

DODGE COUNTY



REQUEST FOR PROPOSALS

Traffic Engineering Services
Highway Department, Dodge County, WI

RFP NUMBER: #30 24-07
Issued Date: September 10, 2024

RFP Submittal Deadline
Tuesday, September 24, 2024
10:00 am

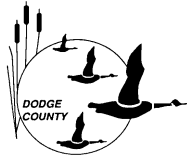
Submit Sealed RFP's To:

Dodge County Clerk
Administration Building
127 E Oak St.
Juneau, WI 53039
(920) 386-3600

Office Hours: 8:00 am – 4:30 pm Monday through Friday

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DODGE COUNTY CORPORATION COUNSEL

Purchasing Division

127 East Oak Street, Juneau, WI 53039

(920) 386-4224

Email: tsteinbach@co.dodge.wi.us

Request for Proposals Traffic Engineering Services

Highway Department, Dodge County, WI

RFP #30 24-07

Dodge County Highway Department is accepting sealed proposals from qualified firms or individuals to analyze traffic operations and provide safety recommendations for three intersections in Dodge County. The proposal should include resumes for the expected team members by role, the firm's experience with similar projects, and a cost estimate to complete the work described. The cost estimate should be broken down by each of the three study intersections.

Request for proposal packets will be available starting September 10, 2024 on the Dodge County website at <https://www.co.dodge.wi.gov> and may also be obtained on DemandStar at: www.demandstar.com.

Sealed proposals should be marked "Traffic Engineering Services" and must be received in the County Clerk's Office, Administration Building, 127 E. Oak St., Juneau, WI by 10:00 am on Tuesday, September 24, 2024.

Dodge County encourages the participation of minority, women-owned and disadvantaged business enterprises. Dodge County reserves the right to waive any informalities or technicalities and to reject any and all proposals or parts thereof deemed to be unsatisfactory or not in the County's best interest. Furthermore, Dodge County reserves the right to cancel any order or contract for failure of the successful firm to comply with the terms, conditions and specifications of the request and/or contract. Dodge County reserves the right to award this request to the firm whose proposal is overall the most advantageous to the County in the County's sole determination.

Published September 10, 2024

Trista Steinbach
Purchasing Agent
Dodge County

I. Request for Proposal

The Dodge County Highway Department is soliciting proposals for engineering services to analyze traffic operations and provide safety recommendations for three intersections. The proposal should include resumes for the expected team members by role, the firm's experience with similar projects, and a financial proposal to complete the work described. The financial proposal should be broken down by each of the three study intersections.

II. Project Description / Locations

A. Study Intersections:

1. CTH A & CTH W, northwest of Juneau.
This intersection is a two-way stop control along CTH W. The predominant collision type is a right-angle crash. There have been two fatal crashes at this intersection since 2017. This intersection is a potential candidate for a HSIP grant. The report should include recommendations for safety improvements assuming that a HSIP grant is in the distant future or never awarded.
2. CTH G & CTH S, southwest of Beaver Dam.
This intersection is a two-way stop control along CTH S. The predominant collision type is a right-angle crash. There was a fatal crash at this intersection in 2024 and two others in 2006. This intersection is a potential candidate for a HSIP grant. The report should include recommendations for safety improvements assuming that a HSIP grant is in the distant future or never awarded.
3. STH 16/60 & CTH TT, east of Columbus.
This intersection is a two-way stop control along CTH TT. The predominant collision type is a right-angle crash. There have been two fatal crashes at this intersection since 2017. The report should analyze this intersection with the elimination of the south leg and the resulting traffic impact at the intersection of STH 16/60 & CTH T.

III. Scope of Services

A. Data collection

1. Traffic counts (6 AM to 7 PM) at 15-minute intervals at the intersections listed below. The counts should separate auto and truck/agricultural equipment.
 - STH 16/60 & CTH TT
 - STH 16/60 & CTH T
 - CTH G & CTH S
 - CTH A & CTH W
2. A high-definition video recorded for 4 days at the three study intersections.
3. Intersection inventory of traffic control devices, sight distances, turn bay lengths, and any additional field data required to identify potential operational and safety improvements.
4. A 10-year history of crash data

B. Analysis

2. Traffic analysis following the WisDOT Traffic Impact Analysis guidelines to determine potential operational improvements. Analysis should include:
 - Existing conditions
 - Future conditions (no improvements)
 - Future conditions (with improvements)
3. Crash and safety analysis to determine crash patterns and identify potential safety improvements. Analysis should include:
 - Collision diagrams
 - Summary of crash data and safety statistics
 - Summary of findings from the video recording

C. Conclusions and Recommendations

1. The report should include text, tables, exhibits, and an appendix summarizing the data collected.
2. Short-term and long-term recommendations for operational improvements at each of the three study intersections.
3. Short-term and long-term recommendations for safety/traffic control improvements at each of the three study intersections.

