

VISIT ROME, WI
TOWN OF ROME'S DESTINATION MARKETING ORGANIZATION
ADAMS COUNTY, WISCONSIN



REQUEST FOR PROPOSAL
ARCHITECTURAL AND CONSTRUCTION MANAGEMENT SERVICES
LINK THE LAKES TUNNEL & TRAIL SYSTEM

ISSUED: JANUARY 3, 2022

VISIT ROME, WI
WEBSITE: WWW.VISITROMEWI.COM
CONTACT PERSON: LISA KUBIS, EXECUTIVE DIRECTOR
VISITROMEWI@GMAIL.COM
TELEPHONE: (715) 325-3090

DEADLINE: ALL PROPOSALS MUST BE RECEIVED BY 2:00 PM ON MONDAY, JANUARY 24, 2022.
ANY PROPOSAL RECEIVED AFTER THE DEADLINE SHALL BE REFUSED FROM CONSIDERATION.

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Introduction

Visit Rome, WI (Visit Rome) is seeking proposals from qualified firms to provide comprehensive professional services for the design planning and construction management of the Link the Lakes Tunnel and Trail system project. The successful proposer will communicate directly with the Executive Director and work collaboratively with the Visit Rome, WI Board of Directors.

Visit Rome Board of Directors has established a goal to create a Town-wide silent sports trail that links the community's three lakes, Lake Camelot, Lake Sherwood, and Lake Arrowhead. A major component of the linkage will be the construction of a tunnel under State Highway (STH) 13, which runs north/south through Town. Visit Rome has consulted with HammerHead Trenchless Equipment and Badgerland Surveying and identified a location for the tunnel placement. In addition, the Town of Rome is aware of the project and has conducted meetings with the WisDOT and received permission to engage an engineering firm and peruse the project further.

The Visit Rome will use this Request for Proposal (RFP) to select a firm to provide architectural and engineering services for the design, estimate, and construction phases of the overall project. Visit Rome anticipates this project will span a series of years and would request an ambitious, but realistic project timeline as part of proposal. Project phases are outlined below; and project with each phase could run concurrently.

- Phase 1 – Design and development of an encompassing Link the Lakes Trail
- Phase 1A – Implementation and construction of the trail
- Phase 2 – Design of the under-roadway tunnel to connect Link the Lakes Trail
- Phase 3 – Obtaining approval of construction documents for under-roadway tunnel
- Phase 4 – Tunnel implementation and construction

Visit Rome has issued this request for proposals to ensure competitive pricing and services for the community. Visit Rome is committed to an objective and open selection process. Every proposal timely submitted shall receive an unbiased review.

Questions concerning this RFP should be directed to:

VISIT ROME, WI
ATTENTION: Lisa Kubis, Executive Director
TELEPHONE: 715-325-3090
EMAIL: visitromewi@gmail.com

Scope of Work to be Performed

An outline of the scope of services requested is below. Visit Rome will work with the selected firm to solidify final project plan; however, the firm should consider in their proposal qualifications to perform all steps necessary to plan, design and bid construction of the Link the Lakes Trail System and Tunnel project including (but not limited to):

Link the Lakes Tunnel

1. Planning
 - a. Review existing preliminary documentation/design of tunnel and location.
 - b. Documenting final cross section dimension, depth below a reference grade at entry and exist ends, knowledge of soil type and traffic loading, positions of entry and exit relative to road edges and position of crossing along road. In addition, number, steel specification, diameter and wall thickness of the pipes and details of any rib-like structural reinforcements.
 - c. Prepare detailed drawings of structure remaining after job completion with identification of individual components.
 - d. Perform analysis by qualified engineering professional evaluating safe ability of finished structure to bear loads due to overhead soil, traffic loads, traffic included vibration and corrosion.
2. Construction
 - a. Excavate and shore appropriate size pit at entry point.
 - b. Install guide frame work to assist in accurate installation of structural pipes.
 - c. Ram first pipe, verify success of line and grade.
 - d. Ram remaining pipes until all are placed.
 - e. Begin excavation from entry end into center of pipe structure, weld reinforcing ribs at intervals called for as well as welding floor level lateral reinforcing ties anchoring bottom of two lowest pipes to one another.
 - f. Continue excavation and repeat item 5 until plan is completed.
 - g. Excavate exit end to grade required for use.
 - h. Optionally fill pipe interiors with concrete or grout.
 - i. Permanently shore walls of entry and exit area as needed.
 - j. Fill floor with gravel to cover lateral ties or optional concrete pour.
3. Funding
 - a. Assist Visit Rome in identifying and applying for funding for the project.

Link the Lakes Trail

1. Planning
 - a. Layout trail system around Town of Rome encircling three lake areas, indicate right-of-way, on road, public access or private-owner easement needed to connect trail system.
 - b. Note trail surface in all areas, signage design and placement/location.
 - c. Complete GPS mapping for eventual map creation/distribution.
2. Construction
 - a. Assist in securing permission where necessary for construction of the trail.
 - b. Develop bid documents and assist in selection of company, oversee construction of trail.
3. Funding
 - a. Assist Visit Rome in identifying and applying for funding for the project.

Required Information from Interested Firms:

If you are interested in being considered for this project, please send a letter stating your interest along with your proposal describing the complete range of services you offer and required information as outlined below.

