

VILLAGE OF ELLSWORTH



REQUEST FOR PROPOSALS

Village Engineering Services

Publishing of RFP: January 15, 2025
RFP Due Date: February 19, 2025

Introduction & Background Information

The Village of Ellsworth (Village) is seeking proposals from qualified engineering firms to provide professional engineering services for various projects within the municipality. The selected firm will assist the municipality in planning, designing, and overseeing the implementation of infrastructure improvements and other public works projects.

The selected firm will be responsible for the following:

General Engineering Services

- Assists in planning, coordinating, supervising and evaluating programs, plans, services, equipment, infrastructure, assist with funding solutions.
- Assists in development and implementation of CIPs (capital improvement plans).
- Assists with infrastructure issues for the Village of Ellsworth through proactive planning, monitoring, and operations and maintenance management.
- Develops and recommends policies and procedures for effective operation of the village consistent with village policies and relevant state and federal regulations.
- Formulates short- and long-range plans for design and constructing Public Works improvements, including streets, storm sewer, parks, buildings, and water/wastewater utilities.
- Update Village maps and utility records. (Discussion on maintaining GIS should take place)
- Keep the Village apprised of grant funding opportunities and, when requested, assist with grant preparation and administration.
- Obtain proper approval and documentation from local, state, and federal authorities prior to implementing projects.
- Provides engineering services on projects and oversees project management for constructing municipal public works projects.
- Reviews development proposals for conformance with Village Standards.
- If requested, assist in planning, layout and design of Village parks, trails and other recreational amenities.

Prepare Engineering Reports

- Determine the need for preliminary studies, reviews all preliminary studies for compliance with ordinances, comprehensive plans, engineering standards and financial guidelines including:
 - Feasibility reports
 - Construction inspection
 - Plat review

- Utility studies
- Traffic studies/signalization/signage/forecasting
- Surface water system analysis and design
- Wetland delineation and mitigation
- Capital Improvement Program studies
- Prepare comments regarding reports, plans and studies of other agencies

Design and Bidding Services

- Prepare plans and specifications for all requested projects with the input of Village staff. Present plans and specifications to the Village Board for approval.
- Consults with state and federal agencies having jurisdictional authority over the project as warranted.
- Prepare and send Advertisements for Bids to the legal newspaper and the Construction Bulletin for solicitation of bids.
- Reproduce Contract Documents for bidding purposes.
- Review the bids and prepare a bid tabulation.
- Evaluate bids, assist staff in preparing a recommendation to the Village Board and assemble and award contracts.

Project Management/Construction Services

- Convene a pre-construction conference with staff, contractor, utility company representatives, etc.
- Perform construction staking and surveying.
- Provide construction observation during construction.
- Prepare and maintain necessary documentation, including photographs and/or video if warranted, and a log of the contractor's progress.
- Convene regular construction progress meetings, as required.
- Prepare, review and recommend action for proposed change orders.
- Review and recommend final acceptance by the Village. Assist the Village in ensuring that contractors have been paid and lien waivers have been acquired.
- Provide as-built drawings upon conclusion of village-funded projects to the Village.
- The engineering firm may be involved in the review/inspection of developer-funded projects. The Village shall be invoiced for any such tasks and the Village will in turn bill private developers.

Water and Wastewater System

- Oversee operations and provide technical guidance.
- Monitor compliance with federal, state, and local environmental and safety regulations.
- Ensure the systems are maintained and operated at peak efficiency.
- Identify areas for infrastructure improvement, repair, and upgrade.'
- Assist with long-term planning for system improvements.
- Develop and review system expansion plans, including capacity analysis and future demand forecasting.
- Ensure all required reporting and documentation is submitted to regulatory agencies.
- Develop and maintain emergency response plans for both water and wastewater systems.
- Provide oversight in the event of system failures, natural disasters, or other emergencies.

Participates in village meetings, including:

- Internal and external meetings with Village staff and/or other engineering firms involving engineering questions and issues.
- As directed by the Village Board, acts as liaison and representative with other communities and county, state and federal agencies in area of responsibility.
- As requested, Village Board and other Village meetings as needed.

