MONROE COUNTY HIGHWAY DEPARTMENT
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NOTICE OF INTEREST / REQUEST FOR PROPOSALS

27 December 2024

Qualified professional firms engaged in civil engineering and environmental disciplines are invited to submit proposals for consulting services to complete research and analysis to support the Little La Crosse Watershed Infrastructure Resiliency Initiative in Monroe County, Wisconsin. Monroe County has been awarded project funding through the FHWA's *Promoting Resilient Operations for Transformative, Efficient and Cost-saving Transportation* (PROTECT) program.

Proposals must be received by **2:00 p.m. local time on Tuesday, February 18, 2025**.

Proposals must be delivered in a sealed package, parcel or envelope clearly marked on the exterior **Proposal For Little La Crosse Watershed Initiative** and be received by the Monroe County Highway Department, 803 Washington Street, Sparta, Wisconsin 54656 by 2:00 p.m. local time on Tuesday, February 18, 2025. Proposals received will be publically opened and read into the record at that time. Proposals received or tendered after that time and date will not be considered.

Actual receipt by Monroe County is required by the closing time and date; deposit or postmark is insufficient. Facsimile or e-mail proposals will not be accepted. Monroe County reserves the right to accept or reject any or all proposals or portions thereof without stated cause. Monroe County is not responsible for any late, lost or damaged packages through any postal or carrier service.

The principal objective of the project is to enhance the resiliency to current and projected storm events of stream crossing infrastructure within the Little La Crosse River Watershed in southwestern Monroe County. The operational concept of the project is to reduce the scope of replacement structures by incorporating nature-based mitigation into upstream land management strategies.

The project will include, but is not limited to, analysis of the hydraulic capacity of existing stream crossing structures on state and county highways, town roads and village streets within the watershed, development of stream profiles and assessment of the hydrologic and debris movement capacity of structures within the watershed, determination of design requirements and estimated cost of structures necessary to accommodate baseline and projected storm events and provide for the passage of debris and sediment, assessment of stream corridors, roadsides and adjacent property to identify land use and riparian management strategies designed to reduce storm event impacts to baseline and projected levels, research, identification and recommendation of alternatives, and calculation of cost-to-benefit values for the various designs, strategies, projects and actions.

The PROTECT Project Narrative is incorporated as an attachment to this RFP. Prospective firms should carefully review and consider the concepts and strategies outlined in the narrative.

Specific attention is directed to the Program Alignment section of the narrative. Essential to the success of the project will be the coordination of activities with the Monroe County Leadership Team and other stakeholders, and communication with property owners and the community.

Proposals must describe your vision and approach to the various aspects of the project and your ability and experience in communicating concepts, strategies, alternatives and potential impacts.

Proposals must include the scope and schedule of community information and outreach efforts.

Upon the commissioning of a consultant, Monroe County will host an introductory meeting with project stakeholders. Subsequent outreach opportunities will be coordinated by the consultant.

Proposals must include a strategy for, and experience in, collaborating with federal, state, county and local government agencies in the planning and construction of infrastructure improvements.

Proposals must include estimated levels of effort and time allowances, progress schedules and completion target dates for principle phases of the project that clearly demonstrate your ability to successfully complete critical aspects of the project and meet project completion expectations.

Proposals must describe the experience of your firm and assigned staff in the development and execution of similar projects and the resource commitments that will support those efforts.

Proposals will be evaluated through a Qualifications Based Selection process. Do not submit a monetary value of your proposal. A contract award will be proffered to the firm presenting the proposal determined to be most advantageous to Monroe County, which best addresses the specific provisions of the Request for Proposals, and which best aligns with the objectives of Monroe County and the concepts of the PROTECT program. Contract terms and compensation will be negotiated with the firm offering the most advantageous proposal as selected by the Leadership Team.

QBS scoring criteria will include:

1) Vision Statement & Project Strategy
2) General Attributes
    a. Organization History & Capability
    b. Staff Qualifications & Availability
    c. Commitment To Excellence
3) Technical Attributes
    a. Previous Experience
        1. Infrastructure Resiliency
    b. Civil Engineering
        1. Structural Design
        2. Structural & Hydraulic Capacity
        3. Hydrology & Stream Profiles
    c. Environmental Sciences
        1. Land Management Concepts & Practices
        2. Watershed Assessment & Planning
        3. Riparian Systems Inventory & Assessment

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4) Performance Attributes
   a. Leadership Team & Stakeholders
   b. Interest Groups & Regulatory Agencies
   c. Media & Public Relations
5) Support Requirements
   a. Systems Research
   b. Administrative & Clerical
   c. Oversight & Project Leadership

Proposals must thoroughly describe your vision of a successful project and the methods and the means you propose to achieve that vision. Proposals must explain in detail the strategy you will employ in defining baseline conditions, projecting future demands, researching viable options and opportunities, and recommending alternatives to stakeholders. Successful proposals will provide the information necessary for the Monroe County Leadership Team to make informed decisions.