Information to be provided shall include:

1. Firm Information:
 - a. Name and address of firm
 - b. Contact person
 - c. Telephone number
 - d. Fax number
 - e. Website
 - f. E-Mail address
 - g. A copy of firm's licenses, bonds, and insurance
2. Provide a general statement of qualifications that responds to the project information provided above, as well as an overview of your firm's overall experience, experience in design capabilities, cost estimating, bid document creation and construction management services.
3. Personnel Information:
 - a. A list of the key personnel that will be used on the project and the roles of their involvement.
 - b. Background experience and brief history of the firm's team. Include pertinent public sector/park knowledge.
 - c. A list of similar projects that have been completed by proposed team.
 - d. Where applicable, list professional consultants outside your firm whom you propose would provide any services not available by your firm. Provide specific information documenting their work on similar projects.
4. Similar Projects and Facilities:
 - a. Provide specific information as to the firm's experience on projects of similar size and scope (completed, in process, or future) by the firm. Please include:
 - i. Project Name
 - ii. Project type (i.e. trail design, development, construction, tunnel)
 - iii. Project Size (mileage of trail, size of tunnel, etc.)
 - iv. Client Contact
 - v. Owner's total initial budget
 - vi. Total Project cost (exclusive of land)
 - vii. Scheduled completion date
 - viii. Actual completion date
 - b. Describe any exceptional features of recreational trail or tunnels designed by your firm.
5. Provide information on your current workload and how you would accommodate this project.
6. Describe how your firm can add value to this project and the process and include examples of situations from comparable projects where the owner realized tangible value.
7. Construction Costs:
 - a. Describe cost control methods you use and how you establish cost estimates. Include information on determining costs associated with new construction.
 - b. List the steps in your standard change order procedure.

8. Fee Proposal:
 - a. Each applicant will submit a fee proposal. The fee will be expressed as a percentage or fixed fee per hour, minimum of quarter hour for the following:
 - i. Architectural, Project Specifications and Engineering for both landscaping and structures
 - ii. Civil Engineering and Storm Water Management
 - iii. All other required engineering
 - iv. Landscape design
 - v. Bid & Construction Management
 - vi. Reproduction and mailing of multiple copies of Architectural, Project Specifications and Engineering plans

Qualification of Contractor: Contractor must at all times under this Contract be bonded and maintain in full force and effect insurance per owner's specifications. Contractor shall require all subcontractors, if any, to comply with the same insurance requirements.

General Liability

\$2,000,000 General Aggregate
\$2,000,000 Products
\$1,000,000 Personal and Advertising
\$1,000,000 Each Occurrence
\$50,000 Fire Damage
\$5,000 Medical Expense

Worker's Compensation and Employer's Liability

\$100,000 each accident
\$500,000 Disease-Policy limit
\$100,000 Disease-each employee

Automobile Liability

\$1,000,000 Combined Single Limit

Property Damage

\$1,000,000 Property Damage

Umbrella Liability

\$2,000,000 Minimum Limit Each Occurrence
\$2,000,000 Aggregate Limit
\$10,000 Maximum Self Retention

Evaluation of Proposals/ Selection Process

The RFP responses will be reviewed by an evaluation panel consisting of individuals selected by Visit Rome. Proposals will be reviewed using the following criteria/elements:

1. Conciseness, responsiveness and completeness of the proposal to the Qualification Requirements requested in the RFP. (20%)
2. Prior experience, qualifications, references, past performance. (25%)
3. Experience/expertise in trail design, development and tunnel projects. (35%)
4. Cost (overall fee and billing rates). (25%)

At Visit Rome's discretion, to further assist in evaluation, some, one, or all of the responding firms and/or individuals may be requested to participate in an oral interview. The interview would be used as another opportunity to clarify any issues within a given response and explore the approaches that may be used to satisfy all requirements of the RFP. Visit Rome reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

Upon the completion of the selection process, Visit Rome shall notify the firms of the selection and the successful firm to enter into an agreement. Firms shall submit fee proposal with their RFP response. At the Visit Rome's discretion, it may directly negotiate with the best qualified firm on final scope and fee arrangement.

It is anticipated that a firm will be selected by February 15, 2022. Following notification of the firm selected, it is expected a contract will be executed between both parties by March 1, 2022, or shortly thereafter.

RFP Submission and Approval Timetable:

- ❑ January 3, 2022: Visit Rome Issues RFP
- ❑ January 17, 2022: Deadline to Submit Questions (no later than 12:00 PM)
- ❑ January 21, 2022: Addendum of Questions posted to Visit Rome's web site (no later than 4:00 PM)
- ❑ January 24, 2022: Proposal Submission Deadline (no later than 2:00 PM)
- ❑ January 25-28, 2022: Initial Screening of Proposals
- ❑ 1st or 2nd Week of February, 2022: Potential Interviews with selected Firms (if needed)
- ❑ February 15, 2022: Visit Rome Board of Directors anticipated selection of Firm

Proposal Submission Instructions:

Sealed proposals must be received no later than Monday, January 24, 2022; 2:00 PM CST.

At a minimum, each firm responding to this invitation shall submit four (4) bound copies and one digital copy in PDF format (sent electronically to visitromewi@gmail.com).

Qualification requirements and fee proposals shall be sealed in separate envelopes, marked with the title Link the Lakes Tunnel & Trail System Development, and name and address of the RFP Respondent. RFP's are to be submitted as a sealed Proposal to:

VISIT ROME, WI
ATTENTION: Lisa Kubis, Executive Director
TELEPHONE: 715-325-3090
EMAIL: visitromewi@gmail.com

Any questions concerning this RFP must be submitted via e-mail on or before January 17, 2022, by 12:00 PM to Lisa Kubis, Executive Director, at visitromewi@gmail.com or phone 715-325-3090.

Right to Reject Proposals, etc.

Visit Rome reserves the right to accept the proposal considered most advantageous to the organization. All proposals will become the property of Visit Rome. Any and all costs incurred in preparing and submitting a response to this RFP, as well as any subsequent interviews, are the sole responsibility of the submitting firm.

Visit Rome reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Visit Rome and the firm selected.