REQUEST FOR STATEMENT OF QUALIFICATIONS
S Duluth Ave – STP Urban
Between address #601 & #1201
(Federally Funded)
City of Sturgeon Bay
Door County, WI
April 13, 2022

OVERVIEW:
The City of Sturgeon Bay (hereinafter, referred to as “City”) is requesting assistance from a qualified consulting firm (hereinafter, referred to as “Firm”) to provide application assistance and engineering design (hereinafter, referred to as “Services”) for the construction of a Wisconsin Department of Transportation (hereinafter, referred to as “WisDOT”) Bipartisan Infrastructure Law (BIL) – Funded FFY23-FFY26 STP-Urban Project (hereinafter, referred to as “Project”). This Request for Statement of Qualifications will assist the City with selecting a qualified Firm to provide the consulting Services needed to accomplish the Project. We are providing the following information to assist you with preparing a Statement of Qualifications.

BACKGROUND INFORMATION:
S Duluth Ave in the City of Sturgeon Bay is also designated as CTH C north of State HWY 42/57 and CTH S south of State HWY 42/57. The Functional Classification for this roadway is Minor Arterial. The City is considering the following improvements for the identified Project (see attached “Exhibit A”):

- Sidewalk additions to the west side of the roadway north of State HWY 42/57.
- A pedestrian crossing at HWY 42/57 (will require island and traffic signal modifications).
- Sidewalk, curbing, and storm sewer additions south of State HWY 42/57.
- Repaving of the roadway south of State HWY 42/57 within the project limits (to include 2 travel lanes, 2 bike lanes, and turn lanes as needed).

The County of Door is in favor of this project and will be partnering with the City if this Project moves forward. In addition, the WisDOT has been contacted regarding the pedestrian crossing at State HWY 42/57 and did not indicate that there would be any issues obtaining permits (provided that all costs would be local costs). To defray some of the costs, the City desires to submit a WisDOT FFY23-FFY26 STP-Urban Program Application for the June 2022 deadline (hereinafter, referred to as “Application”) for the Project.
SCOPE OF SERVICES:

The Application will be broken down into two phases:

1. Application Assistance Phase: The scope of services for this phase will be as follows:
   - Review the proposed project scope with the City Council and Staff.
   - Attend a minimum of one (1) meeting with the City to review the project scope.
   - Prepare maps and cost estimates for the Application as required.
   - Prepare the Application materials, including narratives, and the Application Forms.
   - Transmit the complete Application to the City for signature and submittal.

2. Design and PS&E Phase: This phase will only be executed if a successful application is approved. The scope of services for this phase will be preparation of topographic survey, preliminary plans and specifications, environmental and historical documentation, agency coordination, utility coordination, DNR permits, design study report, right-of-way plat, and final plans, specifications, and estimates (PS&E) services for a state let project. It is expected that this work will be completed under a three (3) party contract, to be negotiated later, between the Firm, City, and WisDOT.

STATEMENT OF QUALIFICATIONS (SOQ):

The SOQ submittal should describe the Firm’s experience and capabilities to provide application assistance, design, and plans, specifications, and estimates (PS&E) for the Project. The SOQ should provide sufficient information for the City to determine the Firm’s capabilities with providing the required scope of Services needed to successfully accomplish the Project. The SOQ should be no longer than five (5) pages and must include the following minimum information:

1. Firm name, mailing address, contact person name, contact person telephone number, and contact person email address.
2. A description of the Firm’s understanding of the project, and the Firm’s proposed approach to accomplishing the scope of Services.
3. The names, and experience of, the project team members throughout the scope of Services for the Project.
4. A description of not more than three (3) related/similar projects that have been composed by the Firm for other owners within the past five (5) years. The reference information should include the following:
a. Project owner name, address, contact person, and contact person phone number.
b. Name of project and date completed.
c. Brief description of the Firm’s involvement with that project and how it relates to the City’s project.