Monroe County will hold a pre-proposal meeting at **10:00 a.m. local time on Tuesday, January 21, 2025** in the Conference Room at the Highway Department Administration Building, 803 Washington Street, Sparta, Wisconsin. A virtual option will also be available; connection details will be provided at a later date. Interested firms are strongly encouraged to participate in person.

The project will be administered by Monroe County. The agreement for consultant services will be a two-party contract with Monroe County. Progress payments, upon reconciliation and acceptance of work performed under the contract, will be accommodated. Final payment will be made upon completion and submittal of all relevant reports, designs, plans and specifications.

The Planned Project Completion Date is December 31, 2027; however, completion prior to that date is preferred. Proposals must include target dates for completion of primary aspects of the project including presentation of final results and recommendations to the Leadership Team.

Attention is directed to the Budget Narrative of the PROTECT application. Proposals should be designed to generally reflect the parameters identified in the narrative. The project will be 100% funded by the PROTECT award, with certain reports, research, history, analysis and administrative support provided by the Monroe County Leadership Team and other project stakeholders.

Examples of currently available research include, but may not be limited to:

- Inventory of existing structures listed in the National Bridge Inventory
  - Highway Structures Information System, Wisconsin Department of Transportation
    - ✓ Structure and Condition Reports
    - ✓ Hydraulic and Hydrology Reports (limited)
- Inventory of Roadway - Stream Crossings, Monroe County Land Conservation Department
- Inventory of existing short-span crossing structures, Monroe County Highway Department
- *Monroe County Climate Readiness and Rural Economic Opportunity Assessment, Summary Report* (Wisconsin's Green Fire) commissioned by the Monroe County Climate Change Task Force
- Riparian and Habitat Corridor Assessments, Wisconsin Department of Natural Resources
- Infrastructure Working Group, Wisconsin Initiative on Climate Change Impacts
  - ✓ Wisconsin Department of Natural Resources
  - ✓ Nelson Institute for Environmental Studies, University of Wisconsin - Madison
  - ✓ National Forest Service, United States Department of Agriculture
- The Little La Crosse River Watershed Group was organized in 2024 to identify and implement land management practices designed to promote soil and water conservation, agricultural best practices, habitat restoration, stream corridor rehabilitation and infrastructure resilience.

To be considered, please submit 10 bound and 1 un-bound copies of your proposal by 2:00 p.m. local time on February 18, 2025 to the Monroe County Highway Department, 803 Washington Street, Sparta, Wisconsin 54656. Firms submitting proposals that best reflect and support the objectives of Monroe County and align most closely with the concepts of the PROTECT program will be invited to present their proposals in person to the Monroe County Leadership Team.

All questions regarding the project or the selection process must be submitted in writing to David H. Ohnstad, Monroe County Highway Department, 803 Washington Street, Sparta, Wisconsin 54656 or via e-mail to david.ohnstad@co.monroe.wi.us at least seven (7) days in advance of the closing date. Questions and responses will be shared with all candidate firms of record.

To receive Q & A posts, addenda and virtual connection to the Pre-Proposal Meeting, send contact name and title, firm name and address and e-mail address to david.ohnstad@co.monroe.wi.us.

The PROTECT Project Narrative and other project attachments, and additional information on the Highway Department and the Land Conservation Department, may be found on the Monroe County web-site at https://www.co.monroe.wi.us. Interested firms are encouraged to visit the site.

The Volpe Center, the USDOT forum for research and innovative technology, has selected the Little La Crosse Watershed Infrastructure Resiliency Initiative for a case study "as an example to showcase excellent resilience planning". We are pleased that our project may perhaps have a positive impact beyond Monroe County. We are committed to developing a project worthy of that trust. Firms submitting proposals shall share that commitment and support our objectives.

Thank you for your interest in Monroe County.

David H. Ohnstad, Highway Commissioner

Bob Micheel, Land Conservation Director

Tina Osterberg, County Administrator