

**REQUEST FOR STATEMENTS OF QUALIFICATIONS**  
**FOR**  
**LOCAL TRANSPORTATION ENHANCEMENT PROJECT**  
  
**BICYCLE AND PEDESTRIAN TRAIL**  
**Conover - Phelps Trail -- Conover Segment**  
**BFPF Project ID 9898-00-00**

**Town of Conover, Vilas County, Wisconsin**

**August 2, 2011**

## **INTRODUCTION**

The Town of Conover desires assistance from a qualified consultant to prepare construction plans and bidding documents for a bicycle and pedestrian trail between Conover & Phelps, Conover Segment (approximately 3.2 miles long).

This request for Statements of Qualifications (SOQ) is for design services for the proposed trail construction as described in the application materials for the Statewide Multi-Modal Improvement Program for Local Transportation Enhancements. The funding application was prepared for construction in the FY 2011 to 2014 period.

## **PROJECT DESCRIPTION**

The following materials are attached (and available in electronic form as .pdf files) to describe the proposed infrastructure work and provide some background as to the purpose of the project:

1. Application for Wisconsin Department of Transportation (WisDOT) Statewide Multi-Modal Program, FY's 2011-2014 Project Application Form for Local Transportation Enhancements Program.
2. Attachments to aforementioned application describing the project, the Town of Conover bicycle and pedestrian trail between Conover & Phelps - Conover Segment, and the Great Wisconsin Headwaters Trail System Foundation which is the nonprofit organization working on the project with the Town of Conover.

These items are also available on the Town's website: [www.townofconover.com](http://www.townofconover.com)

The scope of services for the negotiated consultant contract will be for design/engineering (survey, utility coordination, R.O.W. needs determination), bidding, and construction services.

## **DELIVERABLES**

The project deliverables will be preliminary plans and specifications, opinion of probable construction cost, final plans and specifications, and bidding services for a local project let. For the construction phase, the scope of services will be construction survey, inspection, and administration of the construction contract.

## **PROJECT SCHEDULE**

August 2, 2011 - Release Selection Criteria to eligible engineering firms.  
August 23, 2011 - Proposal submission deadline. All proposals **must** be in to the Town Clerk by 12 p.m.  
August 31, 2011 - Interviews of selected firms.  
September 7, 2011 - Contract confirmation from WisDOT  
May 2012 - Completed design available for construction bids  
June 2012 - Selection of Construction firm  
July 2, 2012 - Construction begins.  
June 2013 - Grand Opening of Trail.

The above timeline is dependent upon administrative approvals from WisDOT.

## **STATEMENTS OF QUALIFICATIONS (SOQ's)**

The SOQ should describe your firm's experience and capabilities to provide design and bidding services for the project. Your SOQ should provide sufficient information to the Town of Conover to determine your firm's capabilities to provide the required deliverables. The statement of qualifications must include the following minimum information:

- 1) Firm name, address, telephone number and contact person.
- 2) A statement of interest and qualifications for this project.
- 3) A description of your project understanding and your firm's approach to the tasks identified. Include any concerns regarding permits, data, etc., required to provide the deliverables for this project. Any concerns your firm would have with the proposed schedule for deliverables should also be identified.
- 4) Discussion of your firm's specific abilities and expertise to provide the required professional services and qualifications related to the project requirements.
- 5) Describe your firm's experience and ability to simultaneously manage and coordinate more than one local project at a time with different local sponsors.
- 6) The proposed project manager and key personnel who would have a significant role on this project team, including detailed resumes. Clearly identify sub-consultants, if proposed, with similar information. If sub-consultants are proposed explain the intended working relationship and responsibilities of each firm.
- 7) Examples of specific knowledge, expertise, and project management experience related to this type of project.
- 8) Descriptions of not more than 3 related/similar projects completed by your firm for other owners. Reference information must include:
  - a. Name of owner
  - b. Project name
  - c. Brief Description of your firm's involvement
  - d. Contact Person
  - e. Address (including e-mail if applicable)
  - f. Telephone number
  - g. Your firm's key personnel involved with the referenced project.

## **QUALIFICATIONS BASED REVIEW**

All SOQ's received will be reviewed using a Qualifications Based Selection (QBS) process as prescribed by the Wisconsin DOT's Facilities Development Manual Procedure 8-5-20.

**IMPORTANT:** Consultants may **not** include any reference to the estimated cost of their services for the project deliverables. Consultants including references to the cost of their services will be eliminated from consideration at this stage of the project.

## SOQ SUBMITTALS

- 1) Any restrictions on the use of data contained within an SOQ must be clearly stated in the SOQ itself. Non-disclosure cannot be guaranteed after the selection stage of this procurement due to public records law considerations.
- 2) Submit three (3) copies of the SOQ within a single sealed envelope or container. The outside lower left corner of the envelope should have the following notation: "SOQ for Conover & Phelps, Conover Segment Bicycle/Pedestrian Trail, Local Transportation Enhancement Program, Town of Conover."
- 3) SOQ's shall be received at the Town of Conover by **noon on Tuesday, August 23, 2011**, and addressed to the attention of:

Town of Conover  
James M. Hedberg - Clerk / Treasurer  
4665 CTH K East  
PO Box 115  
Conover WI 54519-0115

Telephone: 715-479-8688  
Cell -715- 628-1838 Fax: 715-479-8688  
Email: [conoverclerk@gmail.com](mailto:conoverclerk@gmail.com)

SOQ's received after the above stated day and time will NOT be accepted. Actual receipt by said time is required and deposit in the mail is insufficient.

Only written questions concerning the project will be accepted. Questions must be directed to the address above or to [conoverclerk@gmail.com](mailto:conoverclerk@gmail.com) . Written answers to all questions will be provided to all firms solicited for the project, provided they are received no later than 2:00 P.M. on August 16, 2011. Questions received after August 16, 2011 will not be answered.

## **CONSULTANT SELECTION**

SOQ's will be reviewed and evaluated by a Consultant Selection Committee comprised of two officials of the Town of Conover and members of the Great Wisconsin Headwaters Trails System Foundation, Inc. Consultants will be ranked in order of preference based on their SOQ and supplementary information gathered via telephone and/or e-mail. The Consultant Selection Committee will consider the following criteria in evaluation of the SOQ's:

1. Consultant's understanding of and approach to this project (40%)
2. Related project experience/qualifications of the firm - (25%)
3. Related project experience for the assigned personnel (25%)
4. Reference check (10%)

Based on the SOQ evaluation, the Town of Conover will develop a short list of up to five (5) firms, and it is likely, but not certain, that those firms will be asked to come in for an interview. Final recommendations will then be made based on the consultant interviews.

The Town of Conover's ranked short list of the five firms will be forwarded to the Wisconsin DOT's Management Consultant (Cedar Corporation) for final review and to negotiate the contract.