

## SAUK COUNTY NOTICE OF INTEREST

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### Scope of Services Narrative

Solicitation Type (Roster or Open)

Open

Location/Description

STH 23 to CTH B

CTH G

Sauk County

Local selection?

Yes

**SOLICITATION DATE:**

November 13, 2020

**NOI DUE DATE:**

December 9, 2020

Anticipated Construction Cost:

\$4,000,000 to \$5,000,000

Anticipated Project Start Date:

March, 2021 (Design only)

Anticipated Completion Date:

December 2023

### **Project purpose and need**

The purpose of this project is to improve CTH G from STH 23 in the Town of Spring Green to CTH B to meet current design standards for county highways. Improvements to vertical and horizontal curves as well as side road intersections are anticipated.

### **Project description**

The scope includes both preliminary and final design for the roadway improvements. Existing alignment consist of sub-standard horizontal and vertical curves on a narrow road bed. Side road intersection improvements are also anticipated. Real estate acquisition is anticipated. The project will involve coordination with pertinent state and federal agencies, as well as Sauk County officials, local municipalities, utility relocation involvement, and a public involvement process.

### **Deliverables**

The selected consultant is responsible for completing all preliminary and final design services resulting in final PS&E submittal. Deliverables include but are not limited to project administration; public involvement, agency and utility coordination; environmental documentation, including Section 106 coordination; preliminary road plans; design study report; right of way plat and descriptions; and final road plans resulting in Pre-PS&E and Final PS&E.

### **Schedule for deliverables**

Construction is not yet funded, but is planned for 2024 through 2026. The schedule for other deliverables will be determined when the design engineering services contract is negotiated and awarded.

### **Consultant requirements (listed in approximate rank order of importance)**

- Demonstrated design ability with similar size/scope project
- Project management skill and experience
- Knowledge and experience of public involvement and agency coordination
- Knowledge and experience of WisDOT Facilities Development Manual; PS&E process for roadways and structures; Right of Way plat creation and processes
- Knowledge of State of Wisconsin Standard Specifications for Highway and Structure Construction

### **Special skills and expectations (listed in approximate rank order of importance)**

- Thorough knowledge of rural grading project design and drainage considerations
- Knowledge of Right of Way plat development and Real Estate descriptions

### **Interview dates**

Interviews may be requested with dates to be determined.

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Submit questions about this project to Patrick Gavinski, P.E., Sauk County Highway Commissioner via email at ([Patrick.gavinski@saukcountywi.gov](mailto:Patrick.gavinski@saukcountywi.gov) ) with a Subject Line of "Question about CTH G NOI." Submit all questions prior to one week of NOI submittal deadline. Firms interested in submitting an NOI shall notify the Highway Department Office Manager, Stephanie Rehr via email at [Stephanie.rehr@saukcountywi.gov](mailto:Stephanie.rehr@saukcountywi.gov). The listing maintained by the Office Manager shall be the county's sole responsibility of notification of interested parties for questions raised.

No phone calls about the project will be accepted. Clarifications for questions raised will be distributed to all interested parties, prior to the NOI deadline. Requests for site visit meetings will be limited to firms selected for interviews and coordinated with the interview process.

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### **Instructions for consultants:**

