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Highway Department

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Request for Proposals – Scope of Services

SOLICITATION DATE September 18, 2026	RFP DUE DATE Friday, October 9 th , 2026, 2:00 p.m.
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Location/Description

WisDOT ID 6004-04-00/70
County EE & County S Intersection
Towns of Center & Freedom

Anticipated Design Start Date:

December 2026

Anticipated Completion Date:

May 2029

Project Purpose and Need

County Trunk Highway (CTH) EE and S are both major collector highways in the central portion of the county. They both serve as primary commuter routes and are vital for the daily movement of commercial and agricultural goods throughout the County. Both routes are heavily travelled by heavy trucks and commuters alike. The existing intersection of CTH S and CTH EE is a two-way stop-controlled intersection with free flow traffic moving east and west along CTH S. CTH EE has stop signs on both sides of CTH S with flashing red beacons currently in place. Safety at the intersection is a concern due to increasing traffic and truck volumes and high speeds along both routes which have contributed to an increasing number of crashes. Over the 5-year period from 2020-2024, a total of nine (9) crashes occurred at this intersection resulting in one (1) fatality and twelve (12) injuries. Outagamie County successfully applied for Highway Safety Improvement Program (HSIP) funding to improve the intersection. The proposed improvement is anticipated to be a single-lane roundabout.

The project is currently scheduled for construction in SFY 2030 with a PS&E date of May 1, 2029. Right-of-way acquisition is anticipated for the intersection project and will be County led.

Scope of Services

The selected consultant will provide preliminary and final design engineering services for the intersection improvement project. Construction is planned to be by Let contract with a current schedule date of September 11, 2029. The selected consultant will provide engineering services to meet current design standards including all necessary design survey, design reports, agency coordination, public involvement meeting, environmental coordination and permitting, utility coordination, and plans, specifications, and estimates for a construction project let through the WisDOT letting system following WisDOT PS&E standards and requirements. All deliverables shall follow the WisDOT Facilities Development Manual (FDM) and applicable state and federal standards. No federally-funded right-of-way acquisition is anticipated.

Cost will not be considered in making the selection and as a result, shall not be a part of the RFP response. The consultant shall be listed on the current [Roster of Eligible Engineering Consultants](#) to be deemed eligible for this solicitation.

The consultant should develop a qualification-based proposal with an understanding of the following:

Traffic

Current traffic volumes along CTH S and CTH EE are approximately 5,000 and 2,500 AADT, respectively, and are anticipated to increase. The selected consultant should collect new count data for the intersection in order to verify current AADT and determine parameters for intersection design. In addition, this data may be utilized to confirm the scope of intersection improvements and/or revisions to existing geometry. An intersection control evaluation (ICE) report shall be completed for the intersection project. The selected consultant shall be qualified to design roundabout intersections in Wisconsin.

Roadway Design

The existing roadways are currently of a rural cross section with a posted speed limit of 55 mph. The selected consultant should verify the existing cross section based upon the HSIP application and confirm the current project scope. There are several entrances that currently exist within the project limits that will require coordination and modification as part of the proposed improvements. Additionally, the selected consultant shall evaluate existing drainage features and recommend any necessary improvements. It is assumed that drainage will be accommodated through a new storm sewer system. Signing and pavement marking improvements shall also be incorporated to meet current standards.

Coordination may be required with Outagamie County to incorporate adjacent improvements as part of a planned resurfacing of County S between CTH C and STH 47 by County forces. No additional design efforts are anticipated as part of this contract.

Environmental Documentation & Agency Coordination

The selected consultant will perform all coordination with local, state, and federal agencies as required for this type of project based on the FDM procedures. This may also include County and/or local zoning, WisDNR, USCOE, and other agencies as deemed necessary. A single public involvement meeting is anticipated to fulfil the public involvement requirements for the project.

Right-of-Way

It is assumed that both permanent and temporary impacts will result from the proposed intersection improvements. The selected consultant shall include preparation of a traditional right-of-way plat as part of their proposal, including title searches. Appraisals, negotiation, and acquisition services for the project will be managed by Outagamie County and are anticipated to be under a separate contract. Consultants with in-house acquisition staff are encouraged to provide this information as part of their proposal response.