D. Meetings

1. There will be one meeting required with the Dodge County Traffic Safety Commission to present the findings and recommendations for the three study intersections.
2. Possible attendance at the Dodge County Highway Committee to present the findings and recommendations for the three study intersections.

IV. Submittal Schedule

Task	Date
RFP Issued	9/10/2024
Deadline for questions: Questions must be emailed to: tsteinbach@co.dodge.wi.us	9/19/2024
Final Addendum Issued	9/20/2024
Proposal Submission Deadline	9/24/2024 at 10:00 am
Proposal Review/Award	September-October 2024
Contract Issued	October 2024

V. Evaluation Criteria

Proposals received will be scored on the following criteria:

- A. Organization capabilities, background and experience, past studies (40%)
- B. Timeline (20%)
- C. Price/Cost/Fees (40%)

Dodge County reserves the right to request any additional information that it deems necessary during the evaluation process.

VI. Insurance Requirements

Minimum Scope and Limits

- A. Architects, Engineers, Other professionals – Errors & Omissions (Professional Liability) coverage, with a minimum limit of \$1,000,000 per claim, \$2,000,000 annual aggregate. This insurance is to be maintained for at least two years after completion of the project. If the firm changes insurance carriers and this policy is provided on a “claims made” basis, the firm will secure the appropriate coverage extension to provide coverage to the project for a period of at least two years following the completion of the project.
- B. Commercial General Liability coverage with limits of no less than the following:
 - 1. General aggregate limit per project \$2,000,000
(Other than Products-Completed Operations)
 - 2. Products-Completed Operations Aggregate per project \$1,000,000
 - 3. Personal and Advertising Injury Limit \$1,000,000
 - 4. Each Occurrence Limit \$1,000,000
 - 5. Fire Damage Limit-any one Fire \$ 50,000
 - 6. Medical Expense Limit-any one Person \$ 10,000
- C. Automobile Liability coverage with minimum limits of \$1,000,000 combined single limit per accident for bodily injury and property damage, provided on a Symbol 1-Any Auto basis.
- D. Worker’s Compensation and Employers Liability Insurance with sufficient limits to meet underlying Umbrella Liability Insurance requirements.
- E. Umbrella Liability providing coverage at least as broad as the underlying General Liability, Automobile Liability and Employers Liability coverages, with a minimum limit of \$2,000,000 each occurrence and \$2,000,000 annual aggregate, and a maximum self-retention of \$10,000.

Other Requirements

- A. Acceptability of Insurers. Insurance is to be placed with insurers who have a Best’s Insurance Reports rating of no less than A and a Financial Size Category of no less than a Class VI, authorized as an admitted insurance company in the State of Wisconsin.
- B. Certificates of Insurance acceptable to Dodge County shall be submitted prior to commencement of the work. Certificates shall contain a provision that coverage afforded under the policies will not be cancelled until at least 30 days’ prior written notice has been given to Dodge County.

- C. Dodge County, Dodge County's elected and appointed officials, and Dodge County employees shall be named as additional insureds on all liability policies for liability arising out of project work. Please provide a copy of this endorsement with your certificate of insurance.

VII. General RFP Information

- A. Dodge County requires a high level of service from any firm who is looking to do business with the County. Quality, service and price are all critical factors that Dodge County considers when doing business and in continuing business with firms. This is especially important when it comes to the requirements of this request. Dissatisfaction due to product or performance may result in Dodge County discontinuing service with a firm.
- B. Dodge County is a tax-exempt municipality under Section 77.54(9a) (b), Wis. Stats.
- C. Successful Firm(s) shall provide a certificate of insurance, including naming Dodge County, its officers, elected officials and employees as Additional Insureds, upon proposal award.
- D. All proposals shall be binding for ninety (90) calendar days following the proposal opening date unless the firm(s), upon the request of the County, agrees to an extension.
- E. Payment for services will be made to successful firm(s) contingent upon County's acceptance and approval of all work done and/or products provided, or services rendered. Acceptance as herein means acceptance by the County of all work performed or products provided and services rendered, after the department's authorized agent has found it to be in compliance with the specification requirement. Fuel surcharges or surcharges of any kind will not be allowed.
- F. Firms may withdraw their proposal at any time before the proposal due date and time by written request for withdrawal to the Purchasing Agent and by presenting proper identification upon request. **Faxed and emailed proposals will be rejected. Late proposals will not be accepted.**
- G. Dodge County's Standard Terms and Conditions available at:
<https://www.co.dodge.wi.gov/departments/departments-e-m/finance/purchasing-division>
are applicable to this request and are hereby made a part of it.
- H. RFP packet, updates and addenda are available on the Dodge County Request for Proposals/Bids website <https://www.co.dodge.wi.gov/departments/departments-e-m/finance/request-for-proposals-bids>, and may also be obtained on DemandStar at: <https://network.demandstar.com>. It is the firm's responsibility to view the RFP document and check the website for updates and to retrieve any addenda issued for this request. Failure to do so in no way obligates the County to issue addendum or other information concerning this request to the firm.

