

Attachment A – Scope of Services Narrative

SOLICITATION DATE Thursday, February 15, 2024	RFP DUE DATE Friday, March 1, 2024, 5:00 p.m.
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Location/Description

I-41 Expansion, Interchange Landscaping Plans (Final Design)
WIS 96 (W. Wisconsin Ave) to Brown County Line
Outagamie County

Anticipated Design Start Date:
March 2024
Anticipated Completion Date:
May 2025

Project Purpose and Need

The Wisconsin Department of Transportation (WisDOT) is currently planning for the reconstruction of the I-41 corridor which includes several interchanges with county highways. Current WisDOT policy prevents the use of state funds on aesthetic elements adjacent to, or part of, a highway improvement project and requires them to be locally-funded. In 2023, Outagamie County completed the development of a conceptual design and landscape plan related to interchange aesthetic elements. Outagamie County is now seeking services to further the design and development of the conceptual plan and to establish final design and preparation of bid documents for construction at several interstate interchanges. The Outagamie County Department of Development & Land Services (DLS), in collaboration with the Highway Department and several local government entities, will manage the design contract. Construction of these improvements is anticipated to be locally-funded and is planned over the next several years.

Project Description & Scope of Services

The selected consultant will provide final design services for this highway improvement project. This includes utilizing the County's preliminary conceptual design to prepare final design documents for construction. The selected consultant will coordinate with the County Project Manager to develop final design deliverables for several interchange reconstruction projects based on the selected aesthetic elements determined by the County and associated municipality. Each interchange location is anticipated to be designed and bid at a different time interval, based on WisDOT's anticipated corridor reconstruction schedule. Construction of aesthetic elements is assumed to align with the WisDOT project schedule but will be managed independently via local let. All deliverables shall generally follow the WisDOT format (plan layout, bid items/quantities, etc.). No federal or state funding is anticipated to be used for any portion of the project.

Aesthetic elements and/or landscaping is currently planned at the following interchange locations:

- WIS 15 / County OO: (Diverging Diamond Interchange)
- WIS 47 (Richmond St): (Diverging Diamond Interchange)
- County E (Ballard Rd): (Diverging Diamond Interchange)

Cost may be considered in making the selection and should be a part of the RFP response. The consultant should develop a proposal with an understanding of the following:

Deliverables

The selected consultant will be responsible for providing final design services in accordance with current design standards. The selected consultant is anticipated to complete the following tasks:

- Attend an initial kick-off meeting with the County Project Manager and periodic progress meetings in a virtual format
- Prepare detailed plan drawings depicting the final detailed design and layout of plantings and aesthetic elements for each location based off the conceptual plan.
- Prepare project manual and bid documents for a locally-let bid opening. The selected consultant shall prepare necessary project manual items for County staff to use in bidding each project. (Consultant does not need to host/administer construction bid information).

Final plan submittal shall include (*at a minimum*):

- A complete plan set that includes a title sheet, project overview, general notes/contacts, planting and aesthetic detail sheets, layout details, and miscellaneous quantities/planting data table. Refer to the County "CA" plan set as a demonstration of minimum quantities.
- Engineer's Estimate that includes estimated contract quantities and opinion of probable cost
- Project manual that includes applicable bidding and contract documents (e.g., advertisement for bids, special provisions, bid form, agreement, notice of award). Refer to the County "CA" project manual as a demonstration of minimum quantities.

Consultant is also responsible for providing appropriate metadata and machine/grade control CAD files to be used by Outagamie County during construction.

Schedule of Deliverables

Item	Completion Date
Notice to Proceed	March 2024
Virtual Kickoff Meeting	March 2024
60% Plans & Estimate	Fall 2024
Final Plan Submittal	January 2025
Anticipated Bid Letting	Spring 2025
Construction *	Fall 2025

* Construction may occur over multiple years; (earliest year indicated)

Outagamie County provides:

- Preliminary landscaping concepts
- Example plan set & project manual
- Additional information related to the I-41 project can be viewed on the project website:
<https://i41project.wisconsin.gov/>

Consultant Requirements (listed in approximate rank order of importance)

- Project management skills and ability to maintain a project schedule
- Experience with developing landscaping plans & details of similar scope and size
- Familiarity with WisDOT and Outagamie County design processes
- Familiarity with stormwater best management practices
- Ability to accurately estimate opinion of probable costs for construction

Contact Information

Any questions about this proposal or requests for information should be addressed to Kevin Englebert, Outagamie County Development & Land Services Director by phone: (920) 832-6034, or by email: Kevin.Englebert@outagamie.org.

Consultants are encouraged to ask questions regarding the project to better understand project scope and proposal requirements. The deadline for questions is Tuesday, February 27, 2024. On-site “ride around” meetings with the consultant will not occur.

Instructions for Consultants:

Submittals shall be in accordance with the following criteria:

- A complete proposal submittal shall be a maximum of four (4) letter-sized (8.5” x 11”) pages.
- Appropriate font sizes shall be used.
- Submittals will be accepted by email attachment only, to be easily printable in .doc or .pdf (*preferred*) format. Please submit proposals to Kevin.Englebert@outagamie.org.
- Submittals are due on or before **5:00 pm, FRIDAY, MARCH 1, 2024.**
- Provide the following information, in this order:
 1. Project manager contact information, including phone number & email address.
 2. Submit credentials, qualifications and years of experience for the project manager and key members of the project team that would be assigned to this project. List any subconsultants and the role that each party would have on this project.
 3. Describe the proposed staff's capacity, availability and ability to perform the work based on the proposed description & schedule. Address the availability of named key staff members, including completing current commitments and the percent of time available to this project. State any involvement that your firm currently has related to the I-41 majors project.
 4. List relevant, recently completed or substantially completed projects for the proposed project team and provide a reference contact for each project.
 5. Illustrate an understanding and approach to the project in regards to the following:
 - knowledge of the I-41 project and preliminary conceptual design
 - identify any proposed changes or areas of concern with preliminary design and any perceived challenges
 - your firm's ability to deliver the proposed schedule or any proposed changes to the schedule
 - delivering a project following Outagamie County processes and procedures
 6. Include a cost-based proposal summary for the scope of services the firm is proposing for this project. Break out logical tasks as sub items and list any sub-consultants necessary to deliver the project as described. Clearly state any tasks that may be additional activities that you believe should be included, or that may have variable costs due to scope uncertainty.
 7. Note any other pertinent information about your firm's qualifications for the project or specific staff, qualities, and/or resources that set you apart from other firms.

Outagamie County prefers a “*cost plus not to exceed*” contract, but will consider alternate types of agreements. The County may negotiate costs with selected consultant based on the entire submittal. Level of effort and fee computation summaries may be requested during final contract negotiations.