



**DANE COUNTY**  
**DEPARTMENT OF ADMINISTRATION**  
**PURCHASING DIVISION**

# REQUEST FOR PROPOSAL (RFP)

Revised 06/2021

**RFP NUMBER:** **121089**

**RFP TITLE:** **Design Level Survey and  
Construction Staking Services**

**RFP DEADLINE:** **December 10, 2021  
2:00 p.m. (CST)**

**PROPOSALS  
MUST BE  
UPLOADED TO:** **Purchasing Bid Dropbox  
[www.danepurchasing.com](http://www.danepurchasing.com)**

**\*Late, faxed, mailed, hand-delivered or unsigned proposals will be rejected\***

**VENDOR  
CONFERENCE:** **There will not be a vendor  
conference.**

<b>DIRECT ALL INQUIRES TO:</b>	<b>Carmen Hidalgo</b> Purchasing Officer (608)294-0002 <a href="mailto:Hidalgo.carmen@countyofdane.com">Hidalgo.carmen@countyofdane.com</a> <a href="http://www.danepurchasing.com">www.danepurchasing.com</a>
------------------------------------	--

## PROPOSAL SUBMISSION CHECKLIST

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Update Vendor Registration | <input type="checkbox"/> RFP Response<br>(Separate from Cost Proposal) | <input type="checkbox"/> Upload RFP Response and Cost Proposal to Purchasing Bid Dropbox |
| <input type="checkbox"/> Read Entire RFP Document   | <input type="checkbox"/> Cost Proposal<br>(Separate from RFP Response) |  |

**DATE ISSUED** | November 12, 2021

## Table of Contents

- 1.0 RFP OVERVIEW**
  - 1.1 Introduction
  - 1.2 Clarification of the Specifications
  - 1.3 Vendor Conference
  - 1.4 Calendar of Events
  - 1.5 Evaluation Criteria
  - 1.6 Submittal Instructions
- 2.0 PROJECT OVERVIEW AND SCOPE OF SERVICES**
  - 2.1 Definitions and Links
  - 2.2 Scope of Services – CTH AB
  - 2.3 Scope of Services – CTH BW
  - 2.4 Scope of Services – CTH V
- 3.0 PROPOSAL PREPARATION REQUIREMENTS**
  - [3.1 Attachment A – Vendor Information](#)
  - 3.2 Table of Contents
  - 3.3 Mandatory Requirements
  - 3.4 Firm Capabilities
  - 3.5 Staff Qualifications
  - 3.6 Proposer References
  - 3.7 Cost Proposal

## 1.0 RFP OVERVIEW

### 1.1 Introduction

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal to provide survey services for the County Highway design projects listed below. The design ID's along with the anticipated construction schedule is listed with the project:

CTH AB (USH 51 to CTH MN), ID: 68145-2200, April 2022

CTH BW (USH 12 to Frazier Avenue), ID: 68147-2200, April 2022

CTH V (CTH KP to STH 113), ID: 68191-2200, April 2022

The County intends to use the results of this process to award a contract or issue of purchase order for the product(s) and or services(s) stated for the three projects listed. The services will be provided under a 2 party agreement, which will include the County and Consultant. This project is being solicited by Dane County in which the terms and conditions of Dane County will govern the resulting contract.

**The Dane County Purchasing Division is the sole point of contact for questions and issues that may arise during the RFP process.**

### 1.2 Clarification of the Specifications

All inquiries concerning this RFP must be **emailed** to the **person indicated on the cover page** of the RFP Document.

Any questions concerning this RFP must be submitted in writing by e-mail on or before the stated date on the **Calendar of Events** (Section 1.4).

Proposers are expected to raise any questions, exceptions, or additions they have concerning the RFP document at this point in the RFP process. If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the proposer should immediately notify the contact person of such error and request modification or clarification of the RFP document.

Proposers are prohibited from communicating directly with any employee of Dane County, except as described herein. No County employee or representative other than those individuals listed as County contacts in this RFP is authorized to provide any information or respond to any question or inquiry concerning this RFP.

### 1.3 Vendor Conference

[There will not be a vendor conference.](#)

### 1.4 Calendar of Events

Listed below are specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed by the County. In the event that the County finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing an addendum to this RFP and posting such addendum on the Dane County [website](#). There may or may not be a formal notification issued for changes in the estimated dates and times.

<b>DATE</b>	<b>EVENT</b>
November 12, 2021	RFP Issued
November 24, 2021	Last day to submit written inquiries (2:00 p.m. CST)
December 1, 2021	Addendums or supplements to the RFP posted on the Purchasing Division <a href="#">website</a>
December 10, 2021	Proposals due (2:00 p.m. CST)
December 15, 2021	Vendor Selection/Award

**1.5 Evaluation Criteria**

The proposals will be scored using the following criteria:

<b>Proposal Requirements</b>	<b>Percent</b>
<b>Firm Capabilities</b> (Section 3.4)	25%
<b>Staff Qualifications</b> (Section 3.5)	35%
<b>Proposer References</b> (Section 3.6)	15%
<b>Cost</b>	<b>Percent</b>
<b>Cost</b> (Section 3.7)	25%
<b>Total</b>	<b>100%</b>

**1.6 Submittal Instructions**

Proposals must be received in the Purchasing – Bid Dropbox located on the [www.danepurchasing.com](http://www.danepurchasing.com) website no later than the date and time indicated within the RFP Deadline field on the RFP Cover Page or addenda. Late, faxed, mailed, hand-delivered, or unsigned proposals will be rejected unless otherwise specified. Dane County is not liable for any cost incurred by proposers in replying to this RFP.

