



Wisconsin Department of Transportation
Southwest Region, IH 94, Monroe County

Request for Qualifications:

Original Issue

Cranberry Interchange Design-Build Project
Low Bid Design-Build Procurement

State Construction ID: 1023-02-81
Black River Falls – Tomah R_IH90E-IH94W B41-291; IH90W
B41-292

January 7, 2025

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Proposal Forms

Form 1 Proposer Introduction Form

1 Introduction

The Wisconsin Department of Transportation (Department), Southwest Region, is requesting Statements of Qualifications (SOQs) from entities (Proposers) interested in submitting proposals for the Cranberry Interchange Design-Build Project, State Construction ID number 1023-02-81 (Project) in Monroe County.

The Project will be funded with federal and state dollars, which requires the Proposer to adhere to all pertinent federal, state, and local requirements.

1.1 Low Bid Design-Build Procurement Process

The Department will use a two-phase procurement process as defined in Wisconsin Statute § 84.062 to select a Proposer to deliver the Project. This Request for Qualifications (RFQ) is part of the first phase to solicit information in the form of SOQs. The Department will evaluate the submitted SOQs and short-list the Proposers that are determined to be the most highly qualified to successfully deliver the Project. The Department anticipates short-listing at least two Proposers but not more than four per Wisconsin Statute § 84.062.

In the second phase, the Department will issue a Request for Proposals (RFP) for the Project to the short-listed Proposers. Only the short-listed Proposers will be eligible to submit proposals for the Project. Short-listed Proposers that submit a responsive proposal in response to the RFP, if any, are referred to in this RFQ as “Qualified responsible bidders.” The Department will award a design-build contract for the Project, if any, to the lowest qualified responsible bidder.

The Department does not guarantee that an RFP will be issued for this Project.

1.2 Project Goals

The Project goals are as follows:

- Provide a safe work environment for workers and the public.
- Create an environment where the Proposer leads the management of the Project while working with the Department to successfully deliver the Project.
- Implement effective design and construction quality practices with strong collaboration with the Department to minimize change orders.
- Design and construct a high-quality Project that minimizes future maintenance of the proposed bridges and widened embankments.
- Provide safe and efficient traffic control that reduces driver confusion and minimizes potential conflicts.
- Design and construct safe construction ingress and egress that reduces delays, reduces driver confusion, and minimizes potential conflicts.

- Minimize the amount and duration of lane closures when allowed during the off-peak construction season.
- Provide seamless coordination with the Department and other agencies to acquire Project permits.
- Effectively manage environmental resources and commitments.

2 Background; RFQ Process

2.1 Project Description; Scope of Work

The Project is located in the towns of Tomah and La Grange, Monroe County, Wisconsin.

The Project scope includes replacement of bridges B-41-0024 (IH 94 EB over RAMP IH 90EB-IH94WB) and B-41-0044 (IH 94 EB over IH 90 WB) at the Tomah system interchange while keeping the existing roadways open to traffic. It is expected that replacement of these bridges will shift the existing IH 94 eastbound alignment north or south. Grading and roadway reconstruction of IH 94 eastbound will be required for any alignment shifts.

Additional information about the Project is available at wisconsindot.gov/Pages/projects/by-region/sw/i94-tomahbridges/default.aspx and wisconsindot.gov/Pages/doing-bus/designbuild/i-90-94-interchange.aspx.

National Environmental Policy Act (NEPA) requirements are complete. A Categorical Exclusion Checklist (CEC) was approved on December 13, 2024.

2.2 Estimated Cost; Anticipated Required Completion Date

The estimated cost of the Project is between \$8 million and \$10 million. The anticipated required completion date of the Project is October 30, 2026.

2.3 Project Schedule

The RFQ schedule is subject to revision by addenda.

Table 2-1: RFQ Schedule

January 7, 2025	Issue RFQ
January 13, 2025	Project kickoff meeting
January 31, 2025	Deadline for submitting RFQ questions and organizational conflicts
February 19, 2025	SOQ Due Date
March 5, 2025	Notification of Qualified responsible bidders

The Project kickoff meeting will be held virtually using Microsoft Teams. The purpose of this meeting is to review the Project and RFQ requirements. While attendance at this meeting is not mandatory for submitting an SOQ, it is encouraged. Meeting information including a Microsoft Teams meeting invitation will be made available on the Department's design-build website at wisconsindot.gov/Pages/doing-bus/designbuild/i-90-94-interchange.aspx.

The Department anticipates the following additional Project milestone dates:

Table 2-2: RFP Schedule

March 5, 2025	Issue RFP
To be determined.....	Disadvantaged Business Enterprise (DBE) meet and greet
June 24, 2025	Technical Proposals Due Date
June 24, 2025	Cost Proposals Due Date
July 7, 2025	Notification of Intent to Award Contract

2.4 Department's Project Manager; Department and Ex Parte Communications

The Department's Project Manager for the Project is:

Nathaniel Schumaker, P.E.
Design-Build Project Manager
Wisconsin Department of Transportation
3550 Mormon Coulee Road
La Crosse, WI 54601
Phone: 608-789-5538

Submit all inquiries and comments about the Project and its procurement process to the design-build submittals mailbox. Only emailed inquiries will be accepted. The email subject line must include "Cranberry Interchange Design-Build Project." The address for the design-build submittals mailbox is:

DOTDesignBuildSubmittals@dot.wi.gov

During the Project procurement process, starting with the issuance of this RFQ and continuing until the Project Contract is awarded or the procurement is cancelled, no employee, member, or agent of any Proposer is allowed to have any ex parte communications about this procurement with any member of the Department or the FHWA, their advisors (e.g., cities, counties), or any of the contractors or consultants involved with the procurement, except for communications explicitly permitted by the Department's Project Manager and this RFQ (or subsequent to issuance of the RFP). Any Proposer engaging in such prohibited communications may be disqualified at the sole discretion of the Department.

