



**Requests for Proposals  
and  
Statement of Qualifications**

**Municipal Grant Writing and Engineering Design Services  
For the Application and Design of A Pulverize and Overlay of a Town Road  
Pursuant To Federally Funded Bi-Partisan Infrastructure Law (BIL) Grant Program  
Town of Saukville, Ozaukee County, Wisconsin**

**PROPOSAL DUE DATE: 5:00 p.m. on Friday, May 13, 2022**

**1. General Information**

**1.1 Request for Proposals**

The Town of Saukville invites consulting engineers licensed and qualified to practice professional engineering in the State of Wisconsin (under both Federal and Wisconsin Department of Transportation guidelines) to submit a proposal to provide engineering and design services to the Town for the Federally Funded Bi-Partisan Infrastructure Law Grant Program.

Responsive firms should also advise if they can offer both **municipal grant writing and engineering and design services**. The Town's RFP for grant writing and engineering design services is available on the Town's website at [www.townsaukville.org](http://www.townsaukville.org) or by contacting: [RFPSaukville@hallrender.com](mailto:RFPSaukville@hallrender.com).

Pursuant to this request for proposals, there is no expressed or implied obligation for the Town to reimburse responding firms for any expenses incurred in preparing responsive proposals.

The Town must receive all proposals **by electronic mail no later than 5:00 p.m. on Friday, May 13, 2022**. The proposals shall be emailed to: [RFPSaukville@hallrender.com](mailto:RFPSaukville@hallrender.com).

- Proposals must be clearly identified as "Proposal—Municipal Engineering Services" or, alternatively as "Proposal—Municipal Engineering & Planning Services";
- Proposals must be signed by an authorized firm representative;

- Proposals must include Statement of No Conflict and Nondiscrimination;
- Proposals shall not exceed 30 pages, excluding CVs, references, or proposed contract;
- Proposers are prohibited from contacting the Town Chairman or any member of the Town Board of Supervisors regarding this proposal; all inquiries must be directed to: RFPSaukville@hallrender.com.

## **1.2 Evaluation of Proposals**

Proposals submitted in response to this request will form the basis for further negotiations with the Town in pursuit of a Contract. The Town reserves the right to reject any and all proposals, waive technicalities, and to accept any proposal if such action is believed to be in the best interest of the Town. The Town also reserves the right to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the Town Chairman, firms submitting proposals may be requested to make oral presentations to the Town Board as part of the evaluation process.

The Town reserves the right to retain all proposals submitted and to use the content therein regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request, unless clearly and specifically noted in the submitted proposal and confirmed in the Contract between the Town and the firm selected.

## **1.3 Criteria for Award of Contract**

The Town will award the Contract to the Engineering Services Contractor (“Contractor”) whose proposal the Town determines is in the best interest of the Town and its residents. Although price will be a factor, the Town will not compromise quality of work, professionalism, and other considerations when deciding a Contractor to award the Contract. The Town will award the Contract to the Contractor whose proposal most closely satisfies the following specifications:

1. Cost – The Town will consider the proposed price for the provision of municipal engineering services.
2. Experience – The Town will consider whether the Contractor has performed similar types of municipal engineering services and has provided engineering services for other municipalities.
3. Service Record – The Town will consider the course and volume of complaints the Contractor receives and the timeliness with which Contractor typically resolves complaints.

## **2. General Requirements and Terms of Service**

### **2.1 Term and Exclusions**

A one-year Contract is contemplated, subject to an annual review and the satisfactory negotiation of contract terms. Firms submitting proposals must identify their intended use of subcontractors. If firms are considering subcontracting any portions of the engagement to any other service provider, the names of the proposed service providers must be clearly identified in the proposal. Following the award of the Contract, no additional subcontracting will be allowed absent the express prior written consent of the Town. The Town reserves the right to employ any consulting engineer when an engineer with special expertise in a given area is needed. A determination as to when this should occur shall be at the sole discretion of the Town Board.

## 2.2 Compliance with Law

All work and services performed under the Contract must be executed in accordance with applicable state, federal, and local law, including Wisconsin's Open Meeting and Public Records Law. The Contractor shall also obtain and maintain all necessary municipal, state, and federal permits, licenses, and approvals necessary to carry out its obligations under the Contract.

