

Menominee County, Wisconsin Menominee County Highway Department



Request for Proposals Bridge Deck Replacement Design Services For Two Bridges

RFP 2021-01

Notable Dates Summary	
RFP Issued:	March 11, 2021
Proposals Due:	April 15, 2021
Est. Award Date:	April 27, 2021
Prelim. Plans Due:	June 15, 2021
Final Plans and Other Deliverables Due:	July 15, 2021
Construction Phase:	Contingent upon funding; Est. 2022 or 2023



Menominee County Highway Department

W2703 Chief Carron Road
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REQUEST FOR PROPOSALS RFP 2021-01 BRIDGE DECK REPLACEMENT DESIGN SERVICES

The Town of Menominee, acting through the Menominee County Highway Department, is soliciting proposals for bridge deck replacement engineering design services for two town bridges: West Branch bridge, P-73-903; and Bear Trap Falls bridge, P-73-904. These two bridges need new decks and may have other features in need of rehabilitation, including wing walls, beam guard, and slope protection. The successful bidder under this RFP will: (a) design and develop draft plans, specifications, permits, and bidding documents necessary for the eventual replacement of the bridge decks, wing walls, and other bridge features requiring rehabilitation; (b) issue draft bid documents and draft advertisement for bids, and develop draft permit application; (c) subject to available construction funding, route permits, designs, and appropriate applications to approving authorities, perform utility coordination, and issue, review, evaluate, and recommend award of construction bids; and (d) subject to available construction funding, provide construction management services to the County relating to the rehabilitation of the bridge decks so designed.

A. About the County and Town. The County and Town of Menominee are located approximately 45 miles northwest of Green Bay. They are unique in that they are the only county and municipality in the state that share the same 360 square mile geopolitical boundary and are governed by the same 7-member Board of Supervisors. The County and Town also share nearly the same geopolitical boundary as the Menominee Indian Reservation, which is the home of the Menominee Indian Tribe of Wisconsin. Unlike the Menominee Tribe, however, the County and Town of Menominee are units of state government and are governed by the laws of the State of Wisconsin. The County, through its Highway Department, provides road maintenance services to the Town of Menominee. Two of the Town's five bridges require new bridge decks and have wing walls in various states of disrepair. Since the majority (98.7%) of the County/Town consists of untaxable lands, the County and Town can ill afford to replace the bridges short of grant funding or loans. Through this Request for Proposals, the County and Town aim to develop a plan, draft permits, and draft bid documents for the eventual replacement of the two bridge decks and wing walls.

B. Scope of Work: The scope of services for each structure under this RFP includes:

1. Survey bridge to determine areas of concern and in need of rehabilitation;
2. Prepare rehabilitation plans, specifications, and cost estimates for deck replacements;
3. Identify permit requirements (incl. Sec. 404 of the CWA specific to Indian lands) and prepare draft permit applications;
4. Identify utility connections that may conflict with proposed improvements;
5. Submit permits, perform utility coordination, and submit designs for Tribal, State and Federal review;
6. Bidding services, to include:
 - 6.01 Prepare draft of complete bid documents including a draft advertisement for bid;
 - 6.02 Sending advertisements to the appropriate publications;
 - 6.03 Distributing plans and collect deposits (digital plan distribution will be acceptable);
 - 6.04 Preparing plan holders lists during bid time;
 - 6.05 Responding to all inquiries and create any necessary addenda;
 - 6.06 Reviewing bids, create bid tabulation, check contractor references, and recommend award to County staff;
7. Provide construction management services (e.g., construction survey and quality control services, including survey control points, spot elevation data needed for construction, verify

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- quality of the repair work, and review and process applications for payment) if requested; and
8. Performance of Section 5, Section 6.02 through 6.06, and Section 7 are contingent upon the availability of funding to perform the proposed rehabilitation project.

C. Schedule: It is our intent to perform construction on one or both bridges in 2022 or 2023. A tentative schedule for deliverables under this RFP for each structure follows:

No.	Item	Expected Date
1.	Preliminary plans	June 15, 2021
2.	Final plans, specifications, and estimate; draft permit applications	July 15, 2021
3.	Draft bid documents and draft advertisement	July 15, 2021
4.	Submit permits and design; utility coordination; bidding; and construction management	To Be Determined

D. Consultant Requirements:

1. Knowledgeable of and experienced in bridge rehabilitation designs
2. Project management skills
3. Ability to meet the project schedule
4. Familiarity with WisDOT, FDM and PS&E process
5. Licensed to conduct business in the State of Wisconsin

E. Contact Information: Submit any questions about this RFP to Jeremy C. Weso, Menominee County Highway Commissioner, at jweso@co.menominee.wi.us. All questions received by Friday, April 9, 2021 will be answered and posted on Menominee County’s website at www.co.menominee.wi.us under the Departments – Highway Department link. Questions received after April 9, 2021, will not be answered.