2.5 Questions and Requests for Clarifications; Addenda

Questions and requests for clarification regarding this RFQ must be emailed to the Department as described in Section 2.4. Questions and requests for clarification must be submitted using the Department's request for clarification form template available on the Department's design-build website at wisconsindot.gov/Pages/doing-bus/designbuild/i-90-94-interchange.aspx. The Department may rephrase questions as it deems appropriate and may consolidate similar questions. Confidential questions regarding the RFQ will not be considered. All questions and re

quests for clarification must be received by 4:00 p.m., Central Standard Time, on the date provided in Section 2.3.

The Department reserves the right to revise this RFQ at any time before the SOQ due date. The Department will post addenda, answers to questions and requests for clarification on its design-build website at wisconsindot.gov/Pages/doing-bus/designbuild/i-90-94-interchange.aspx.

2.6 Major Participant

“Major Participant” in this RFQ is defined as any of the following entities:

- All general partners or joint venture members of Qualified responsible bidder
- All individuals, persons, proprietorships, partnerships, limited liability partnerships, corporations, professional corporations, limited liability companies, business associations, or other legal entity however organized holding (directly or indirectly) a 25% or greater interest in Qualified responsible bidder
- Any Subcontractor that is anticipated to perform work valued at 25% or more of the Contract amount
- Lead engineering/design firm(s)
- Each engineering/design subconsultant that is anticipated to perform 25% or more of the design work
- Any other entity the Proposer would wish to formally add to their team to enhance their SOQ.

The Proposer must self-perform at least 30% of the Project’s construction services with labor provided by employees of the Proposer and equipment owned or rented by the Proposer.

2.7 Department Consultant/Technical Support

The Department has retained Mead & Hunt, Garver, Alfred Benesch & Company, and DAAR Engineering to provide guidance on preparing this RFQ and the RFP and on Project-related financial, contractual, and technical matters. These consultants are not eligible to participate on any Proposer team for this Project.

The services performed by other consultant are as follows and final findings will be included in the RFP or as Reference Information Documents:

- Geotechnical exploration was performed by American Engineering Testing, at this time no conflicts of interest have been determined.

2.8 Organizational Conflicts of Interest

The Proposer must determine whether a potential conflict(s) of interest or perceived conflict(s) of interest exists. If the Proposer makes such a determination, the Proposer must disclose it to the Department. The disclosure must state the potential conflict of interest, provide a narrative

of the conflict, and how it will be mitigated or resolved. The Proposer must submit the information to the Department for review and acceptance by 4:00 p.m., Central Standard Time, by the deadline provided in Section 2.3.

The Proposer's attention is directed to the following:

- Title 23 Code of Federal Regulations (CFR) Part 636 Subpart A and in particular Section 636.116 on organizational conflicts of interest. Section 636.103 defines "organizational conflict of interest" as follows:

Organizational conflict of interest means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the owner, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

- The Department's policy on engineering and design service conflicts of interest is in the Wisconsin Department of Transportation Facilities Development Manual (FDM), Chapter 8, Section 5-3.¹

The Proposer is prohibited from receiving any advice or discussing any aspect of the Project or procurement of the Project with any person or entity with an organizational conflict of interest, including, but not limited to, the Department Consultant/Technical Support firm(s) listed in Section 2.7. Such persons and entities are prohibited from participating in any Proposer organization related to the Project.

The Proposer agrees that if an organizational conflict of interest is discovered after award, the Proposer will make an immediate and full written disclosure to the Department that includes a description of the action the Proposer has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, the Department may, at its discretion, cancel the design-build contract for the Project. If the Proposer was aware of an organizational conflict of interest before the Contract was awarded and did not disclose the conflict to the Department, the Department may terminate the Contract for default.

The Department discourages Major Participants from belonging to more than one Proposer team. If a Proposer wishes to use a Major Participant that belongs to more than one Proposer team, the Major Participant must be identified on the Proposer Introduction Form (Form 1) as being nonexclusive.

2.9 Changes to Organizational Structure

The Proposer, including Key Personnel and Major Participants, identified in the SOQ may not be removed, replaced, or added without the Department's written approval. See Section 3.3 for information on Key Personnel.

¹ <https://wisconsindot.gov/rdwy/fdm/fd-08-01.pdf#fd8-1-5.3>

The Proposer may replace an individual identified in an SOQ or in a technical proposal if the Department determines that the proposed replacement individual meets the qualifications described in the SOQ or in the technical proposal and that the proposed individual's qualifications are at least equal to the qualifications of the individual who is being replaced. The Proposer must submit requests for removals, replacements, and additions in writing to the design-build submittals mailbox as described in Section 2.4.

2.10 Past Performance or Experience

The Department will evaluate the description in the submitted SOQ of the Proposer's past performance or experience in managing the design, engineering, and construction aspects of projects similar in nature to the Project.

The Proposer or a member of the Proposer's team must have served as a contractor or the Proposer's lead designer must have served as lead designer on no fewer than five projects administered by the Department. The entity fulfilling this requirement must be identified in the SOQ.

The Proposer or a member of the Proposer's team must employ an individual who has no fewer than five years of experience in highway construction specific to highway improvement projects in Wisconsin. This individual must be identified in the SOQ.

2.11 Equal Employment Opportunity and Davis-Bacon and Related Act Provision

The Proposer will be required to follow the Wisconsin Fair Employment Law and FHWA-1273, Required Contract Provisions: Federal-Aid Construction Contracts.²

In accordance with Wisconsin Statute Chapter 111, Subchapter II, Fair Employment, the Department will ensure that on any project that is constructed pursuant to this advertisement, equal employment opportunity will be offered to all persons without regard to age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, use or nonuse of lawful products off the employer's premises during nonworking hours, or declining to attend a meeting or participate in any communication about religious or political matters.