All proposals must be saved in PDF format unless otherwise specified within the RFP document and the file name shall include the RFP# and name of business submitting proposal.

Example of how to name the files:

120012 – Vendor Name – RFP Response

120012 – Vendor Name – Cost Proposal

To Submit a Proposal:

1. Go to [www.danepurchasing.com](http://www.danepurchasing.com) and click on Purchasing – Bid Dropbox or click on the Open RFP’s and Bids page link.
2. Click on the Submit a Bid button within the green Purchasing Bid Dropbox.
3. Type in the Email, First Name, Last Name and Company information and click Continue.
4. Drag and drop the RFP files one at a time into the “Drag files here” box.
5. After all files have been placed into the “Drag files here” box, click on the blue Upload button.
  - a. The file upload status can be seen for each document uploaded.

## SECTION 1 – RFP OVERVIEW

- b. After each document reaches 100%, it will say “Uploaded”.
6. Confirm all files have been uploaded and then close out of the window.

2.0 PROJECT OVERVIEW AND SCOPE OF SERVICES

2.1 **Definitions and Links**

The following definitions and links are used throughout the RFP.

**County:** Dane County

**County Agency:** Department/Division utilizing the service or product.

**Dane County Purchasing website:** [www.danepurchasing.com](http://www.danepurchasing.com)

**Fair Labor Practices websites:** [www.nlrb.gov](http://www.nlrb.gov) and <http://werc.wi.gov>

**Purchasing**

**Proposer/Vendor/Firm/Contractor:** a company submitting a proposal in response to this RFP.

2.2 **Scope of Services – CTH AB ID: 68145-2200**

2.2.1 **Project Description**

This project is 3.64 miles extending from USH 51 to CTH MN in the Town of Dunn. The purpose of this project is to improve pavement conditions with a 2 3/4-inch overlay, widen the existing paved width from 27-feet to 30-feet, grade along the foreslopes and ditches, and replace deteriorated driveway and cross culvert pipes. Construction is scheduled to begin April 2022.

2.2.2 **Deliverables**

The selected consultant is responsible for providing and completing the following deliverables which include but may not be limited to:

- A. Topographic Survey – Complete survey consisting of centerline and edge of pavement shots along tangent sections of roadway and thru curves sufficient for the County to establish an existing centerline alignment, driveway/field entrances, side road intersections, beam guard, railroad crossings, inlets, both driveway and cross culvert invert locations and elevations.
  - a. 11 Cross Culverts
  - b. 61 Driveway Culverts
- B. Digital Terrain Modeling (DTM) Survey – Conduct a full DTM survey including but not limited to centerline of all pavements, ditch side slopes, survey figures of the entire CTH AB Right of Way width and side road Right of Way within 200 feet of the CTH AB centerline for the side roads listed below. It will be noted if less than 200-feet from CTH AB centerline is required.
  - a. Woodland Road – 75-feet
  - b. Orvold Park Drive – 75-feet
  - c. Stony Crest Road – 75-feet
  - d. Alsmo Lane – 75-feet
  - e. Fish Camp Road
  - f. East Dyreson Road
  - g. Peterson Road
  - h. Elvehjem Road (West)
  - i. Elvehjem Road (East) – 75-feet
  - j. CTH MN – 300-feet both east and west
- C. Utility Survey – Locate all overhead and below ground utilities through Diggers Hotline and through direct contact with all applicable Utility companies. Request and provide to Dane County system maps and survey of above and below ground utility facilities within the entire CTH AB Right of Way width and side road Right of Way within 200 feet of the CTH AB centerline.

## SECTION 2 – PROJECT OVERVIEW AND SCOPE OF SERVICES

- D. Construction Staking – Complete staking for construction project including staking pipe culverts, storm sewer, resurfacing reference, supplemental control, slope stakes, and staking mobilization.
- E. Survey deadline January 28, 2022

### 2.3 **Scope of Services – CTH BW: ID: 68147-2200**

#### 2.3.1 **Project Description**

This project is 0.20 miles extending from USH 12 to Frazier Avenue in the Cities of Madison and Monona. The purpose of this project is to replace the pavement, reconstruct deteriorated curb & gutter and sidewalk, and replace 27 inlets and storm sewer in poor condition. Construction is scheduled to begin April 2022.