F. Instructions for Bidders: Proposals submitted shall conform to the following:

1. Qualified bidders interested in submitting a bid shall provide one original of the bid and one complete copy of the bid saved on a flash drive. The original and flash drive shall be contained in a sealed mailing container or envelope bearing the following notation on the outside: “Sealed Bid”. The mailing container or envelope shall be mailed or delivered to: Menominee County Highway Department, Attn: Highway Commissioner, W2703 Chief Carron Road, Keshena, WI 54135.
2. Sealed bids must be received at the Highway Department no later than 3:00 p.m. on Thursday, April 15, 2021.
3. A complete bid shall consist of the following:
 - 3.01 Cover letter;
 - 3.02 Bid form (2 pages; see attached); and
 - 3.03 Description of bidder’s understanding of this project and approach to the design of bridge rehabilitation plans, specifications, bidding documents, and construction management services (limit 1 to 2 pages);
 - 3.04 Proposed schedule of tasks to be performed by project manager and staff (limit 1-2 pages);
 - 3.05 Background Information (not to exceed 5 pages) providing:
 - A. Information about the bidder, including year organizes, type of organization (e.g., sole proprietor, limited liability corporation, partnership, etc.), location where the company is headquartered, and number of staff;
 - B. Qualifications and credentials of the project manager and other key staff assigned to this project;
 - C. Project manager contact information, including phone number and e-mail address;
 - D. Relevant experience of the engineering/design company working with counties and municipalities;

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- E. References and contact information for the owner of three projects similar in scale and scope that the bidder worked on; and
- F. Description of assigned project personnel's capacity, availability and their ability to perform the work based on the proposed schedule; and
- G. Such other information as the bidder deems appropriate;

G. General Terms and Conditions Applicable to this Request for Proposals:

1. Bids that are incomplete or do not contain all of the requested information will be rejected.
2. County reserves the right to accept or reject any or all bids or portions thereof without stated cause.
3. County reserves the right to obtain clarification of any point in an engineering/design company's bid or obtain additional information.
4. County reserves the right to waive any formalities, defects, or irregularities in any bid, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the County.
5. County reserves the right to disqualify any bid, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the engineering/design company.
6. The selected engineering/design company shall not subcontract or assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the County.
7. Should the selected engineering/design company merge or be purchased by another individual or engineering/design company, contract continuation would be at the County's option.
8. County is not responsible for any direct or indirect costs incurred by the engineering/design company in the preparation of its bid.
9. County is exempt from sales tax and certain other use taxes. Any charges for taxes for which the County is exempt will be deducted from invoices before payment is made.
10. The successful engineering/design company agrees not to refuse to hire, discharge, promote, demote, or to otherwise discriminate in matters of compensation against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry or physical handicap.
11. All applicable State of Wisconsin and federal laws, ordinances, licenses and regulations of Menominee County having jurisdiction shall apply to the award throughout as the case may be, and are incorporated herein by reference.
12. County is committed to upholding the highest ethical standards in all of its business practices. This standard recognizes the need to avoid even the perception of improper gifts or favors to employees or elected officials. Therefore, we ask all companies to abide by our "No Gift" standard. The "No Gift" standard also applies to all offers of discounts or free items at any place of business targeted towards a County employee and not available to the general public, regardless of the value.
13. Once this RFP is issued up until an award is made, companies interested in placing a bid are prohibited from communicating with any County personnel or elected County officials on any aspect of the RFP or need of the County with respect to the services described under this RFP, unless such communication is authorized by this RFP. Similarly, County personnel are prohibited from communicating with any potential companies on any aspect of this RFP except as otherwise noted herein.
14. The construction company certifies that the bid submitted by the construction company is done so without any previous understanding, agreement or connection with any person, construction company, or corporation making a bid for the same contract, without prior knowledge of competitive prices, and it is, in all respects, fair, without outside control, collusion, fraud, or otherwise illegal action.
15. Bids that include contractual terms and conditions that do not conform to the terms and conditions of this bid may be rejected as non-responsive.
16. All bid documents are subject to the Wisconsin Public Records Law.

H. Bid Opening

1. Bids will be publicly opened and read aloud on Thursday, April 15, 2021 at 3:05 p.m. CST at the Menominee County Highway Department Conference Room.
2. The main purpose of the bid opening is to reveal the name(s) of the companies and their bids; it is not to serve as a forum for determining the successful bidder. Firms need not be present or represented during the bid opening.
3. No responsibility will be attached to any person for premature opening of a bid that is not properly identified on the outside of the submittal envelope or mailing container.

I. Bid Evaluation and Recommendation

1. All bids will be evaluated by a three-member bid review team on Wednesday, April 21, 2021. The bid review team shall consist of the County’s Maintenance Manager, Finance Manager, and Highway Commissioner. Two alternate bid review team members may be designated by the Highway Commissioner. Bids that are deemed non-conforming with this RFP and any amendments thereto, if applicable, may be screened out by the review team. Bids that are late, incomplete or are in any other way non-responsive will be screened out.
2. The bid review team shall recommend to the Highway Committee that it award the contract to the lowest responsible bidder. In the event all bids are deemed to be late, incomplete, non-conforming, or non-responsive, the bid review team may reject all bids and reissue a RFP.