1. Complete the NOI portion, **to a maximum of 8 pages**, adhering to these guidelines:
  - a. All files must be in MS Word or Adobe PDF format. No files other than the NOI will be considered.
  - b. Submit only ONE NOI per firm. Firms with multiple locations and/or parent companies may not submit more than one NOI.
  - c. Additional comments may be added in narrative form after the tables in each question.
  - d. General formatting:
    - i. Do not add colors in the tables or to fonts.
    - ii. Limit font bolding to highlight only the most important words. Do not bold questions.
    - iii. Use the Arial font, sized between 9-12 only. Only table labels should be font size 8.
    - iv. Using bullets within tables is allowed.
    - v. Limited table column size changing is allowed, but expanding tables is not.
    - vi. Deleting unneeded tables from the default form is allowed. Do not delete any questions.
    - vii. Leave at least two blank lines between information and the next question.
  - e. Special instructions for NOI questions:
    - i. Question 2 - be sure to identify time period for availability.
    - ii. Question 3-8 - to count words in narrative, go to Tools menu, select Word Count function.
  - f. Minimize the number and size of pictures inserted. If file size is greater than 2 MB, review the use of pictures and consider converting Word documents to PDF.
  - g. Do not copy resumes or other external documents into the NOI form to supply firm qualifications.
  - h. Automatic disqualification will occur if:
    - i. Questions are deleted or changed.
    - ii. The document is protected in any way that prevents Sauk County from copy-pasting information. Firms are allowed to protect their documents as "read-only", however, in the following ways:
      1. Conversion to PDF (without special protections)
      2. Protecting Word document for "Comments" only! (Not for "forms" or "tracked changes")
    - iii. The NOI response is longer than 8 pages.
2. Delete the scope of service narrative and these instructions before submitting the file to Sauk County.
3. Email your NOI and submittal to:

Patrick Gavinski, P.E.  
Sauk County Highway Department  
[Patrick.gavinski@saukcountywi.gov](mailto:Patrick.gavinski@saukcountywi.gov)

## NOTICE OF INTEREST QUESTIONNAIRE

Firm Name		
Street Address	Area Code - Telephone Number	Area Code - FAX Number
City, State, ZIP Code	Contact Person, E-Mail Address	

**Use only the format furnished; changes or deletion of questions or format may disqualify you from consideration. Limit your response to 8 pages.**

1. List credentials, qualifications and years of experience for the project manager and other key staff you would assign to this project in the following table. If showing more than two individuals, add tables using the format provided. Key sub-consultants may be listed. Be sure to clearly identify the sub-consulting firm.

KEY STAFF	POSITION/ PROJECT ROLE	YEARS EXPERIENCE	EDUCATION	REGISTRATION (PE, RLS, etc.)
Narrative				

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Narrative				

2. Workload Capacity - Describe your staff's capacity, availability and their ability to perform the work in a timely manner relative to present workload. Address the availability of the named key staff members, including competing commitments and the percent of time available for this project. If showing more than four individuals, add rows to the table below. Key sub-consultants may be listed.

KEY STAFF		CURRENT COMMITMENTS	CURRENT ESTIMATED AVAILABILITY BY TIME PERIOD
Name		➤	
Firm		➤	
Location		➤	

  

Name		➤	
Firm		➤	
Location		➤	

3. List recently completed or substantially completed projects for each key staff/project manager and provide contact name for each project. Projects of similar size/scope of this project are preferred. Only show the deliverables for which key staff/project manager were responsible on the project. If showing more than two projects, add tables using the format provided. Key sub-consultants should be listed. Be sure to clearly identify the sub-consulting firm and their anticipated contract percentage.

Project Name	Begin/End Service Dates	Firm's Fees on Project	Reference--Name, Address, Phone, E-mail
DELIVERABLES		KEY STAFF	
➤	➤		
➤	➤		
Narrative			

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DELIVERABLES		KEY STAFF	
➤	➤		
➤	➤		

Narrative

4. In one page or less, note any other pertinent information about your firm's qualifications and knowledge about the project.

Narrative

5. In one page or less; list any special or unique considerations you anticipate for the design of this project, which would convey an understanding of the project scope and site conditions. Provide any site specific existing conditions which you feel might affect an ability to complete this project on schedule.

Narrative

6. In one page or less, provide a timeline in outline format of the anticipated schedule your firm proposes to follow to complete the project; identify key points of completion to include but not be limited to:
- a. Survey field work and soil borings
  - b. Preliminary plans
  - c. Preliminary Plat
  - d. Informational meetings – PIM, OPM, utility coordination, others
  - e. Reports – DSR, environmental document, others
  - f. Pre PS&E
  - g. Final PS&E

Narrative