#### 2.3.2 **Deliverables**

- A. Topographic Survey – consisting of lane lines and edge of pavement shots along tangent sections of roadway and thru curves sufficient for the County to establish a reference line alignment, side road intersections, inlet locations, storm sewer layout and elevations, curb & gutter, inside edge of sidewalk, and curb ramp locations.
- B. DTM Survey – Conduct a full DTM survey including but not limited to centerline of all pavements, curb and gutter, medians, and including survey figures of the entire CTH BW Right of Way width and side road Right of Way within 75 feet of the CTH BW curb and gutter line.
- C. Utility Survey – Locate all overhead and below ground utilities through Diggers Hotline and through direct contact with all applicable Utility companies. Request and provide to Dane County system maps and survey of above and below ground utility facilities within the entire CTH BW Right of Way width and side road Right of Way within 200 feet of the CTH BW median.
- D. Construction Staking – Complete staking for construction project including staking storm sewer, curb and gutter, resurfacing reference, curb ramps, supplemental control, and staking mobilization.
- E. Survey deadline January 28, 2022

### 2.4 **Scope of Services – CTH V: ID: 68191-2200**

#### 2.4.1 **Project Description**

This project is 8.1 miles extending from CTH KP to STH 113 in the Towns of Roxbury and Dane. The purpose of this project is to extend the life of the pavement with an overlay and to replace deteriorated cross culverts. Construction is scheduled to begin April 2022.

#### 2.4.2 **Deliverables**

- A. Topographic Survey – consisting of edge of pavement shots and centerline shots at 50 foot intervals for a distance of 200 feet on each side of intersections, including edge of pavement and centerline shots for side roads within 200 feet of the CTH V centerline. In addition, take edge of pavement and centerline shots at 50 foot intervals for a distance of 100 feet on each side of CTH V cross culverts.
  - a. 27 Cross Culverts
- B. DTM Survey – Conduct a full DTM survey including but not limited to centerline of all pavements, survey figures of the entire CTH V Right of Way

## **SECTION 2 – PROJECT OVERVIEW AND SCOPE OF SERVICES**

width at cross culverts, and side road Right of Way within 200 feet of the CTH V centerline at all intersections.

- C. Utility Survey – Locate all overhead and below ground utilities through Diggers Hotline and through direct contact with all applicable Utility companies. Request and provide to Dane County system maps and survey of above and below ground utility facilities within the entire CTH V Right of Way width and side road Right of Way within 200 feet of the CTH V centerline
- D. Construction Staking – Complete staking for construction project including staking pipe culverts, structure layout, resurfacing reference, supplemental control, slope stakes, and staking mobilization.
- E. Survey deadline February 28, 2022



## SECTION 3 – PROPOSAL PREPARATION REQUIREMENTS

### 3.0 RFP RESPONSE PREPARATION REQUIREMENTS

Proposals shall be organized to comply with the section numbers and names as shown below. Each section heading should be clearly marked. Graphics may be included. The RFP sections which should be submitted/responded to are:

#### 3.1 Attachment A – Vendor Information

#### 3.2 Table of Contents

Provide a table of contents that, at a minimum, includes all of the sections as identified below. Listings of sub-sections and graphics/tables also may be included. Section dividers are encouraged.

#### 3.3 Mandatory Requirements

- Proposers must be able to provide survey data in AutoCAD 2013 Drawing file format capable of being used with AutoCAD Civil 3D 2016.
- Proposers must have proven experience with similar project types including providing survey for both rural and urban type roadway projects.
- Proposers must have proven experience and capabilities to perform construction staking for both rural and urban type roadway projects.

#### 3.4 Firm Capabilities

Describe the firm's experience and capabilities in providing similar services to those required. Identify a maximum of 3 similar projects and be specific on how these projects relate to the proposed project. Also include information on firm capacity to meet the proposed January 28, 2022 survey deadline for CTH AB and CTH BW along with the proposed February 28, 2022 survey deadline for CTH V.

#### 3.5 Staff Qualifications

Provide resumes describing the educational and work experiences for each of the key staff who would be assigned to the project. Identify the Lead Project Surveyor as well as other key staff. Identify which staff member will be the main point of contact.

#### 3.6 Proposer References

Proposers must include in their RFPs a list of organizations, including points of contact (name, address, and telephone number), which can be used as references for work performed in the area of service required. Selected organizations may be contacted to determine the quality of work performed and personnel assigned to the project.

#### 3.7 Cost Proposal

##### 3.7.1 General Instructions on Submitting Cost Proposals

The Cost Proposal section of this RFP is a separate document and can be found as RFP 121089 Design Level Survey – Cost Proposal Form. The Cost Proposal Section shall be completed and submitted separately from the RFP Response document.

The proposal will be scored using a standard quantitative calculation where the most cost criteria points will be awarded to the proposal with the lowest cost

## SECTION 3 – PROPOSAL PREPARATION REQUIREMENTS

### 3.7.2 Fixed Price Period

All prices, costs, and conditions outlined in the proposal shall remain fixed for the length of the project through the completion of construction.