

# Request for Proposals

## Railroad Accessibility Assessment Study



Marathon County, Wisconsin

**Date: February 16, 2024**

**PROPOSALS DUE:**  
Monday, March 11, 2024  
4:00 p.m.

Leonard Ludi  
Village Administrator  
Village of Kronenwetter  
1582 Kronenwetter Drive  
Kronenwetter, WI 54455  
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## Table of Contents

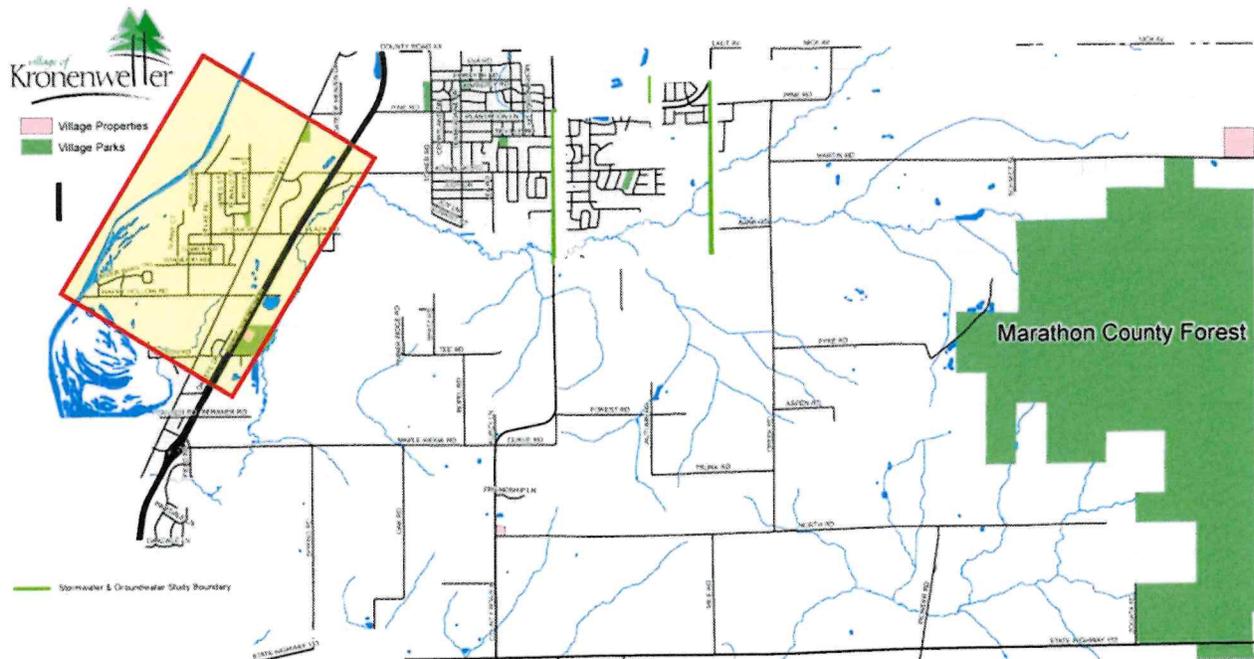
|     |   |     |
|-----|---|-----|
| 1.  | Background .....                            | 3   |
| 2.  | Village Map.....                            | 3   |
| 3.  | Study Area Map.....                         | 4   |
| 4.  | Village Information .....                   | 5   |
| 5.  | Purpose .....                               | 5   |
| 6.  | Details of Services.....                    | 5-6 |
| 7.  | Scope of Services .....                     | 6   |
| 8.  | Schedule .....                              | 7   |
| 9.  | Proposal Requirements .....                 | 7   |
| 10. | Method of Evaluation .....                  | 8   |
| 11. | Submission Requirements and Deadlines ..... | 8   |
| 12. | Selection Process .....                     | 8-9 |
| 13. | Engineering Services Agreement .....        | 9   |

**Request for Proposals  
Village of Kronenwetter  
Railroad Accessibility Assessment Study**

***BACKGROUND***

The Village of Kronenwetter is a progressive community located in southern Marathon County, between Wausau and Mosinee. Kronenwetter is the largest Village by area in the State of Wisconsin and has a mixture of urban and rural development (see map of Village). A citizen complaint brought up at the Community Life, Infrastructure and Public Property committee (CLIPP) meeting asking for attention to be placed on additional access needed in the West Nelson Road and Happy Hollow Road area and other residents in the areas west of the Railroad Track. The scope of work and project objective has been presented to the Village's Community Life, Infrastructure and Public Property Committee (CLIPP) and approved by the Village Board to move forward on February 12, 2024.