## 2.3 Insurance

The Contractor shall maintain general liability insurance coverage to protect and hold harmless the Town. Contracting firm shall cooperate with the Town Clerk and other Town staff in providing the required Certificate of Insurance, bond or escrow, and/or other information as requested. The Town requires insurance coverage, as outlined below, and naming the Town as a third-party insured prior to the Contract commencement. Coverage must include Workers' Compensation, General Liability, and Professional Liability. Contractor's insurance must also cover the loss or damage to Town records and records created pursuant to the Contract for Municipal Engineering Services.

Commercial General Liability:	\$1,000,000 per occurrence (For bodily injury and property damage) \$2,000,000 in the aggregate
Automobile Liability: (Covering all owned, non-owned, Hired, and leased vehicles, and shall Include the MCS90 endorsement)	\$1,000,000 per occurrence \$2,000,000 in the aggregate
Workers' Compensation:	As required by applicable law
Excess Liability:	\$5,000,000

## 2.4 Independent Contractor

The Contractor understands and agrees that it, along with all employees, agents, subcontractors, or assigns, are independent contractors and not employees of the Town.

## 2.5 Statement of Non-Conflict of Interest

As part of any submittal, firms must provide the enclosed Statement of No Conflict of Interest signed by an officer of the Engineering Services Firm.

## 2.6 Timeframe

The key dates for this RFP are:

RFP Issued:	Tuesday, May 2, 2022
Due Date for Proposals:	Friday, May 13, 2022
Interviews:	Tuesday, May 17, 2022

Selected Firm Notified: Wednesday, May 18, 2022  
Contract Commencement: May 25, 2022

### **3. Scope and Requirements of Municipal Engineering Services**

#### **3.1 Services to be Provided**

The Town is searching for an Engineering firm that will provide comprehensive professional engineering and related services, including Grant Writing and Application Administration. Those services include:

- Provide Grant Writing and Application Administration for BIL Projects, including the Pulverize and Overlay of Town Roads.
- Provide and design bidding services for municipal projects.
- Evaluate bids and prepare recommendations to Town authorities when assembling or awarding contracts.
- Apply for Federal, State and County permits as required.
- Be knowledgeable of and prepared to apply for Federal and State Grants.
- Attend Town meetings as requested.

#### **4. Proposal**

The Town requests Contractors to complete the attached Qualifications Statement (Appendix A) in addition to providing:

- A profile and history of the firm, including its engineers and land surveyors and a list of the firm principals. Indicate the primary engineer who will be responsible for the Town.
- Describe the firm's experience.
- Provide state licensure for engineers.
- Identify other Municipal Clients.
- Proposed fee structures, including whether the firm would consider working for a flat-fee retainer or a combination retainer/hourly-rate arrangement.
- Provide fee schedule for general municipal engineering services, identifying hourly rates for staff, and acknowledging fees may be subject to negotiations.
- List of References.
- Nondiscrimination agreement.
- Statement of No Conflict.
- Proposed Contract.

**Appendix A  
Qualifications Statement**

A. General Information:

Name of Contracting Entity:

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Contact Name and Title:

Phone:

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Full Address of Contracting Entity:

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Email Address:

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Date Organized:

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State Incorporated:

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B. Service History

Describe the general experience of the firm and identify any agreements with municipal clients in which the firm defaulted on or did not fulfill all terms, conditions, and requirements of:

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C. Experience:

Number of employees currently employed:

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Please list the contracting entity's five most recent contracts for the provision of any municipal engineering services (include name and contact information of references, type of work completed, and cost):

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Please list or attach any other references the Town may contact:

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**STATEMENT OF NO CONFLICT OF INTEREST**

Municipality: Town of Saukville, Ozaukee County

Project: Town Engineering & Grant Writing Services for BIL Applications

We hereby certify that neither we, nor any division nor subsidiary thereof, have performed work for or provided services to any Developers on any privately-funded development project within the past five years and do not intend to provide services to them in any capacity within the next 24 months.

Dated: \_\_\_\_\_

Firm: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_