- I. No reimbursement will be made by the County for any cost incurred in preparing responses to this solicitation, or for cost incurred before a formal notice to proceed is issued if a contract is awarded.
- J. Dodge County shall be the owners of any and all of the reports, plans, specifications and documents resulting from this RFP and firm shall provide both digital and hard copies of all reports, plans and documents as indicated in this RFP to Owner in a format usable to the County. Awarded firm(s) shall also waive any rights to copyright protection so Owner may reproduce, distribute and use all reports, plans, specifications and documents as it so chooses.
- K. Any proposal/response and any and all supporting materials submitted in conjunction with this request will become a public record, subject to public inspection.
- L. Firms responding to this request shall include with the proposal a proposed contract covering all the terms, conditions and specifications for the performance of all work for this request.
- M. Firms shall list any consultants or subcontractors that may be used to complete this project.
- N. All questions resulting in further clarification or modification to this (RFP) document will be handled by written addenda. Questions shall be directed to the Purchasing Division via email to tsteinbach@co.dodge.wi.us. Questions must be asked at least three (3) business days prior to the proposal due date. Questions received after this time may not be answered. Any changes as a result of issues raised will be made by written addenda and posted on the Dodge County website at <https://www.co.dodge.wi.gov/departments/departments-e-m/finance/request-for-proposals-bids>. It is the firm's responsibility to check the website for addenda prior to submitting your proposal. Oral and other interpretations or clarifications will be without legal effect.
- O. Dodge County assumes no responsibility or liability for any error or omission in any part of this RFP or resulting design. Prior to the deadline for questions, a firm shall notify Dodge County of any error for any error or omission in any part of this RFP or resulting design. Prior to the deadline for questions, a firm shall notify Dodge County of any error, omission, inconsistency or other factor which requires clarification that is discovered while reviewing the documents or preparing a proposal. Such notification shall be made in writing to Dodge County's Purchasing Office.
- P. Confidentiality and Security – This document or any portion thereof may not be used for any purpose other than the submission of proposals. The successful firm must agree to maintain security standards consistent with the confidentiality and security policies of Dodge County and any applicable state or federal laws or regulations. These include strict control of access to secure areas, sensitive data and maintaining confidentiality of information gained while carrying out their contractual obligations. The successful firm will be required to ensure that all firm's personnel providing services to the County which require access to secure and confidential Dodge County information or facilities, meet the criteria for personal security clearance prescribed by Dodge County. Dodge County

reserves the right to deny access to any individual that is not fully compliant with security criteria without disruption to timeline or adjustment to project cost.

- Q. Dodge County reserves the right to require background checks for any employee or subcontractor employee involved in this project from the awarded firm(s).
- R. Unpublished information pertaining to Dodge County, or its employees obtained by the firm as a result of participation in this RFP or resulting contract is confidential and must not be disclosed without written authorization from Dodge County Corporation Counsel or pursuant to a court order.
- S. INDEMNIFICATION Dodge County requires any contract or agreement to contain an indemnification clause in which firm holds harmless Dodge County, its officers, elected officials and employees harmless from and against any and all claims arising from contracts between the firm and third parties made to effectuate the purposes of this RFP. Dodge County will not agree to mutual indemnification or to indemnify firm.
- T. NON-COLLUSIVE STATEMENT Each firm, by submitting a response, certifies that it is not a party to any collusive action with Dodge County personnel and/or Consultants. Each firm also certifies that it is not a party to any collusive action with any other party submitting a proposal in response to this solicitation.
- U. Dodge County reserves the right to reject any or all proposals or parts thereof, to waive any technicality in any proposal and accept any proposal deemed to be the most advantageous to the County. It is possible that multiple awards may be made through this RFP process.
- V. This request and possible resulting contract shall be interpreted under the laws of the State of Wisconsin. Any disputes or claims that arise under this contract shall be litigated in the Circuit Court of Dodge County, WI.

