



**CITY OF WHITEWATER
REQUEST FOR PROPOSALS**

City Engineering Services

Date Issued: Monday, August 25, 2025

SUBMIT RFP TO

City of Whitewater

City Clerk

312 W. Whitewater Street

Whitewater, WI 53190

SUBMISSION DEADLINE

Thursday, September 25, 2025, 3:30 PM

I. Summary

The City of Whitewater is soliciting proposals from qualified consulting firms to provide City Engineering Services for the Public Works Department. Engineering services include, but not limited to: Design and bidding of streets, water, wastewater, and storm water infrastructure; Construction inspection and management; Developer site reviews; and Studies.

II. General Information

The City of Whitewater has an estimated population of 15,000, which includes the campus of the University of Wisconsin – Whitewater (UWW). UWW is responsible for their utilities and streets that are internal to their campus. However, there could be some projects where the City and UWW may partner together. One such example is the proposed shared underground detention basin currently being designed to help both entities move toward their respective MS4 requirements for TSS and TP.

In general, Engineering services will cover, but not limited to, the following:

Streets: The City currently has about 50 miles of local streets. The City will need assistance with planning, cost estimates, design, etc., for the repair, upgrade and reconstruction of infrastructure based on the City's approved two-year budget cycle. This will include, but not limited to, curb and gutter, pavement design, sidewalk, signage, and striping. Typically, streets are designed in the odd numbered years and constructed in the even number years. The City is responsible for 8 traffic signals. The City may ask for intersection studies or timing adjustments at these intersections.

Water: The City currently has 5 wells and 2 above ground storage tanks. The Water Utility pumps an average of about 1,600,000 gallons per day through approximately 56 miles of pipe. Water Utility personnel use a SCADA system to control pumping, treatment and distribution. All aspects of pumping, treatment and distribution repair, upgrade, planning, cost estimates and replacement of infrastructure will be considered.

Wastewater: The City currently has 6 lift stations and approximately 52 miles of sanitary sewer pipe. The Wastewater Treatment Facility is an activated sludge plant with biological phosphorus removal. The maximum month flow design is 3.8 MGD with a maximum monthly BOD design of 4,015 lb/day. Currently, the average day flow is 1.41 MGD with an average 2,704 pounds of BOD. Wastewater personnel use a SCADA system to control all processes. All aspects of wastewater collection and treatment, including SCADA shall be considered for tasks related to repair, upgrade, planning, cost estimates and replacement of infrastructure.

Storm Sewers: The City has a collection of storm sewers, water ways and ditches to convey storm water. For the most part, the City will need assistance with cost estimates, planning, design, etc., for the repair, upgrade and reconstruction of infrastructure in conjunction with street reconstruction projects.

Storm Water Management: The City currently has 33 municipally owned BMPs for Storm Water Management. As part of the Rock River TMDL, the City is required to have a 49% TSS reduction and a 66% TP reduction. The City is currently undergoing an update to its 2017 Storm Water Management Plan. Current findings show the City at a 53.7% TSS reduction and a 45.5% TP reduction. The City is a member of the Rock River Storm Group and uses this platform to meet its Public Education and Outreach, and Public Involvement and Participation requirements of its MS4 permit. The City currently uses a third party to perform outfall and IDDE inspections. The City will need assistance in planning, design and implementing additional BMPs to help meet the requirements of the Rock River TMDL. Also, the City will need assistance with review of developer submitted Storm Water Management Plans to ensure they meet City requirements on a case-by-case basis.

Sidewalks: Sidewalks shall be considered for all reconstruction of City streets. The City is in the process of implementing a sidewalk replacement program, first to replace tripping hazards and second to update curb ramps. The intention would be to include a section of the City every two years for sidewalk improvements. The City will need assistance with cost estimates and design.

Construction Management/Inspection: There may be multiple projects ongoing within the City at any one time. The firm will be asked to assist with conducting construction inspection and project management on various projects. This shall include but not be limited to assisting with pre-construction meetings, progress meetings, pay requests, and project closeout. As-Builts should be provided in .PDF format to the Director of Public Works within six (6) months of substantial completion of the project. As-Builts shall also be provided in a shapefile for insertion into the City's ArcGIS Online layers.