QUALIFICATIONS BASED REVIEW:

Any SOQ received will be reviewed using a Qualifications Based Selection process as prescribed by the State of Wisconsin Department of Transportation’s Facilities Development Manual Procedure 8-5-20. **Consultants MAY NOT include any reference to the estimated cost to provide the Project Scope of Services.** Consultants including references to the cost of their services will be eliminated from consideration under this state of the Project.

SOQ SUBMITTALS:

1. Submit three (3) copies of the SOQ in a single sealed envelope that is marked “City of Sturgeon Bay BIL Project SOQ”. An email submittal by the deadline listed below will be accepted if the following requirements are met:
   a. The email subject line must be “City of Sturgeon Bay BIL Project SOQ”;
   and,
   b. The email submittal must include “Request a Delivery Receipt” option; and,
   c. Hardcopies must also be submitted by 4:00 p.m. on Tuesday, April 26 per the requirements above.
2. The SOQ must be received at the City of Sturgeon Bay - City Hall by no later than 9:00 a.m. CST on Friday, April 22, 2022 and be addressed to the attention of:

   Chad Shefchik, City Engineer
   City of Sturgeon Bay
   421 Michigan Street
   Sturgeon Bay, WI 54235
   cshefchik@sturgeonbaywi.org

3. Any SOQ received after the above stated date and time WILL NOT be accepted. Actual receipt by said time is required, and deposit in the mail is insufficient.
4. Only written questions concerning the Project will be accepted. Questions must be directed to Chad Shefchik, City Engineer by email to cshefchik@sturgeonbaywi.org.
5. Written answers to all questions will be provided to all Firms solicited for the Project if they are received no later than 4:00 p.m. on Tuesday, April 19, 2022.
6. The City of Sturgeon Bay reserves the right to accept or reject any or all items presented in SOQ submittal.

FIRM SELECTION PROCESS:

Any SOQ received will be reviewed by a City of Sturgeon Bay Selection Committee. Firms will be ranked in order of preference based on their SOQ and supplementary information gathered via telephone and/or email. The City will consider the following criteria in evaluation of the SOQ and supplementary information:

1. Firm’s understanding of an approach to this Project. (20%)
2. Related project experience for the assigned Firm personnel. (20%)
3. Firm’s related project experience with qualifications. (20%)
4. Firm’s past work experience with the City. (20%)
5. Resources available to complete the Project in a timely manner. (20%)

ANTICIPATED PROJECT TIMELINE:

April 13, 2022 – Release Request for SOQ.
April 19, 2022 – Qualifying Firm Questions Due.
April 22, 2022 – SOQ Proposal Due Date.
April 26, 2022 – City Selection Committee Reviews SOQ’s and selects Firm.
April 27, 2022 – City forwards to WisDOT a completed form DT1515 – Local Design Selection Approval Checklist.
May 3, 2022 – City Council approves Application Assistance Phase Services Contract (contingent upon WisDOT approval of DT1515 – Local Design Selection Approval Checklist).
TBD – WisDOT approves form DT1515 – Local Design Selection Approval Checklist.
May 2022 – Selected Firm and City negotiate contract for Application Assistance Phase Services.
May 2022 – Hold meeting to review Project scope.
May 2022 – Transmit completed Application to the City.
June 1, 2022 – City submits Application to WisDOT.
Fall 2022 – WisDOT issues FFY23 – FFY26 STP-Urban Program awards.
TBD – Negotiate three (3) party contracts for Design and PS&E Contract.
TBD – Complete Design and PS&E.
TBD – Complete Construction.
PROPOSED SIDEWALK, CURB, & STORM SEWER

PROPOSED PEDESTRIAN CROSSING

PROPOSED SIDEWALK, CURB, & STORM SEWER

"EXHIBIT A"

PROPOSED IMPROVEMENTS
DULUTH AVE

APRIL, 2022