Community and Organizational Information

Located in Pierce County, Ellsworth boasts a population of approximately 3,300 and enjoys convenient access to the Twin Cities market. The community is situated along four major highways— US 10, US 63, WIS 72, and WIS 65. With 193 businesses employing 2,204 individuals, Ellsworth's economic landscape thrives, with notable sectors including public administration, educational services, healthcare, and retail. The village's two business parks further foster business growth and development.

The Village Board has seven members who are elected at large on a nonpartisan basis. The Board acts as the legislative body and sets policy, approves the budget, and provides general direction on Village policies and issues. The Board appoints the Village Administrator/Clerk-Treasurer, who administers make day-to-day operational decisions subject to general policy determinations by the Village President and/or Village Board, and will provide policy guidance and direction to Village employees. The Director of Public Works oversees the Streets, Parks, and Water and Sewer Utilities.

The Village of Ellsworth provides a wide variety of public services to our residents,

businesses, and visitors, including police protection, parks and recreation amenities, water supply, wastewater treatment, and infrastructure maintenance. The Village is on a calendar year budget cycle, January 1 through December 31, with a General Fund operating budget of \$3.2 million in 2025.

Proposal Requirements

Each proposal should contain the following information and be organized in a manner that allows for complete review of each project element.

1. **Letter of Interest**
2. **Company Profile:** Provide an overview of your firm, including experience, qualifications, and expertise in providing engineering services for municipal projects in Wisconsin.
3. **Project Approach:** Outline your proposed approach, methodologies, and strategies for completing the scope of work outlined above.
4. **Key Personnel:** Identify key personnel who will be assigned to the project team and provide resumes highlighting their qualifications and relevant experience.
5. **Project Experience:** Describe past projects similar in scope and scale to those outlined in this RFP, including project descriptions, client references, and outcomes achieved.
6. **Basis for Compensation:** The proposal shall include a description of a proposed method of compensation. The proposer should outline the basis for compensation including identification of all rates for staff, reimbursables and sub-consultant markups.
7. **References:** Provide two references for municipal engineering services.

Evaluation Criteria

The following will be considered in evaluating each proposal:

- **Completeness of response to the RFP requirements**
- **Experience and Qualifications:** Demonstrated experience, expertise, and qualifications of the engineering firm in providing engineering services for municipal projects.
- **Project Approach:** Clarity, creativity, and effectiveness of the proposed approach and strategies for completing the scope of work.
- **Key Personnel:** Qualifications and experience of key personnel assigned to the project team.

- **Project Experience:** Relevance and quality of past project experience and outcomes achieved.
- **Budget and Value:** Reasonableness and competitiveness of the proposed budget in relation to the scope of work and expected outcomes.
- **References**
- **Other such criteria as deemed necessary**

The Village reserves the right to reject any or all proposals at any time for any reason.

Submission Procedures and Information for Prospective Developers

- Submit an electronic proposal via email to Brad Roy at brad.roy@villageofellsworth.org no later than **February 19, 2025**. Submissions received after this date will not be considered. All proposals become the property of the Village of Ellsworth. The Village of Ellsworth reserves the right to reject any or all submissions, to waive irregularities, or to accept such submissions, as in the opinion of the Village, will be in its best interests.
- Proposals are prepared and submitted at the sole cost and expense of the respondent and shall become the property of the Village of Ellsworth; documents will not be returned.
- The Village of Ellsworth will review the submissions and select the most highly qualified firm(s) to contact for an interview.
- The Village reserves the right to negotiate with any and all respondents on the scope of the project, fees, timelines, and all other components of the project.
- Questions regarding this RFP shall be directed to Brad Roy, Administrator/Clerk-Treasurer for the Village of Ellsworth, 715-273-4742 or brad.roy@villageofellsworth.org.

Timeline

Publishing of RFP: January 15, 2025

RFP Due Date: February 19, 2025

Village Board Review: To be determined

Village Board Review may include interviews.

Timeline is tentative and subject to change.