The required federal contract provisions are contained in FHWA-1273, and the provisions must be included in every Federal-Aid Construction Contract, including design-build contracts. The Proposer must be familiar with FHWA-1273 and its oversight requirements. FHWA-1273 includes equal employment opportunity requirements, provisions of the Davis-Bacon and Related Acts, and other required federal contract provisions.

² <https://www.fhwa.dot.gov/programadmin/contracts/1273/1273.pdf>

2.12 Disadvantaged Business Enterprises

The Department has established a Disadvantaged Business Enterprise (DBE) program that is in accordance with 49 CFR Part 26, Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. Under the DBE program and consistent with 49 CFR Part 26, the Department does not allow any person or business to be excluded from participating in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any U.S. DOT-assisted contract because of sex, race, religion, or national origin.

If applicable, the Proposer will take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBEs have the maximum opportunity to compete for and perform the Contract. Additional DBE requirements will be set forth in the RFP.

The DBE goal for the Project will be included in the RFP. The Department intends to require the Proposer to submit a DBE Performance Plan outlining their approach to achieve the DBE goal. The DBE Performance Plan is a modified, open-ended DBE commitment that, instead of naming DBEs to perform specific work at a specific price, allows the Proposer to list anticipated work types for planned DBE participation throughout the life of the project. Specific requirements for the DBE Performance Plan will be included in the RFP.

DBE meet and greet will be scheduled on the date listed in Section 2.3. The Department's directory of DBE contractors is available at <https://wisconsindot.gov/Pages/doing-bus/civil-rights/dbe>.

2.13 Proposer Prequalification

The Proposer's required construction prequalification is Work Rating A, General Construction, and Work Rating F, Structures.³

Engineering firms must hold a current Certificate of Authorization through the Wisconsin Department of Safety and Professional Services.

Engineering firms performing structural design services for this contract must have QA/QC plan and procedures documents on file with the WisDOT Bureau of Structures, per the Wisconsin Bridge Manual Section 6.5, by the SOQ deadline, as provided in Section 2.3.

2.14 Proposer Suspension or Debarment

The Proposer and members of the Proposer's team:

- Must not be on a Department-maintained list of persons who are ineligible to bid due to suspension or debarment⁴

³ See <https://wisconsindot.gov/hccidocs/contracting-info/work-rate-descriptions.pdf>.

⁴ See <https://wisconsindot.gov/hccidocs/debar.pdf>.

- Must not be on the Department of Administration-maintained list of persons who have violated construction-related statutory provisions or administrative rules
- Must not have been debarred from any government, including but not limited to Federal, county and city, contracts
- Must not have been found to have committed tax avoidance or evasion in any jurisdiction in the previous 10 years
- Must not have been disciplined under a professional license in any jurisdiction in the previous 10 years
- Must not employ or contract with any current or future design professional who has been disciplined in any jurisdiction under a license that is currently in use

3 Content of Statement of Qualifications

This Section 3 describes the information that the Proposer is required to include in an SOQ. The SOQ must follow the outline of Sections 3.1 through 3.7. Proposers shall provide brief, concise information that addresses the requirements of the Project consistent with the evaluation criteria described in Section 4 of this RFQ.

Documents submitted pursuant to this RFQ will be subject to Wisconsin Public Records law and may be shared by WisDOT with requestors following the conclusion of the procurement process for the Project. Proposers who have concerns about their information becoming publicly available should provide a detailed explanation of their concerns to the Department as described in Section 2.4 a minimum of 7 calendar days prior to the SOQ Due Date as indicated in Section 2.3.

3.1 Introduction

The introduction consists of a cover letter, the Proposer Introduction Form (Form 1) and the SOQ table of contents. The cover letter and table of contents are each limited to one page.

Information about the Proposer and each Major Participant must be provided in Appendix A.

The Proposer's point of contact (POC) who is listed on the Proposer Introduction Form will be the single POC on behalf of the Proposer and will be responsible for communications between the Proposer and the Department. The Department will send all Project-related communications to the POC.

3.2 Proposer Organization and Experience

The required information in this Section 3.2 will be used in the qualitative assessment of the SOQ.

3.2.1 Organizational Chart(s)

The Proposer must provide an organizational chart(s) that:

- Graphically shows the organizational hierarchy and identifies participants who will be responsible for the major functions to be performed and their reporting relationships in managing, designing, and building the Project
- Identifies the Proposer and all Major Participants
- Identifies Key Personnel by name and company (see Section 3.3)
- Identifies all critical functional relationships between project management, executive oversight, construction management, quality management, and environmental compliance, among others, if not made clear by the Key Personnel reporting structure
- Illustrates the integration of design and construction functions

3.2.2 Proposer Experience

The SOQ must include a description of the Proposer's experience and the experience of each Major Participant that will manage, design, and/or construct the Project. The Proposer must identify the individual that meets the experience requirement in Section 2.10 and demonstrate that the Proposer meets the prequalification requirements in Section 2.13.