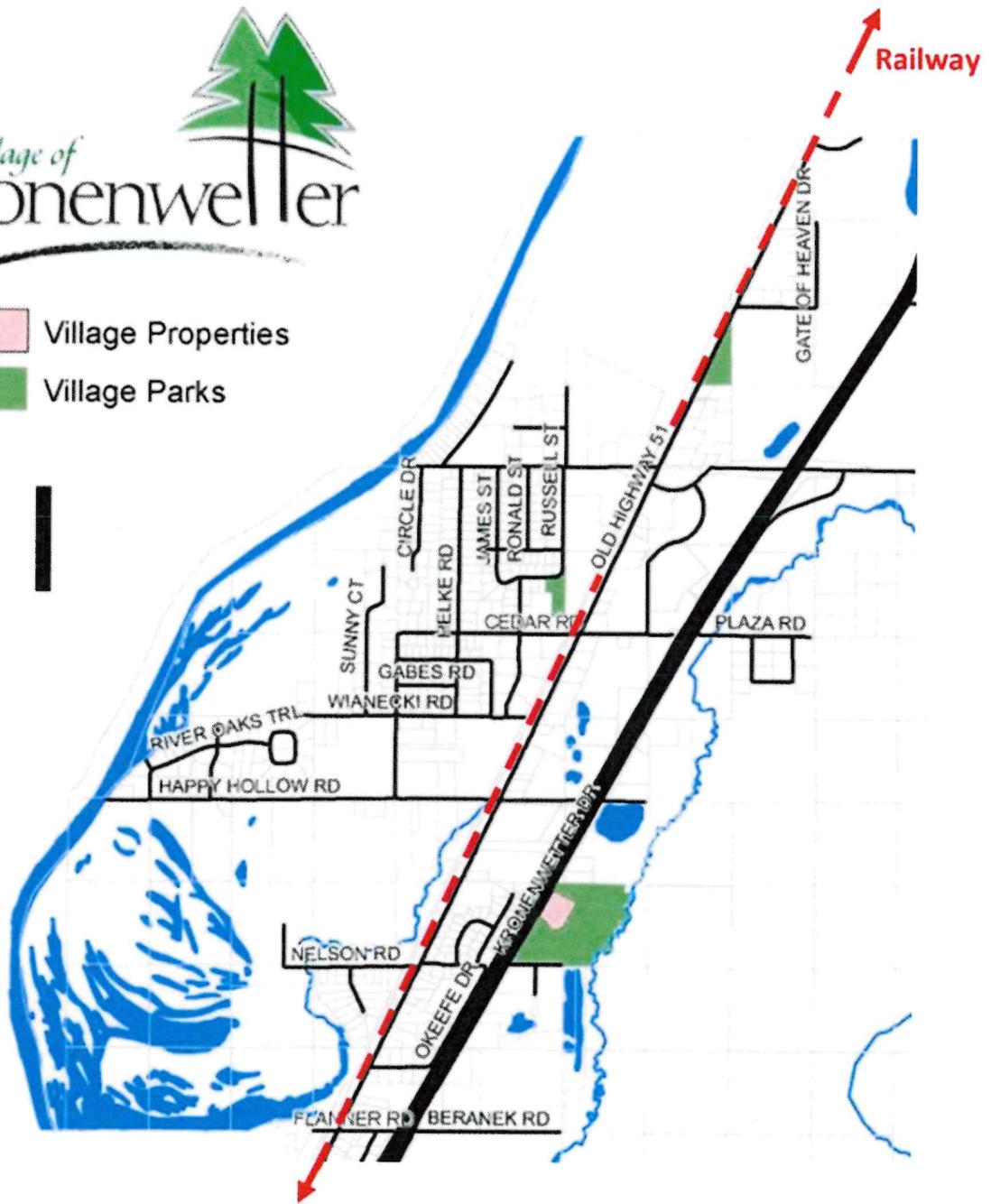
The purpose of this RFP is to solicit engineering services to study the alternatives and feasibility of those alternatives to address vehicle delays and impacts to emergency services in the event a Canadian National Railroad train west of Old 51 restricts traffic, to include exit impacts in an emergency evacuation scenario. The subject area surrounding West Nelson and Happy Hollow Road is illustrated below:





village of  
Kronenwetter

- Village Properties
- Village Parks



## ***VILLAGE INFORMATION***

The Village has the following information available for consultant review:

1. 2019 Village Comprehensive Plan
2. 2019 to 2024 Village Strategic Plan
3. Planning, Land Use and Road Data from the Community Development and Public Works Departments
4. Emergency Response data from the Village of Kronenwetter Police and Fire Department
5. Community input regarding concerns as more information becomes available

## ***PURPOSE***

The purpose of this “Railroad Accessibility Assessment Study” (hereinafter, RFP) is to select a qualified professional consultant to evaluate the Village’s emergency access management strategy resulting in an appropriate balance between the safety and operating efficiency of the roadway. Impact to property owners to the west of the railway adjacent to Old 51 Highway should be addressed in this study as well.