Utility Coordination

The selected consultant shall conduct timely coordination with utilities and will be required to review applicable utility work plans. Significant impacts should be identified early in the design to allow time for appropriate relocation and coordination. The consultant should be aware that utilities within the highway setback are typically not considered compensable per Outagamie County Ordinance § 17.40(3)(g)(1992). However, design efforts should be made to equitably impact property owners and utilities alike. Utility adjustments, if necessary, are expected to occur prior to construction, after right-of-way acquisition is complete.

Traffic Control & Staging

CTH S and CTH EE are both anticipated to be closed to through traffic during construction of the intersection improvement. A posted detour for each route shall be planned and coordinated with County staff. Accommodation will be necessary for access to homes and properties located within the project limits.

Deliverables

The selected consultant will be responsible for providing preliminary and final design engineering services in accordance with current FDM policies and procedures and applicable design standards. The selected consultant will need to complete: preliminary traffic analysis and design including ICE report, preliminary and final roadway design, TMP and detour plans; agency and utility coordination, necessary permitting, assumed one (1) public involvement meeting, 30%, 60%, and 90% plan submittals; and final roadway plans, project specifications, construction estimate, and supporting PS&E documents for a WisDOT-let construction contract. Provide project estimates at 30%, 60%, 90%, and final PS&E intervals.

Final plans shall be assumed to include: title sheet, project overview, general notes, typical sections, construction details, plan and curb ramp details, storm sewer details, erosion control details, signing & pavement marking details, miscellaneous quantities, right-of-way plat, appropriate plan and profile sheets, earthwork and cross sections.

Schedule of Deliverables

Item	Completion Date
Anticipated Notice to Proceed	December 2026
60% Plans & Right of Way Plat	March 2028
Final Construction Plans / PS&E	May 2029
Construction Letting	September 2029

Highway Department provides:

- Current traffic count data
- Project HSIP application
- Past Highway Plans and Right-of-Way Plats – available at:
<https://www.outagamie.gov/Our-County/Highway/Highway-Plans>

Consultant Requirements (listed in approximate rank order of importance)

- Project management
- Knowledge and experience in WisDOT roundabout design
- Knowledge and experience in rural roadway design
- Knowledge and experience with applicable state and federal design standards, including FDM and PS&E processes
- Familiarity with WisDOT and Outagamie County right-of-way processes
- Utility coordination experience
- Public involvement experience

Contact Information

Any questions about this proposal or requests for information should be addressed to Michael Morman, P.E., Outagamie County Assistant Highway Engineer by phone: (920) 832-5673, or by email: michael.morman@outagamie.org.

Consultants are encouraged to ask questions regarding the project to better understand project scope and proposal requirements. The deadline for questions is Wednesday, October 7th. On-site “ride around” meetings with the consultant will not occur.

Proposal Instructions:

Submittals shall be in accordance with the following criteria:

- Complete proposal submittal shall be a maximum of six (6) letter-sized (8.5"x11") pages excluding cover page.
- Appropriate font sizes shall be used.
- Submittals will be accepted by email attachment only, to be easily printable in .doc or .pdf (*preferred*) format. Submit proposals electronically to highwayemail@outagamie.org.
- Submittals are due on or before **2:00 PM on Friday, October 9th, 2026.**

Provide the following information, in this order:

1. Project manager contact information, including phone number & email address. 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.
2. Describe the proposed team's capacity, availability and ability to perform the work based on the proposed schedule milestones. Show the design schedule being proposed with logical design tasks depicted in order to deliver the project within the dates provided in the *Schedule of Deliverables* or indicate any changes to the design schedule that you are proposing. Address the availability of named key staff members based on current commitments and the percent of time available to this project.
3. List relevant, recently completed or substantially completed projects completed by members of the proposed project team and provide a reference contact for each project.
4. Illustrate an understanding and approach to the project in regard to the following:
 - knowledge of the project and project area
 - design concerns and challenges
 - experience with rural roundabout design of similar nature
 - public information experience
 - delivering a project following WisDOT and Outagamie County processes and procedures
5. Describe your firm's ability to assist with right of way activities such as plat preparation, negotiation, and/or acquisition.
6. Note any other pertinent information about your firm's qualifications for the project or specific staff, qualities, and/or resources that makes your firm unique and qualified for this project.