The Proposer must provide the qualifications of their team including both construction and design personnel. The information must address the following:

- Management and staff experience, capabilities, and functions on projects of similar scope
- Experience with timely completion of comparable projects
- Experience with on-budget completion of comparable projects
- Experience with integrating design and construction activities
- Experience managing environmental resources and commitments

The Proposer:

- Must describe at least two and a maximum of four projects that the Proposer has completed or participated in (if the Proposer does not yet exist or is newly formed, please explain) and at least two and a maximum of four projects that each listed Major Participant has managed, designed, and/or constructed. Each project description must include the following:
 - Name of the project, location, and the owner's contract number or the state project number.
 - Owner's project manager (owner's construction manager for construction projects or the owner's design manager for design projects) and telephone number and email address. If the owner's project manager is no longer with the owner, provide an alternative contact at the agency who is familiar with the project. The alternative contact must have played a significant role for the owner during the project.
 - Dates of design and construction.
 - Detailed description of the work or services that were provided and the percentage of the project that was actually performed by the Proposer and/or Major Participant.
 - Description of scheduled completion deadlines and actual completion dates. Provide additional information as justification if additional time was needed.
 - Original design or construction budget and final design or construction cost.
- May provide a single project description for projects in which several of the proposed Major Participants were involved.
- Must describe experience relevant to the Project that the Proposer/Major Participants have gained in the previous 10 years. The Department prefers recent experience.

- Should cite projects with levels of scope that are comparable to the scope that is anticipated for the Project. Also consider citing projects in which construction duration was minimized, design schedules were kept, and original design and construction budgets did not increase.

The Department may use the provided project information as a reference check.

3.3 Key Personnel

The required information in this Section 3.3 will be used in the qualitative assessment of the SOQ. Only the minimum Key Personnel for the Project are described; the Proposer may add others.

Level A Personnel

- Design-Build Project Manager
- Design-Build Construction Manager
- Design-Build Design Manager
- Grading Superintendent
- Roadway Engineer
- Bridge Superintendent
- Structure Engineer
- Work Zone Engineer
- Erosion Control Specialist

Level B Personnel

- Traffic Control Supervisor
- Geotechnical Engineer
- Hydraulics Engineer
- Document Controls Manager
- Project Materials Coordinator

The Proposer must identify Level A personnel in the required organizational chart(s) that are described in Section 3.2.1. Level B personnel may be identified in the SOQ, but identification is not required; therefore, the Level B personnel descriptions serve primarily to inform the Proposer about personnel who will be required in the future. No Key Personnel identified by name in an SOQ, Level A or B, may be changed without completing the procedure described in Section 2.9.

3.3.1 Resumes of Key Personnel

Resumes for Level A personnel must be provided as Appendix B (Resumes of Key Personnel) to the SOQ. Resumes of Level A personnel are limited to two pages each. If an individual fills more than one Level A personnel position, only one resume is allowed. Resumes from Level B or other value-added personnel shall not be submitted and will not be evaluated (such personnel may be discussed in the body of the SOQ, if desired).

3.3.2 Key Personnel Information

Each resume must include the following items:

- Brief narrative describing the individual's recent career.
- Relevant licensing and registration.
- Years of experience performing similar work.
- Length of employment with current employer.
- Actual work examples from similar projects, including duties performed, percentage of time on the job, and dates of work performed. The Department prefers relevant recent experience. Conceptual design does not qualify as final design experience, and management of designers alone does not qualify as design experience.

In addition to resumes, provide the following information for each Level A personnel:

- Brief narrative explaining why the individual is highly qualified for the position.
- Percentage of time committed to the relevant phases of the Project, most notably including the design and construction phases.
- Percentage of time committed to other projects with conditional statements, as necessary.

3.3.3 Key Personnel: Job Descriptions; Minimum Qualifications for Acceptance; Qualifications Exceeding Minimums

This Section 3.3.3 consists of a brief job description, minimum requirements, and preferred requirements for Key Personnel to be assigned to the Project. Key Personnel will be evaluated based on the extent to which they meet and/or exceed the requirements and preferences, including relevant education, training, certification, and experience. Any licenses or certifications that are required to meet the requirements of the RFQ must be in place by the SOQ due date.

An individual may not fill more than one Level A personnel position unless explicitly allowed in this RFQ. Only one individual may be proposed per position unless explicitly allowed.

3.3.3.1 Level A Personnel

Design-Build Project Manager:

- Will be responsible for the design, construction, and contract administration for the Project
- Will have full responsibility for the execution of the work
- Will act as a single POC in all matters
- Will have the authority to represent the Proposer on all Project-related matters
- Will be responsible for the overall quality of design and construction work
- May also serve as the Design-Build Construction Manager
- Must be on-site at least 1 day per week and must be available to be on-site at the Department's request within 24 hours

Required qualifications:

- Five years of experience managing the design or construction of projects of similar scope and complexity or has served in the same capacity on two similar, completed projects in the State of Wisconsin

Preferred qualifications:

- Experience with both design and construction
- Record of quality results
- Experience beyond the minimum
- Highly similar experience
- Recent experience
- Design-build experience

Design-Build Construction Manager:

- Will be responsible for ensuring that the Project is constructed in accordance with the Project requirements
- Will be responsible for ensuring compliance and providing training related to all Project permits and environmental requirements
- Must be on-site for the duration of the construction of the Project
- Must coordinate with the design team during the design of the Project
- Must either report directly to the Design-Build Project Manager or serve as the Design-Build Project Manager

Required qualifications:

- Five years of experience managing the construction of projects of similar scope and complexity or has served in the same capacity on two similar, completed projects in the State of Wisconsin

Preferred qualifications:

- Record of quality results
- Experience beyond the minimum
- Highly similar experience
- Recent experience
- Design-build experience
- Record of quality communication with designers (or design experience)

Design-Build Design Manager:

- Will be responsible for ensuring that the Project design is complete and that design criteria requirements are met
- Will serve as the primary representative for the Project's design
- Will make certain that the functional designs are completed on schedule, collaboratively, and in accordance with Contract requirements
- Will be responsible for coordinating environmental permitting with the Department's Region Environmental Coordinator (REC)
- Must have the authority to be in direct contact with Department staff during all phases of the Project
- Must be available to attend project meetings weekly and address project issues as they arise
- Must report directly to the Design-Build Project Manager
- May also serve as either the Roadway Engineer or Structure Engineer but not both

Required qualifications:

- Registered Professional Engineer in the State of Wisconsin
- Five years of experience managing the design of projects with similar scope and complexity or has served in the same capacity on two similar completed projects

Preferred qualifications:

- Record of quality results
- Experience beyond the minimum

- Highly similar experience
- Recent experience
- Design-build experience

Grading Superintendent:

- Will be responsible for ensuring that the grading activities are completed in accordance with Contract requirements
- Must be on-site during all grading activities
- Must report directly to the Design-Build Construction Manager

Required qualifications:

- Five years of experience as a grading superintendent / foreman on projects of similar scope and complexity or has served in the same capacity on two similar, completed projects in the State of Wisconsin

Preferred qualifications:

- Record of quality results
- Experience beyond the minimum
- Highly similar experience
- Recent experience

Roadway Engineer:

- Will be responsible for ensuring that the roadway design is completed in accordance with Contract requirements
- Must certify the roadway design of the Project
- Must either report directly to the Design-Build Design Manager or serve as the Design-Build Design Manager
- May also serve as either the Work Zone Engineer or Design-Build Design Manager but not both

Required qualifications:

- Registered Professional Engineer in the State of Wisconsin
- Five years of experience designing roadway plans on projects of similar scope and complexity

Preferred qualifications:

- Record of quality results
- Experience beyond the minimum
- Recent experience
- Highly similar experience

Bridge Superintendent:

- Will be responsible for ensuring that the bridge construction is completed in accordance with Contract requirements
- Must be on-site during all bridge construction activities
- Must report directly to the Design-Build Construction Manager

Required qualifications:

- Five years of experience as a bridge superintendent / foreman on projects of similar scope and complexity or has served in the same capacity on two similar, completed projects in the State of Wisconsin

Preferred qualifications:

- Record of quality results
- Experience beyond the minimum
- Recent experience
- Highly similar experience

Structure Engineer:

- Will be responsible for ensuring that the structure design is completed in accordance with Contract requirements
- Must certify the structural design of the Project
- Must either report directly to the Design-Build Design Manager or serve as the Design-Build Design Manager

Required qualifications:

- Registered Professional Engineer in the State of Wisconsin
- Five years of experience designing structure plans on projects of similar scope and complexity

Preferred qualifications:

- Record of quality results
- Experience beyond the minimum
- Recent experience
- Highly similar experience

Work Zone Engineer:

- Will be responsible for ensuring that the traffic control design is completed in accordance with Contract requirements
- May occasionally be asked to review construction in the field
- Must report directly to the Design-Build Design Manager
- May also serve as the Roadway Engineer

Required qualifications:

- Registered Professional Engineer in the State of Wisconsin
- Five years of experience designing traffic control plans on projects of similar scope and complexity

Preferred qualifications:

- Record of quality results
- Experience beyond the minimum
- Recent experience
- Highly similar experience

Erosion Control Specialist:

- Will be responsible for completing the erosion control implementation plan (ECIP), identifying need for ECIP amendments, and completing ECIP amendments
- Will be responsible for completing weekly and rainfall event erosion control inspections in conjunction with the Department
- Must be available to be on-site within 24 hours during all phases of the Project
- Must have the authority to stop all work, if necessary, to comply with permits and requirements
- Must be able to work directly with the Department, independent from construction personnel and the Design-Build Project Manager
- Must report directly to the Design-Build Construction Manager

Required qualifications:

- Must have experience in Wisconsin developing erosion control implementation plans (ECIP) and amendments

Preferred qualifications:

- Record of quality results
- Additional breadth of experience
- Highly similar experience
- Recent experience

3.3.3.2 Level B Personnel**Traffic Control Supervisor:**

- Will be responsible for the implementation and maintenance of the Project's traffic control to ensure a safe environment for workers and the public
- Must be available to attend meetings on-site as necessary
- Must report directly to the Design-Build Construction Manager

Required qualifications:

- Five years of experience managing and monitoring traffic control operations on highway projects

Preferred qualifications:

- Record of quality results
- Experience beyond the minimum
- Recent experience
- Highly similar experience

Geotechnical Engineer:

- Will be responsible for ensuring that the geotechnical design is completed in accordance with Contract requirements
- Must report directly to the Design-Build Design Manager

Required qualifications:

- Registered Professional Engineer in the State of Wisconsin
- Five years of experience in geotechnical and foundation design including bridge foundations and embankment settlement analysis

Preferred qualifications:

- Record of quality results
- Experience beyond the minimum
- Recent experience
- Highly similar experience

Hydraulics Engineer:

- Will be responsible for ensuring that the hydraulic design is completed in accordance with Contract requirements
- Must report directly to the Design-Build Design Manager

Required qualifications:

- Registered Professional Engineer in the State of Wisconsin
- Five years of experience performing hydraulic analysis on projects of similar scope and complexity

Preferred qualifications:

- Record of quality results
- Experience beyond the minimum
- Recent experience
- Highly similar experience

Document Controls Manager:

- Will be responsible for storing, managing, and retrieving documents on the Project including submittals, submittal comments, field data, and other Project documentation utilizing the required file management system
- May also serve in another Key Personnel position
- Must either report directly to the Design-Build Project Manager or serve as the Design-Build Project Manager

Required qualifications:

- Experience configuring and managing document management systems using WisDOT Box File Storage and SharePoint

Preferred qualifications:

- Record of quality results
- Experience beyond the minimum

- Recent experience
- Highly similar experience

Project Materials Coordinator

- Will be responsible for ensuring that Project materials documentation is completed in accordance with Contract requirements and Section 106.1.2 of the Standard Specifications
- Will be responsible for developing Project E-Guide
- Will be responsible for assembling required 155 (miscellaneous materials) and 905 (materials diary) forms
- Must report directly to the Design-Build Construction Manager

Required qualifications:

- Current Highway Technician Certification Program MCT-C Certification

Preferred qualifications:

- Record of quality results
- Experience beyond the minimum
- Recent experience
- Highly similar experience

3.4 Project Understanding

The required information in this Section 3.4 will be used in the qualitative assessment of the SOQ. To demonstrate the Proposer's familiarity with the Project and the Project's requirements, the Proposer must:

- Provide a narrative demonstrating the Proposer's understanding of the Project
- Demonstrate an understanding of the Project goals (see Section 1.2) including a narrative explaining the Proposer's approach to address the Project goals

3.5 Project Management Approach

The required information in this Section 3.5 will be used in the qualitative assessment of the SOQ. The Proposer must provide the planned approach to successfully delivering the Project and include the following:

- The unique risks of the Project, approach to managing the risks, and any challenges the Proposer believes the Project may face in addressing them
- Plan for seamless transition through all phases of the Project

- Procedures for schedule control that will ensure timely initiation and completion of design and physical project construction
- Approach to quality management to effectively manage the Project and ensure public safety and public access
- Plan to leverage the unique characteristics of the design-build delivery to provide benefit to the Project

3.6 Legal and Financial

The information required in response to Sections 3.6.1 and 3.6.2 will be submitted as Appendix C (Legal and Financial). The information provided will not count toward the allowed total number of pages as defined in Section 5.2. The required information will be evaluated on a pass/fail basis.

3.6.1 Legal Name and Authority to Transact Business in Wisconsin

The Proposer must be registered or authorized to do business in the State of Wisconsin. The Proposer or a member must have been in business for at least 12 months as of the SOQ due date in Section 2.3. The following must be provided:

- Full legal name of the Proposer and state in which the Proposer is incorporated or otherwise organized.
- If Proposer is a partnership or joint venture, attach full legal names and addresses of each general partner or joint venture partner, and provide the state of incorporation or organization for each general partner or joint venture partner.
- If Proposer is a subsidiary of any other entity, provide the full legal name of the owner of the subsidiary and identify the state in which the owning entity is incorporated or otherwise organized.
- If the Proposer organization has not yet been formed, describe the relevant facts and circumstances and provide an assurance that the Proposer and each Major Participant will be authorized to conduct business in Wisconsin by the time of Contract award.

3.6.2 Bonding and Financial Capability

The Proposer must be able to secure performance and payment bonds for 100% of the Contract value for the entire Contract term. The Proposer must provide a letter from a surety or insurance company authorized to do business in the State of Wisconsin with an A.M. Best Co. "Best's Rating" of A- or better stating the Proposer is able to obtain the necessary bonds for the project.

The Proposer must submit a sworn statement that indicates that it has adequate financial resources to complete the work described in the RFQ, taking into account any other work the Proposer is currently under contract to complete. The sworn statement needs to include, at a minimum, the dollar amount according to the engineer's, architect's, or owner's latest estimate,

of all incomplete work now under contract for which the Proposer is responsible with its own crews and equipment. If the Proposer has no incomplete work, state "None." The Proposer must provide a list of outstanding contracts. The list must include who the contract is with, project location, the firm's contract dollar amount incomplete per project, and a total incomplete amount.

Updates to the sworn statements and list of outstanding contracts must be submitted to the Department per Section 2.4 according to the following schedule:

- Within 7 calendar days after any increase in the outstanding contract total until release of the RFP
- Within 7 calendar days after any increase in the outstanding contract total during the advertised RFP
- With the technical and cost proposal on the due date, as defined in the RFP

3.7 Organizational Conflicts of Interest

The required information for organizational conflicts of interest will be submitted as Appendix D (Organizational Conflicts of Interest). Information provided will not count toward the allowed total number of pages as defined in Section 5.2.

The Proposer must provide a sworn statement stating:

- The Proposer agrees not to have any public or private interest and will not acquire directly or indirectly any such interest in connection with the Project that would conflict or appear to conflict in any manner with the performance of the services under this contract.
- The Proposer is aware of and understands the requirements described in Section 2.8.
- The Proposer agrees to not provide any services to a construction contractor or any entity that may have an adversarial interest in the Project for which it has provided services to the Department.
- The Proposer agrees to disclose to the Department, in writing, all organizational conflicts of interests that may be contemplated during each phase of the Project including, but not limited to, planning, scoping, early preliminary engineering, design, and construction.
- The Proposer certifies that no conflict of interest or perceived conflict of interest exists or that it has been disclosed and mitigated/resolved to the Department's satisfaction.

4 Evaluation Process

4.1 SOQ Evaluation

The Department will initially review the SOQs for responsiveness to the requirements of this RFQ on a pass/fail basis as described in Section 4.3. Following the pass/fail review, responsive SOQs will be measured against the evaluation criteria stated in Section 4.4.

4.2 Interview

Interviews will not be conducted.

4.3 Pass/Fail Review

Prior to SOQ evaluation and scoring (see Section 4.4), the Department will review the following on a pass/fail basis:

- **Introduction.** Completion and signing of the Proposer Introduction Form (Form 1) and applicable table of contents.
- **Legal and Financial.** Applicable information as defined in Section 3.6. The information provided will be submitted as Appendix C (Legal and Financial) and will include, at a minimum, the following:
 - Documentation demonstrating the Proposer's legal name and the authority to conduct business in the State of Wisconsin as described in Section 3.6.1
 - Demonstration of the Proposer's ability to secure the performance and payment bonds and sworn statements demonstrating financial viability as described in Section 3.6.2
- **Organizational Conflicts of Interest.** See Section 3.7 for relevant disclosures. Organizational conflicts of interest will be submitted as Appendix D, Organizational Conflicts of Interest.

The Department may request clarifications for any information provided and waive any deficiencies, irregularities, or technicalities. The initial pass/fail review for responsiveness does not preclude a later finding of nonresponsive by the Department.

