



## Report to Village Board

**Agenda Item:** Railroad Accessibility Assessment Study RFP Approval

**Meeting Date:** February 12, 2024

**Referring Body:** Community Life, Infrastructure and Public Property (CLIPP)

**Committee Contact:** Chris Eiden, Chair

**Staff Contact:** Leonard Ludi, Village Administrator

Pete Wegner, Community Development Director

**Report Prepared by:** Leonard Ludi, Incoming Village Administrator

**OBJECTIVE(S):** Approve and Authorize Staff to move forward in publishing Request for Proposals (RFP) for a Railroad Accessibility Assessment Study already presented to CLIPP committee on Monday, February 5, 2024. The RFP will solicit engineering services 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 restricts traffic. This subject area is in and surrounding West Nelson and Happy Hollow Road area.

**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 for their approval to move forward in publishing the RFP for a Railroad Accessibility Assessment Study

**PROPOSAL:** Publish RFP for a Railroad Accessibility Assessment Study. Milestones through the RFP process as follows:

- Proposals due to the Village Administrator's office by 4:00 PM Monday, March 11, 2024
- Consultant selection: Mid-March Recommendation to Award prepared.
- Prepare/approval Consultant agreement: Late -March 2024
- Present recommendation to award to CLIPP committee – thereafter present award packet to Village Board early- April 2024
- Project kickoff meeting: late April 2024
- Complete Report Presentation: July - August 2024

**RECOMMENDED ACTION:** Approve and Authorize Staff to move forward in publishing the Request for Proposals (RFP) for a Railroad Accessibility Assessment Study.

**FINANCIAL**

**Financial Consideration/Action:** Budget to be determined once the Assessment Study Bids have been reviewed and a recommendation to award packet has been compiled presented through the CLIPP Committee.

**FUNDING SOURCE: NA**

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

**ATTACHMENTS:**

- Final RFP Railroad Accessibility Assessment Study
- Sample RFP for City of Wisconsin Rapids