VIII. Technical Proposal Submission

The firm shall submit three (3) bound originals and one (1) electronic version on a flash drive. The Financial Proposal shall be in a separate sealed envelope and included with the proposal.

- A. **Organization capabilities, background and experience, past studies.**
 - 1. State the name, address, and a company profile, including size, qualifications, technical capabilities, etc.
 - 2. Include a list of the key personnel that will be associated with this project and their capabilities and experience.
 - 3. Provide examples of related experience performed by the firm during the previous four (4) years (projects with services similar to the Scope of Service listed within the Request for Proposal.) Information should include type of customer, start and finish dates, size of the project, and overall scope of the project.

- B. **Project Approach / Timeline:** Provide a statement describing the approach to the project and overall project management including, cost control, quality assurance, timeline and other factors that impact the project.
- C. **Submittal forms:** Complete and include required forms within this RFP.
- i. **Reference form**
 - ii. **Proposal Acknowledgement**
 - iii. **Addenda Acknowledgement, if applicable**
 - iv. **Contract Requirement:** The awarded firm will be required to provide a written contract outlining the terms and conditions for review and approval, please provide a sample of this agreement with your proposal.
- D. **Financial proposal:** This portion of the proposal shall ONLY include the proposed cost and shall be submitted in a separate sealed envelope that is clearly marked “Financial Proposal”. Financial proposals will not be opened until after the evaluation committee has short-listed the most qualified firms for this project.
- E. Dodge County at its option, may require a firm to provide additional documentation and/or clarify requested information.

IX. Reference Form

Complete this page and include it under Tab 6.0 Submittal Forms.

Reference #1

Owner of Company Name: _____

Contact Person: _____

Type of Service(s) Provided: _____

Calendar Year(s) of Service(s) Provided: _____

City, State, and Zip Code: _____

Telephone/Email: _____

Reference #2

Owner of Company Name: _____

Contact Person: _____

Type of Service(s) Provided: _____

Calendar Year(s) of Service(s) Provided: _____

City, State, and Zip Code: _____

Telephone/Email: _____

Reference #3

Owner of Company Name: _____

Contact Person: _____

Type of Service(s) Provided: _____

Calendar Year(s) of Service(s) Provided: _____

City, State, and Zip Code: _____

Telephone/Email: _____

X. Proposal Acknowledgement

Traffic Engineering Services

Highway Department, Dodge County, WI
RFP #30 24-07

Complete this page and include it under Tab 6.0 Submittal Forms.

I have read this Request for Proposal (RFP), all the attachments, addenda (if any) and exhibits issued for this project and understand the contents and requirements.

Binding Signatures:

The undersigned firm, submitting their proposal, hereby declares and agrees to be bound, and to perform the work in accordance with all the terms, conditions and requirements of this Request for Proposals, the within and foregoing proposal, the applicable specifications, special provisions, and the schedule of prices as hereby submitted and made part of their proposal submission.

Company: _____

Address: _____

Original Signature: _____

Name (Print/Type) _____

Title _____ Date _____

Phone Number: _____ Fax Number: _____

E-mail: _____

XI. Addenda Acknowledgement

Complete this page if an Addenda was issued and include it under Tab 6.0 Submittal Forms

I/we hereby acknowledge receipt of the following addenda(s):

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

I/we further certify that no agreement has been entered into to prevent competition for said work and that I/we carefully examined the plans, specifications, form of contract and all other contract documents.

I/we further agree to enter into the contract, as provided in the contract documents, under all the terms, conditions and requirements of those documents.

If no addenda were issued, the firm shall so indicate and sign this document.

Firm

Representative Signature

XII. Financial Proposal

RFP #30 24-07 Financial Proposal

Complete Financial Proposal, seal in a separate envelope, and include with the proposal.

Dodge County is seeking a cost for each of the intersections with a Total Cost for the project.

We, the undersigned, propose to furnish Dodge County, Juneau, Wisconsin, Traffic engineering services to analyze traffic operations and provide safety recommendations for three intersections in accordance with the RFP #30 24-07 and specifications hereto attached:

RFP #30 24-07		Price
Traffic Engineering Services		
Intersection 1. CTH A & CTH W	Cost:	\$ _____
Intersection 2. CTH G & CTH S	Cost:	\$ _____
Intersection 3. STH 16/60 & CTH TT	Cost:	\$ _____
Total Cost		\$ _____

Dodge County reserves the right to reject any or all proposals or parts thereof, to waive any technicality in any proposal and accept any proposal deemed to be the most advantageous to the County.

The awarded firm will be required to provide a written contract outlining the terms and conditions for review and approval, please provide a sample of this agreement with your proposal.