Studies: Studies to support any of the above areas may be required.

Subdivision review: Review of subdivision plans for compliance with City Ordinances. Construction inspection of developer installed infrastructure may be required to ensure infrastructure is installed according to plans.

III. Agreement

The general Agreement for City Engineering Services will include the ability to provide independent Task Orders for specific projects. Each specific Task Order should include Project Information, Detailed Scope of Services, Compensation and Schedule. The City will compensate the firm on an hourly rate basis plus expenses a not-to-exceed fee.

The Agreement will be for five years with the possibility of two (2), one-year extensions.

The Agreement should also be written to allow flexibility for the City to solicit proposals for design of individual projects if a competitive process is required.

IV. Submission of Proposal

Proposals are to be submitted to:

City of Whitewater
Attention City Clerk
312 W. Whitewater Street
Whitewater, WI 53190

by **3:30 pm, Thursday September 25, 2025**. Please indicate “City Engineering Services” on the outside of the envelope. Please provide four (4) hard copies of the proposal and one electronic version (flash drive).

A selection committee will review the proposals and it is anticipated the results will be sent to the Public Works Committee on October 14, 2025. The Public Works Committee may forward a recommendation onto the City Council for their October 21, 2025 meeting, or may ask the selected firm to attend a future Public Works Committee meeting to answer additional questions.

Questions regarding the Request for Proposal should be directed to Brad Marquardt, Public Works Director, at 262-473-0139 or bmarquardt@whitewater-wi.gov.

V. Proposal Requirements

Submitted Proposals should include the following:

1. Firm name, address, telephone, and e-mail of the Contact Person.
2. Brief history of the firm.
3. A one-page statement of your interest, qualifications and familiarity with City of Whitewater’s facilities, infrastructure and geography.
4. Identification of key personnel to be assigned to various services. Please provide an organization chart with the roles & responsibilities of each identified person with resumes of key personnel.
5. Indicate the location of the office from where specific services will be provided.

6. Provide a list of municipalities with contact information for those municipalities where you currently perform City Engineering Services.
7. Provide a list of relevant projects completed or underway in 2025.
8. Provide the following information for a completed 2024 Wisconsin municipal street reconstruction project.
 - a. Address & phone number of contact person
 - b. Brief project description
 - c. Scope of Services/Task Order
 - d. Engineers Estimate
 - e. Bid Price
 - f. Dollar value of Change Orders
 - g. Final Construction Cost
 - h. Engineering
 - i. Design Cost (up to and including the signing of the contracts)
 - ii. Contract Administration Cost
 - iii. Construction related services costs, including project inspection
 - iv. Sample drawings (11 x 17). Do not need to send the full set of plans.
 - v. The role key personnel in #4 above had in the project

VI. Selection Process

The selection committee will evaluate the proposals using the following criteria:

- Firm History and Qualifications
- Evaluation of assigned personnel
- Familiarity with local area geography and facilities
- Ability to relate to project requirements
- Reference Check
- Engineering Experience:
 - Streets/Transportation
 - Utilities
 - Storm water and Storm water management
 - Contract administration
- Cost – Include in a separate envelope, or in a separate file for the electronic version, your proposed 2026 costs per hour for key personnel to be assigned to various services as listed in the provided organization chart. Indicate what has been past practice for per hour increases and what can be anticipated for 2027 per hour increases.



www.whitewater-wi.gov
Telephone: 262-473-0139
Fax: 262-473-0579

Office of Public Works
312 W. Whitewater St.
Whitewater, WI 53190

VII. Additional Information

All proposal costs are the expense of the proposer. Elaborate proposals beyond that sufficient to present a complete and effective proposal are not necessary or desired.

The City will award the contract to the most responsive and responsible consultant after all criteria are considered. The City reserves the right to waive any informalities or to reject any or all proposals and to award the contract to the consultant, who in the judgement of the City, will best serve the interests of the City.

The City will honor confidentiality requests to the extent possible. If you feel certain aspects of your proposal are proprietary in nature, please indicate so.