4.4 SOQ Evaluation and Scoring

Following the pass/fail review, the Department will evaluate all responsive SOQs and measure each Proposer's response against the Project goals and selection criteria set forth in this RFQ, resulting in a numerical score out of 100 for each SOQ. The Department will use the following criteria and weightings:

- **Proposer Organization and Experience (30 points)**

The Department will use the information provided to evaluate the capabilities of the Proposer to effectively deliver the Project.

- **Key Personnel (35 points)**

The Department will use the information provided to evaluate the capabilities of Key Personnel to effectively perform their Project function. Key Personnel will be evaluated based upon the quality of their qualifications and how certain the Department is that they will be able to fulfill their specific responsibilities. Key Personnel positions that consist of more than one individual will be evaluated both in regard to the qualifications of their members as well as the collective abilities of their members to provide the required services.

- **Project Understanding (25 points)**

The Department will use the information provided to evaluate the Proposer's understanding of the Project and the Project goals.

- **Project Management Approach (10 points)**

The Department will use the information provided to evaluate the perceived effectiveness of the Proposer's approach to successfully deliver the Project.

4.5 Determining Qualified Responsible Bidders

The Department will determine a consensus score for each responsive SOQ and prepare a ranked list of Proposers.

The Department reserves the right, in its sole discretion, to cancel this RFQ, issue a new RFQ, reject any or all SOQs, seek or obtain data from any source that has the potential to improve the understanding and evaluation of an SOQ, seek and receive clarifications to an SOQ, and waive any deficiencies, irregularities, or technicalities in considering and evaluating the SOQs. The Proposer must provide information to the Department upon request about ownership, management, and control of the Proposer.

This RFQ does not commit the Department to enter into a contract or proceed with the procurement of the Project. The Department assumes no obligations, responsibilities, or liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred by the parties responding to this RFQ. All such costs will be borne solely by each Proposer. In addition, the Department assumes no obligations, responsibilities, or liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred by the parties if the Department elects to not issue an RFP for the Project.

4.6 Notification of Short-listing

Upon completion of the evaluation, scoring, and short-listing process, the Department will notify Proposers of the results and publish the list on its design-build website at wisconsindot.gov/Pages/doing-bus/designbuild/i-90-94-interchange.aspx.

4.7 Debriefing Meetings

Once the Department publishes the short list (if any), feedback may be provided via face-to-face meeting or virtual meeting or by phone or email at the discretion of the Department. The purpose of the meeting is for the Department to provide informal and objective feedback pertaining to the Department's review of the Proposers SOQ only. SOQs from other proposers will not be made available until after execution of a design-build contract at the discretion of the Department.

5 Procedural Requirements for SOQ Submittal

This Section 5 describes requirements that all Proposers must satisfy in submitting SOQs. Failure of any Proposer to submit an SOQ as required in this RFQ may result in rejection of its SOQ.

5.1 Due Date, Time, and Location

All SOQs must be received by 9:00 a.m., Central Standard Time, on the SOQ due date indicated in Section 2.3 and must be delivered by email in an unencrypted, fully searchable PDF format that is also not password-protected to DOTDesignBuildSubmittals@dot.wi.gov.

The email subject line must be “Cranberry Interchange Design-Build Project - [Proposer name] SOQ - [Date].”

The maximum size of an email that the Department can receive is 25 MB. If necessary, break the PDF into multiple emails. If multiple emails are used, they must be numbered sequentially in the subject line (e.g., Cranberry Interchange Design-Build Project - [Proposer name] SOQ - [Date] - Email [#] of [#]).

Any SOQ that fails to meet the deadline or delivery requirement will be rejected without opening, consideration, or evaluation. Proposers will receive a confirmation email upon successful delivery to the Department. In the event a confirmation email is not immediately received, please contact the Department (see Section 2.4 for contact information).

5.2 Format

The SOQ must include a front cover labeled “Cranberry Interchange Design Build Project,” “Statement of Qualifications,” the Proposer name, and date of submittal. The front cover must also include the following information:

- State Construction ID 1023-08-81: Black River Falls – Tomah R_IH90E-IH94W B41-291; IH90W B41-292

The SOQ must not exceed 9 pages not including the cover letter, table of contents, section dividers, and appendices. There is no maximum page limit for the appendices (see Section 3.3.1 on page limits per resume), but the appendices must contain only information that is relevant to the requested appendix information in this RFQ. Appendices will not be used to enhance an SOQ beyond these requirements. The SOQ will contain the following appendices:

- Appendix A: Proposer Introduction Form
- Appendix B: Resumes of Key Personnel
- Appendix C: Legal and Financial
- Appendix D: Organizational Conflicts of Interest

Section dividers must be used only to convey the heading of a section and must not be used to supplement or enhance any information included in the SOQ (photos, but not photo renderings,

on the dividers are acceptable). All information must be designed to print on 8.5 x 11-inch paper except for the organizational chart, as described in Section 3.2.1, which may be designed to print on 11 x 17-inch paper. 11-point Arial font must be used for text except as noted. There are no font requirements regarding text on the front cover. Text in charts, exhibits, and other illustrative and graphical information must be no smaller than 10-point Arial.

6 Second Phase of Procurement Phase

This Section 6 is provided for informational purposes only, so each Proposer has a description of the second phase of the Project procurement process, including a summary of certain anticipated RFP requirements. The Department reserves the right to make changes to the following, and Qualified responsible bidders must only rely on the actual RFP when and if it is issued. This Section 6 does not contain requirements related to the SOQ.

6.1 Requests for Proposals

Proposers on the short-list following the first phase of the procurement process will be eligible to move to the second phase and receive an RFP. While the Department may make the RFP available to the public for informational purposes, only Qualified responsible bidders will be allowed to submit a response to the RFP.

