

A REQUEST FOR PROPOSAL (RFP)

FOR:

Engineering Services

General Information

A. Introduction

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for Engineering Services.

Project Description.

The Town of Pine Lake is seeking Professional Engineering Services from a qualified firm to provide services consisting of preliminary design up to 60% design, plans, specifications and estimates for the reconstruction of Journeys End Road (River Road to end of termini). See attached map.

Journeys End Road – This is a rural road with an ADT of under 50 vehicles a day. The Town of Pine Lake had a Geotechnical Investigation completed in July of 2016. This information will be passed on to the selected consultant to assist in the design. This is a stand-alone project that will assist the town in strategies to correct deficiencies in the road and to bring this road up to town road standards.

F. Site Visit of Project Location

It is the proposer's responsibility to inspect the project completely prior to submitting a proposal to determine all requirements associated with the project.

II. Preparing and Submitting a Proposal

A. General Instructions

The evaluation and selection of a consultant will be based on the information submitted in the proposal and overall cost. Proposers should respond clearly and completely to all requirements. Failure to respond completely may be the basis for rejecting a proposal.

B. Incurring Costs

The Town is not liable for any cost incurred by proposers in responding to the RFP.

C. Submitting the Proposal

Proposals will be accepted until 3:00 p.m. on Tuesday March 13, 2018. Send to: Town of Pine Lake, 4305 Highlander Road, Rhinelander, WI 54501. If you prefer to drop off your proposal, contact Cindy Skinner, Clerk, at 715-362-6071, to make arrangements.

Proposals must be received at the above address. Proposals may not be sent in by email or facsimile machine. Clearly label your package with the project you are submitting for. Please keep your proposals to no more than 6 pages.

III. Proposal Selection and Award Process

A. Evaluation Team

The evaluation team will consist of the members of the town board. Packets will be opened at the Highway Shop Maintenance Committee Meeting at 5:30 p.m. on March 13, 2018, and reviewed. The full town board will evaluate at the town board meeting at 6:30 p.m. on March 21, 2018. Both of these meetings are held in the Fire Department Meeting Room #1, 4197 River Road, Rhinelander, WI 54501. (Do not send proposals to this address)

Accepted proposals will be reviewed by the evaluation team and ranked based on the following criteria:

- Proposed Project Manager
- Experience and knowledge of the Proposed Project Team
- Experience on similar type projects
- Proposed Project Schedule
- Overall Project Cost

B. Award

After evaluating the Proposals, the Town will award the project to the selected firm.

C. Right to Reject Proposals and Negotiate Contract Terms

The Town of Pine Lake reserves the right to reject any and all proposals. The Town of Pine Lake reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract.

D. Fees.

Provide separate proposed fees and a scope of services for project.

Any questions concerning the RFP should be submitted to: Nick Scholtes Chairman
715-360-8918 chairman@townofpinelake.com