



JEFFERSON COUNTY

PARKS DEPARTMENT

311 South Center Ave

Jefferson, WI 53549

920-674-7260

www.jeffersoncountywi.gov/parks

jeffcoparks@jeffersoncountywi.gov



June 26th, 2024

Request for Proposals For Construction Oversight and Administration For Jefferson County Interurban Trail, Phase III Transportation Alternatives Program (TAP) Grant

GENERAL – The Jefferson County Parks Department is seeking proposals to provide Construction Oversight and Administration services for the construction of a multimodal trail that will include approximately 2.8 miles of off road, 10' wide paved trail within a WE Energies transmission line corridor in the Town of Ixonia, Jefferson County Wisconsin. The project boundary begins at County Highway F and will head 2.8 miles East to the County Line. This project is being funded by a Transportation Alternative Program grant funded through the Wisconsin Department of Transportation and other Grants, donations, and County dollars.

Design, engineering, and permitting is currently in progress with final plans expected to be completed and approved by WisDOT in December 2024. The anticipated project let is scheduled before the end of December 2024 with a project award in February of 2025. Construction oversight and administration would begin after the project has been awarded and a pre-construction meeting has been scheduled.

Jefferson County is seeking proposals for Construction Oversight and Administration from a firm with previous experience in managing federally funded projects, specifically Transportation Alternatives Program grant projects or similar. The expected scope of services will include the following:

- Scheduling and coordination of Preconstruction Meeting
- Construction Administration of TAP/Non-traditional transportation projects including: inspection, materials acceptance (including Buy America criteria), record keeping, measurement of quantities, enforcement of plans and specifications, processing contractor payments/contract modifications/claims, preparation of project diaries and as-built plants, and finals documentation and project close-out
- Familiarity with erosion control & environmental permitting, WisDOT Construction & Materials Manual, WisDOT Standard Specifications, and WisDOT Pantry software
- Knowledge of ADA Standards and curb ramp compliance
- Familiarity with Labor Compliance, Title VI, and monitoring DBE utilization as well as Federal Prevailing Wage Rates (& Equal Employment Opportunities) & Interviews



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Proposals should account for full onsite supervision of the construction of the trail including administering all requirements of the TAP grant program outlined in the WisDOT TAP [Sponsors Guide to Non-traditional Project Implementation](#). All oversight and administration will need to comply with and meet the grant reporting requirements of the TAP program and Jefferson County's purchasing ordinances.

SUBMITTALS – If you are interested in working with the Jefferson County Parks Department on this project, please submit an electronic copy of the following information at a minimum:

1. Name, address and a brief description of your firm.
2. Statements of firm's specific abilities and qualifications related to this project.
3. Resumes of key personnel that will be assigned to the project.
4. Provide examples of knowledge and expertise related to this scope of work and type of project.
5. Identify 3-5 other similar projects completed by this firm, and key personnel's experience on similar projects, specifically those that were completed with Transportation Alternatives Program funding or similar WisDOT funding and oversight. Include reference contact information for completed and/or current projects.
6. You may include a one-page subjective statement regarding your interest in and understanding of this project.
7. A description of how the project will be approached including the identification of all major work elements and unique concepts that might be employed.
8. An anticipated scope of services based on knowledge of the project including a pertinent scope of services that will begin from coordination of the preconstruction meeting to project completion and closeout.

TIME – All submittals should be clearly marked "RFP Interurban Oversight" and sent as an attachment or downloadable link by e-mail to kevinw@jeffersoncountywi.gov by 12:00pm July 18th, 2024. Questions can be directed to Parks Director Kevin Wiesmann at kevinw@jeffersoncountywi.gov. The construction project is anticipated to be let in January of 2025 with work beginning as soon as ground conditions allow in the spring of 2025. Jefferson County reserves the right to accept or reject any proposal or seek alternate arrangements for the construction oversight and administration.