Also, the consultant is to study the alternatives, and feasibility of those alternatives to address vehicle delays and impacts to emergency services in the event the CN Railroad west of Old 51 restricting traffic, and recommend solutions for road improvements and study/evaluate access to residents and emergency services in the event there is a natural and/or manmade disaster. Satisfaction of proposal requirements and consultant’s approach to the project(s) will be key criteria for selection, among others including future. The Village is seeking to identify qualified firms with experience in housing development egress and ingress codes; system design and management; public relations and outreach; and funding options, to include any alternatives in coordinating efforts with the CN Railroad system.

As the range of experience required is broad, the Village may consider firms in partnership. The Village also reserves the right to award the contract to multiple firms based on their individual expertise.

## ***DETAILS OF SERVICES***

1. The consultant’s firm, including principals, project managers, and key personnel, shall have relevant experience with similar work and shall be competent to perform the services required under this RFP.
2. The work contemplated is professional in nature. It is understood that the consultant, acting as an individual, corporation, or other legal entity, is of professional status, is licensed to perform in the State of Wisconsin, is licensed for all applicable professional disciplines requiring licensing, and shall be governed by the professional ethics of said professions in its relationship to the Village.
3. It is understood that all reports, information, or data prepared or assembled by the consultant for the benefit of the Village of Kronenwetter and shall not be made available in whole or in part to any individual or organization, except the Village Kronenwetter,

without the prior written approval of the Village of Kronenwetter.

4. The consultant shall be responsible for complying with local, state and federal codes, legislation procedures, and regulations affecting work in their profession.

## **SCOPE OF SERVICES**

The selected consultants(s) will provide recommendations to the Village within the “Railroad Accessibility Assessment Study” by evaluating the Village’s access proposing improvement scenarios and collaboration with other agencies the Village can utilize in their strategic plan.

### **Railroad Emergency Accessibility Assessment & Report**

The scope of services shall include the following elements:

#### **Phase 1: Preliminary Research**

- Investigate, review and inventory at-grade railroad crossings, road characteristics, etc.
- Collect all pertinent data regarding emergency accessibility and evacuations.
- Define concerns, issues and opportunities to work with other agencies.
- Identify and compare alternatives to address those concerns and solutions.

#### **Phase 2: Qualifications of Preliminary Recommendations**

- Evaluate existing 2019 Village Comprehensive and 2019-2024 Village Strategic Plan.
- Evaluate current and future railroad activity that will impact community ingress and egress.
- Establish recommendations for one (1) primary solution & two (2) alternate scenarios showing associated opportunities and constraints.
- Final alternative will define any impacts if no improvements were to take place.

#### **Phase 3: Funding Evaluation**

- Identify preliminary budgetary cost of primary and alternate scenarios.
- Identify grant funding opportunities.
- Define any alternatives if no improvements were to take place.

#### **Phase 4: Finalize Report**

- Public input regard preliminary concepts

- Village of Kronenwetter Staff review of final draft accessibility study report.
- Finalize study and present findings to the committee and thereafter, Village Board.

## ***SCHEDULE***

The proposals are due in the village administrator's office by 4:00p.m. Monday, March 11, 2024. The intent is to have the proposals initially screened by the Village staff and then reviewed by the CLIPP Committee at its April 1, 2024 meetings with final Village Board action to follow.

The project timetable is as follows:

1. Consultant selection: mid-March recommendation to award prepared.
2. Prepare/approval consultant agreement (attached): late March 2024
3. Present recommendation to CLIPP Committee – thereafter, present award packet to Village Board early- April 2024
4. Project kickoff meeting with staff, CLIPP Committee and/or Village Board: late April 2024
5. Complete report Presentation: July - August 2024

The consultant shall provide three printed sets of the initial draft report. When the draft report is accepted, the consultant will provide three sets of the final report. The consultant will also provide a complete, matching electronic PDF copy of the report narrative, maps, tables, charts, figures and any appendices. This includes full-size map presentation boards where necessary for public review.

## ***PROPOSAL REQUIREMENTS***

The successful firm(s) shall respond to the RFP with the information requested below. This information shall be provided in the order shown in this request. Information can be provided in multiple sections but must appear in the requested section. Each tab must contain a narrative on the requested subject and examples of direct experience when requested. Examples are limited by number and length as indicated under each tab.

