



**Report to Village Board Community Life,
Infrastructure and Public Property (CLIPP)**

Agenda Item: Award Railroad Accessibility Assessment Study
Meeting Date: April 1, 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): Advance the award packet for the Railroad Accessibility Assessment Study to the Administrative Policy Committee (APC) and thereafter onto the Village Board for approval.

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

PROPOSAL: Based on the review team’s scoring and ranking, Ruekert Mielke was ranked the best overall proposal, to include highest scores in general background, and specific project experience categories.

RECOMMENDED ACTION: Advance the award packet for the Railroad Accessibility Assessment Study to the Administrative Policy Committee (APC) and thereafter onto the Village Board for approval. Recommendation is to award the Railroad Accessibility Assessment Study to Ruekert Mielke for \$24,500.00.

FINANCIAL

Financial Consideration/Action: To be determined by CLIPP

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