.5 on a consultant who develops an environmental impact statement (EIS). For these services, the City has developed a special provision to be added to the appropriate contract that require the consultant to disclose or certify that the firm has no financial or other interests in the execution or outcome of the proposed project. This certification is intended to avoid situations where a consultant is hired to study alternatives and potential environmental impacts of proposed projects when the consultant has an interest in the outcome of the consultant's findings. This does not preclude the EIS consultant from competing for other work on the project as long as there is no conflict of interest. Federal law allows states to utilize a single selection process for a project that includes an EIS and subsequent design engineering work if the state conducts a review that assesses the objectivity of the environmental assessment, environmental analysis, or environmental impact statement prior to its submission to FHWA.

13. Request for Proposal Questions

All questions shall be submitted to Scot Prindiville, P.E., City Engineer at prindivilles@BeloitWI.gov or 608-364-6696.