

REQUEST FOR PROPOSALS: Engineering Services

Scope 1. Completion of WisDOT 2026-2031 STP-Urban Program Application for Reconstruction of Hackbarth Road, and,

Scope 2. Hackbarth Road Reconstruction - Engineering and Design Services

Issued by: Town of Koshkonong, August 29, 2025

Jefferson County, Wisconsin

SCOPE OF WORK:

1. **Application for STP-Urban Program:** Preparation of the WisDOT 2026-2031 STP-Urban Program application for aid to the Town of Koshkonong for the design and reconstruction of Hackbarth Road replacement. The application must be completed for the Town by October 15, 2025 to ensure transmittal to the Wisconsin Department of Transportation deadline of October 31, 2025.
2. **Hackbarth Road - Engineering and Design Services:** If the application is successful and WisDot approves the STP-Urban application for the design and reconstruction of the Town of Koshkonong road project, the Engineering Firm will participate in the WisDOT consultant negotiation process for engineering and design services as defined in 23 CFR 172 for this contract, and, will be in accordance with the "Brooks Act" – Public Law 92-582, 86 Stat. 1278 {1972}, 40 U.S.C. 541. Under the "Qualification Based Selection" (QBS) process, negotiations will be initiated with the firm for Scope 2. design and engineering services.

Proposers shall provide qualifications for the work including a current copy of Wisconsin Department of Transportation *CONSULTANT REPORT DT1538* and the firm must be included on WisDOT's Roster of Eligible Engineering Consultants.

Include in the proposal the firm's and assigned personnel's experience with roadway design; design approach for this project; the design schedule; and a detail of tasks and responsibilities under each Scope of Work. Proposals shall conform to the requirements that WisDOT may have to review and negotiate engineering services with the engineering firm.

Proposals must be received
no later than *4:00 PM CDST*
Monday, September 15, 2025

Submittals are email preferred, or can be delivered.

Submit by mail to: Town of Koshkonong Clerk, W5609 Star School Road, Fort Atkinson WI 53538, or to arrange an in-person submittal, call Clerk Kincannon at 920-563-4510. Late proposals will be rejected.

Award: The award for SCOPE 1. will be made on September 16, 2025 at the Board Meeting of the Town Board of the Town of Koshkonong, 6:00 pm, via Zoom call.

Notes:

- The cost of the services related to completing the Application for STP-Urban Program for Hackbarth Road will be paid directly to the Engineering firm by the Town of Koshkonong.
- *The design services requested in this solicitation may, at the discretion of the department [WisDOT], include a separate contract to provide consulting services to consultant construction project leaders during construction of highway projects. The separate contract would be negotiated as the final design is nearing completion. WisDOT FDM 8-5*
- It is expected all WisDOT regulations related to applications, contracts, engineering and design, and project planning and implementation will be met by the consultant.

For further information regarding this RFP, contact: Kim Cheney, Town Chairperson at cheney.koshkonong@gmail.com

Issued: August 29, 2025

Caitlin Kincannon, Clerk