J. Evaluation of Proposals: The proposals will be evaluated and ranked based on the following criteria:

1. Background Information
 - 1.01 Capabilities 10 points
 - 1.02 Qualifications 10 points
 - 1.03 Experience 10 points
2. Technical Requirements
 - 2.01 Project understanding and approach..... 10 points
 - 2.02 Schedule of tasks..... 5 points
 - 2.03 Ability to meet timeline..... 5 points
3. Organization and clarity of proposal..... 10 points
4. Cost
 - 4.01 Bid Form - Fixed costs..... 20 points
 - 4.02 Bid Form - Estimated (contingent) costs..... 20 points

K. Bid Award

1. The Highway Committee shall review the bid recommendation made by the bid review team on about Tuesday, April 27, 2021, or at such other date as may be convenient for the Highway Committee.
2. The Highway Committee may accept the bid review team’s recommendation, reject the bid team’s recommendation and evaluate the bids on its own, request an interview with one or more bidders, or reject any and all bids.
3. If the Highway Committee accepts the bid review team’s recommendation, the bid review team shall attempt to negotiate and reach a final agreement with the selected engineering/design company. If the County, for any reason, is unable to reach a final agreement with the selected engineering/design company, the County reserves the right to reject such finalist and negotiate a final agreement with the engineering/design company who has the next most viable and responsive bid. The County may also elect to reject all bids and re-issue a RFP.

**Menominee County RFP-2021-01
 Bridge Deck Replacement Design Services
 Bid Form**

**No Substitutions to this
 Form is Allowed**

The undersigned (hereinafter "Bidder") hereby proposes to furnish all labor, materials, equipment, supplies, services, tools, machinery, and other facilities of every kind and description required for the prompt and efficient development of plans, specifications, and bidding documents necessary and proper for the bridge deck replacement on West Branch and Bear Trap Falls bridge, as outlined in the County's Request for Proposals dated March 11, 2021, RFP No. 2021-01.

1. **Survey Bridge.** Bidder proposes to survey the bridges to determine areas of concern for the fixed amount of:..... \$ _____

2. **Plan Development.** Bidder proposes to prepare replacement and rehabilitation plans, specifications, and cost estimates for deck replacements for the fixed amount of (list breakdown below if price covers more than just the bridge deck): \$ _____

2.01 Bridge deck design	\$	_____
2.02 Wing walls	\$	_____
2.03 Slope protection	\$	_____
2.04 Beam guard	\$	_____
2.05 Other (describe): _____	\$	_____

3. **Permit Identification and Drafting.** Bidder proposes to identify permits required and develop draft permit applications for the fixed amount of: \$ _____

4. **Utility Coordination.** Bidder proposes to identify existing utilities that may conflict with the proposed improvement for the fixed amount of:..... \$ _____

5. **Draft Bid Documents.** Bidder proposes to prepare draft bid documents and bid advertisements for the fixed amount of: \$ _____

6. **Permit and Design Routing.** Contingent upon available funding for the rehabilitation project, Bidder proposes to route permits and designs, and perform utility coordination (if any), for the estimated (price ranges acceptable) amount of: \$ _____

7. **Bid Processing.** Contingent upon available funding for the rehabilitation project, Bidder proposes to send advertisements of the bid to appropriate publications, distribute plans and collect deposits, prepare plan holders lists during bid time, respond to all inquiries and create necessary addenda, and review bids and recommend award of bids to County staff for the estimated (price ranges acceptable) amount of: \$ _____

8. **Construction Management.** Contingent upon available funding for the rehabilitation project, Bidder proposes to provide construction management services for the estimated (price ranges acceptable) amount of: \$ _____

9. **Total Bid.** The total of fixed and estimated costs for this project (if price ranges were used for the estimates, add the lowest figure in that range):..... \$ _____

BIDDERS NOTES:

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Bid Form**

1. Payment Schedule: Describe any preferred payment schedule (e.g., half-down, half upon completion; upon completion; etc.):

2. Bidder's Statement and Signature

I, the undersigned, swear under oath that I have examined and carefully prepared this bid from the plans and specifications contained in Menominee County's Request for Proposals issued on March 11, 2021; that I have checked the same in detail before submitting this bid to Menominee County; and that this bid shall remain open and valid for sixty (60) days after the due date for bids.

Company Name

Address

City

State

Zip Code

Authorized Signature

Title

Date

Printed Name

Telephone Number

Fax Number

FEIN Number

SUBSCRIBED AND SWORN BEFORE ME

THIS ___ DAY OF _____, 20__

NOTARY PUBLIC, STATE OF WISCONSIN

MY COMMISSION EXPIRES: _____