



Report to Administrative Policy Committee (APC)

Agenda Item: Award Railroad Accessibility Assessment Study
Meeting Date: April 16, 2024
Referring Body: Administrative Policy Committee (APC)
Committee Contact: Chris Voll, Chair
Staff Contact: Leonard Ludi, Village Administrator
Pete Wegner, Community Development Director
Report Prepared by: Leonard Ludi, Incoming Village Administrator

OBJECTIVE(S): Advance the proposal award packet for the Railroad Accessibility Assessment Study to the Village Board for approval, after identifying a funding source for the budget.

HISTORY/BACKGROUND: A citizen complaint was brought up at CLIPP in 2023 asking for attention to be placed on additional emergency access needed in the West Nelson Road and other residents in the areas west of the Railroad Track. Meeting discussions have mentioned a number of alternatives and further delegation has been brought up to CLIPP by former Interim Administrator, Kim Manley and then Public Works Director, Leonard Ludi.

In a CLIPP meeting on January 3, 2024, the committee ask that Public Works Director and the Community Development Director to develop and RFP to study 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 where to restrict traffic.

In a CLIPP meeting February 5, 2024 the language and objective of the Railroad Accessibility Assessment Study RFP was reviewed and approved to move forward to the Village Board. Village Board on February 12, 2024 approved the publishing the RFP for a Railroad Accessibility Assessment Study. With that, proposals were due March 11, 2024 and five (5) proposals were received as listed below.

Proposal Listing:	Proposals
Kapur all in	\$ 22,223.00
Trotter & Associates	\$ 29,900.00
Ruekert Mielke	\$ 24,500.00
Roth Professional Solutions	\$ 51,265.00
Becher Hoppe	\$ 68,500.00

Scoring Proposal Review: The review and scoring were initiated through a proposal review team via a scoring matrix. An accumulative score average was tallied as follows:

Accumulative Scoring Average	Kapur all in	Trotter Assoc.	Ruekert Mielke	Roth Professional Solutions	Becher Hoppe
Submitted Cover Letter Meeting RFP Requirements (10 pts)	7.25	8	6	6.25	6.75
General Background of Firm (20 pts)	10.75	14.5	16.75	11.75	11.25
Overall Municipal Experience (20 pts)	14.25	13.25	15.25	15.25	16.75
Experience of Project Manager (50 pts)	41.25	39	39.25	36.5	36.5
Main Project Team Resumes or Experience (20 pts)	16.75	13.5	19.5	13.5	16
Specific Project Experience for Project Scope (25 pts)	20.25	18.75	22.25	17	20.25
Project Approach (75 pts)	63.25	65.5	67	62.5	60
Cost (40 pts)	37.25	32	31.5	16.75	12.5
AVERAGE TOTAL POINTS	211	204.5	217.5	179.5	180
Points Ranking	2	3	1	5	4

FURTHERMORE: The above bid presentation was made to the Community Life, Infrastructure and Public Property (CLIPP) committee on April 1, 2024, thereby asking Village Staff to advance the presentation to APC in order to identify a funding source for the Railroad Accessibility Assessment Study.

PROPOSAL: Based on the review scoring in the categories stated above, the proposal review team recommends a budget be identified to cover to 3rd highest bid of \$29,900. Once the funding source has been established, the proposal selection packet to be moved on to the Village Board for approval.

RECOMMENDED ACTION: Identify a funding source for a \$29,900.00 budget for the Railroad Accessibility Assessment Study. Thereafter advancing the proposal selection packet onto the Village Board for approval.

FINANCIAL

Financial Consideration/Action: To be determined by Committee

FUNDING SOURCE: NA

Account Number/Title: #
 Current Adopted Budget: \$
 Spent to Date: \$
 Remaining Budget: \$
 Requested Amount: \$
 Remainder of Budgeted Amount, if approved:

ATTACHMENTS:

- Amended RFP Railroad Accessibility Assessment Study
- Proposal Scoring Matrix
- Ruekert Mielke Proposal
- Kapur Proposal
- Trotter Proposal
- Roth Professional Services Proposal
- Becher Hoppe Proposal