6.2 RFP Content

In accordance with Wisconsin Statute § 84.062(6), the RFP will include the following:

- Name, title, address, and telephone numbers of persons to whom questions concerning the proposal are to be directed
- Procedures to be followed for submitting proposals, including how proposals must be delivered, the date and time by which they must be received, and the name and address of the person who is to receive them
- Date and time of the pre-proposal conference, if any
- Requirement that a technical proposal and cost proposal be submitted
- Clear description of the scope of all design, engineering, and construction work
- Criteria for evaluating proposals and their relative weight, if applicable
- Design criteria package, including a description of drawings, specifications, or other information to be submitted with the proposals that will allow the Proposer to use innovative projects to meet the criteria
- Project schedule and budget limits, if any
- Proposed terms and conditions of the Contract
- Requirements relating to performance bonds, payments bonds, and insurance
- Amount of stipend, if any
- Procedures for awarding a contract.

- Process for reviewing and accepting Alternative Technical Concepts (ATCs) and value engineering change proposals
- Any other information the Department determines is necessary

6.2.1 RFP Structure

The RFP will be structured as follows:

- Instructions to Proposers
- Contract Documents
 - Book 1 (Design-Build Contract)
 - Book 2 (Project Requirements)
 - Book 3 (Applicable Standards)
- Reference Information Documents (RID)

6.3 One-on-One Meetings

The Department will offer each Qualified responsible bidder the opportunity to meet before the proposal due date to discuss any ATCs, if applicable, that are being developed. In any such meeting, the Department will meet with only one Qualified responsible bidder at a time. Qualified responsible bidders will not be required to accept the meeting offer.

6.4 Proposals Submitted in Response to the RFP

Qualified responsible bidders that choose to continue in the procurement process must submit a two-part proposal. The first part is the technical proposal, and the second is the cost proposal. The RFP will define formats, page limits, and evaluation criteria for the proposal packaging and all proposal contents.

6.5 Stipends

The Department will award a stipend for responsive proposals submitted by unsuccessful Qualified responsible bidders, anticipated to be \$30,000. A stipend will not be paid to the successful Qualified responsible bidder. No stipends will be paid for submitting SOQs.

In consideration for paying the stipend, the Department may use any ideas or information contained in the proposals in connection with any contract awarded for the Project or in connection with a subsequent procurement without any obligation to pay any additional compensation to unsuccessful Qualified responsible bidders.

The Department will pay the stipend to each eligible Qualified responsible bidder within 90 days after the award of the Contract or the decision not to award a contract. If an unsuccessful Qualified responsible bidder elects to waive the stipend, the Department will not use ideas or information contained in that Qualified responsible bidder's proposal.

FORM 1

PROPOSER INTRODUCTION FORM

Proposer Introduction Form

Proposer Information

Business name _____

Business address _____

Business type
(e.g., corporation,
partnership, joint venture) _____

Proposer's Point of Contact

The Proposer's Point of Contact (POC) will be the single POC on behalf of the Proposer throughout the procurement process and will be responsible for communications between the Proposer and the Department. The Department will send all Project-related communications to the POC.

Name _____

Address _____

Telephone _____

Email _____

Major Participants

Refer to Section 2.13 of the RFQ for the required prequalification's of Major Participants. Add additional rows if necessary.

Major Participant #1 _____

Major Participant Contact _____

Head Office Address _____

Role/Prequalification _____

Is Major Participant exclusive to Proposer identified on this form? ☐ Yes ☐ No

Major Participant #2 _____

Major Participant Contact _____

Head Office Address _____

Role/Prequalification _____

Is Major Participant exclusive to Proposer identified on this form? ☐ Yes ☐ No

Major Participant #3 _____

Major Participant Contact _____

Head Office Address _____

Role/Prequalification _____

Is Major Participant exclusive to Proposer identified on this form? ☐ Yes ☐ No

Major Participant #4 _____

Major Participant Contact _____

Head Office Address _____

Role/Prequalification _____

Is Major Participant exclusive to Proposer identified on this form? ☐ Yes ☐ No

Acknowledgement of RFQ Addenda

Acknowledge any and all RFQ addenda by number and date. Add additional rows if necessary.

Addendum number	Addendum date	Acknowledgement
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>

Department Administered Project Experience

Identify five projects administered by the Department where the Proposer or a member of the Proposer's team has have served as a contractor, or where the Proposer's lead designer has served as lead designer.

Project Name #1 _____

State Project Number _____

Year(s) of Construction _____

Department Contact Name _____

Project Name #2 _____

State Project Number _____

Year(s) of Construction _____

Department Contact Name _____

Project Name #3 _____

State Project Number _____

Year(s) of Construction _____

Department Contact Name _____

Project Name #4 _____

State Project Number _____

Year(s) of Construction _____

Department Contact Name _____

Project Name #5 _____

State Project Number _____

Year(s) of Construction _____

Department Contact Name _____

Signatures

This form must be signed by authorized representatives of the Proposer. If the Proposer is a joint venture, the joint venture members must sign the form. Lead Engineering Firms or other consultants providing professional services may not serve as a member of a joint venture. If the Proposer is not yet a legal entity, the known Major Participants must sign the form.

By signing below, the Proposer certifies the truth and correctness of the contents of the SOQ, including this Proposer Introduction Form, and that the Proposer or member of the Proposer's team employs an individual who has no fewer than five years of experience in highway construction specific to highway improvement projects in Wisconsin.

Printed name _____ Organization/Role _____
Signature _____ Date _____

Printed name _____ Organization/Role _____
Signature _____ Date _____

Printed name _____ Organization/Role _____
Signature _____ Date _____

Printed name _____ Organization/Role _____
Signature _____ Date _____