The Village of Kronenwetter will not be responsible for considering information provided under the wrong tab. Questions regarding this RFP should be directed to Mr. Leonard Ludi, Village Administrator, by email request for information to [lludi@kronenwetter.org](mailto:lludi@kronenwetter.org) by 4:00p.m. March 4, 2024. The proposing consultant is solely responsible for its interpretation of this RFP. For the purpose of this RFP the term "firm" shall be interpreted to mean firm or firms. In the case of partnerships, the requested information shall be provided for each firm in the partnership and shall be provided in separate sections under the requested tab. Failure to respond in the requested format may result in the firm being disqualified from consideration. All submitted materials become the property of the Village of Kronenwetter.

Proposals shall include:

- Tab 1. Cover Letter** - Shall be on company letterhead and addressed to the village administrator with a statement of the consultant's basic understanding of the Village's needs. The name, business address and telephone number of the firm's primary point of contact and any subconsultants, if any, shall be clearly listed.
- Tab 2. General Background of Firm & Organizational Chart** - This section shall include the general background of the firm. Information on the complete services of the firm should be provided but should be kept in a concise format. Examples of specific firm experience will be requested in following tabs. An Organizational chart shall be provided with specific qualified personnel.
- Tab 3. Overall Municipal Experience** - Each firm shall provide a summary of overall municipal experience to not exceed two (2) pages.
- Tab 4. Experience of Project Manager** - Each firm shall designate a project manager and provide detailed information on that individual's experience in municipal affairs especially in accessibility studies, planning, design, modeling, funding and other related items. Only information on the lead project manager should be submitted.
- Tab 5. Main Project Team and Resumes** - This section should include the resumes of "key" project team members. As the experiences of individuals vary, it is up to the proposing firm to determine who would be "key" to the successful implementation of this project. Only the resumes of actual team members should be included. There is no limit to the number of resumes provided. After award of this contract, substitution of "key" personnel will only be allowed by written permission of the Village of Kronenwetter.
- Tab 6. Special Project Experience for Project Scope** - The firm may provide specific examples of related scope of services performed or provide related examples of work relative to the project. This section shall be limited to two (2) pages.
- Tab 7. Project Approach** - Describe the firm's approach for each phase of the project. Incorporate any adjustments or recommendations the firm may have on the work scope.
- Tab 8. Cost** - The consultant shall provide professional services costs for phase of the scope of work as lump sum fees for each phase. The attached Engineering Services Agreement shall be utilized unless the firm provides a similar format.

#### ***METHOD OF EVALUATION***

Each PROPOSAL shall be reviewed by our evaluation team and shall be scored on the basis of the following criteria and point system:

|        |   |     |             |
|--------|---|-----|-------------|
| Tab 1. | Submitted Cover Letter Meeting RFP Requirements | 10  | Pass / Fail |
| Tab 2. | General Background of Firm                      | 20  |             |
| Tab 3. | Overall Municipal Experience                    | 50  |             |
| Tab 4. | Experience of Project Manager                   | 20  |             |
| Tab 5. | Main Project Team Resumes or Experience         | 25  |             |
| Tab 6. | Specific Project Experience for Project Scope   | 75  |             |
| Tab 7. | Project Approach                                | 40  |             |
| Tab 8. | Cost  |     |             |
| TOTAL  |   | 250 |             |

***SUBMISSION REQUIREMENTS AND DEADLINES***

Please submit five (5) copies of your Proposal on or before 4:00 p.m., Monday, March 11, 2024. Proposals should be delivered to:

Village of Kronenwetter  
 Attn: Leonard Ludi  
 1582 Kronenwetter Drive  
 Kronenwetter, WI 54455

Proposals should include all items as requested in the “PROPOSAL REQUIREMENTS” section of this document in the order and format specified. Questions regarding this RFP should be directed to Mr. Leonard Ludi, Village Administrator, by email RFI to lludi@kronenwetter.org by 4:00p.m. March 4, 2024.

***SELECTION PROCESS***

The Village will select a respondent on the basis of responsiveness of the proposal to the RFP requirements and willingness to execute an acceptable written contract. The Village reserves the right to reject any or all proposals, and to request written clarification of proposals and supporting materials.

Interviews may be conducted, if deemed necessary by staff or by committee, with one or more responsible entities that have submitted proposals in order to clarify certain elements. The selection shall be made by the Community Life, Infrastructure and Public Property Committee (CLIPP) and will be recommended to the Village Board for final approval.

The individual and/or consulting team to be recommended to the Village Board will be one whose proposal and overall qualifications are

determined to be the most advantageous to the Village.

At the conclusion of the selection process, staff will negotiate the terms and conditions of a contract with the recommended consultant(s). See attached Engineering Services Agreement draft format.