Request for

Proposal (RFP)

for

Portage County CTH A

STP-Rural Program

Roadway Design

Proposal #2026-27PC

Issued by:

Portage County
Purchasing Department

Proposals must be submitted:
No later than 2:00 PM 09/01/2026 to:

Portage County Purchasing
1462 Strongs Ave
Stevens Point WI 54481

LATE PROPOSALS WILL BE REJECTED
There will not be a public opening for this Proposal

For further information regarding this
RFP contact PaYeng Baldemor
At (715) 346-1333
Email: baldemop@co.portage.wi.gov

Issued: 08/07/2026

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1. General Information

1.1. Introduction

The Portage County Highway Department (County) is interested in obtaining the services of an engineering consultant firm for the pavement replacement design of CTH A from CTH Z to STH 66 in the Town of Alban. The project will also include the replacement of structure P-49-0913. The design and construction of the project have been selected as part of the Wisconsin Department of Transportation's 2024-2029 Bipartisan Infrastructure Law STP-Rural Program as projects 6784-01-04/74. The successful consultant will need to complete all tasks associated with delivering the project including administration, survey, agency and utility coordination, municipal coordination, public involvement, environmental document, r/w plat, design reports, preliminary and final plans, and final PS&E, all in conformance with WisDOT guidelines and applicable Wisconsin State Statutes. The projects are currently scheduled for State Fiscal Year 2029 construction letting with a *November 1, 2028 PS&E date and March 13, 2029 let date*. The schedule for other deliverables will be determined when the three-party design engineering services contract is negotiated and awarded.

The County of Portage as represented by the Purchasing Department intends to use the results of this Request for Proposal (RFP) to award a contract for the above listed project. The proposal will follow Quality Based Selection.

Contract Execution: The contract resulting from this RFP will be administered by the Wisconsin Department of Transportation (DOT) Local Program Manager Jason Schaeffer from the DOT's Wisconsin Rapids Office. There is no cost to the proposer associated with this process.

1.2. Definitions

The County of Portage as represented by the Purchasing Department intends to use the results of this Request for Proposal (RFP) to award a contract for the above listed project. The proposal will follow Quality Based Selection. **Definitions**
The following definitions are used throughout the RFP:
Consultant means proposer awarded the contract.
County means the County of Portage Wisconsin.
Proposer/Vendor/Bidder means a company or individual submitting a proposal in response to this RFP.
Purchasing means the County of Portage Purchasing Department.
RFP means Request for Proposal.
State means the State of Wisconsin.
VendorNet means the State of Wisconsin's electronic purchasing information system.

1.3. Scope

1.3.1. Project Description

The successful consultant will need to complete all tasks associated with delivering the project including administration, survey, agency and utility coordination, municipal coordination, public involvement, environmental document, r/w plat, design reports, preliminary and final plans, and final PS&E, all in conformance with WisDOT guidelines and applicable Wisconsin State Statutes.

Project 6784-01-04 includes the design for CTH A from CTH Z to STH 66. CTH A from STH 161 to STH 66 provides a vital north-south connection between two state trunk highways while also connecting communities from the south which include the Villages of Amherst and Iola to communities in the north which include the Villages of Rosholt and Elderon. This section of CTH A is used by local traffic as well as heavy trucks as it provides the shortest route for traffic in the northeast part of the County ultimately looking to utilize USH 10 east. If traffic only utilizes state trunk highways on their route to or from northeast Portage County to the Fox Valley area, it would add over 20 miles to the trip. This corridor is also heavily utilized by implements of husbandry with large dairy and vegetable growers along this corridor. This project is the first phase of this CTH A corridor and is the northern segment from CTH Z to STH 66.

The last improvement project was over 28 years ago and the pavement section is experiencing pavement cracking(both longitudinal and traverse) as well as surface deterioration and edge cracking. Since the existing pavement consists of only 11' lanes without paved shoulders, the edge cracking and edge of pavement deterioration presents a safety concern with drop-offs within the travel lane.

1.3.2. **Proposed Improvement - Nature of work:**

The proposed project includes pulverizing and relaying the existing pavement and will include a 3' paved shoulder. This will increase safety as well as decrease future shoulder maintenance. There are also multiple sections of substandard guardrail and end terminals which will be upgraded to current standards to meet safety. Other than some potential grading needed for the new end treatments, there will be minimal disturbance outside of the existing shoulder points which greatly reduces any right-of-way, utility, or environmental impacts. If there are any utility or right-of-way costs, these would be 100% locally funded and not part of the project agreement.

The proposed project also includes replacement of structure P49-913 over Flume Creek. This 1979 structure is a set of arch culverts which currently has a sufficiency rating of 81.1 and is structurally deficient. The culverts are showing signs of distortion and corrosion with section loss as well as upstream and downstream scour. The entire length of the pipes are rated as poor in condition state 3 . Due to their condition, reducing impacts on traffic, and potential cost savings with lower unit prices, it is requested that the replacement of this structure is included in the pavement replacement project.

Road and bridge work will be completed with a road closure and posted detour.

1.4. **Clarifications and/or Revisions to this RFP**

Portage County Purchasing is the sole point of contact for the County during the selection process. Contact with anyone else involved with this process without the prior authorization of Purchasing may result in the disqualification of your proposal. Proposers are expected to raise any questions, noted errors, discrepancies, ambiguities, exceptions, additions or deficiencies they have concerning this proposal in writing through email by **end of day on 08/18/2026** to: PaYeng Baldemor, Procurement Specialist, Email: baldemop@co.portage.wi.gov

If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this proposal after the above date, they shall immediately notify the above named individual of such error and request modification or clarification of the proposal document before the proposal opening date.

If the proposer fails to notify the County prior to the proposal due date of any condition stated above that reasonably should have been known to the proposer, and if a contract is awarded to that proposer, the proposer shall not be entitled to additional compensation or time by reason of the error or its correction.

Revisions to this request for proposal or answers to questions will be made only by an official written addendum issued by Purchasing. Addenda will be posted on VendorNet and on the Portage County Website. Proposers are responsible for checking these websites for any addenda before submitting a proposal. Failure to acknowledge addenda may disqualify your proposal.
https://vendornet.wi.gov
http://www.co.portage.wi.gov

1.5. Calendar of Events

Listed below are specific and estimated dates and times of actions related to this Request for Proposal. The actions with specific dates must be completed as indicated unless otherwise changed by the County. In the event that the County finds it necessary to change any of the specific dates and times, it will do so by issuing addenda to this RFP. There may or may not be a formal notification issued for changes of the estimated dates and times.

DATE	EVENT
08/07/2026	RFP Issuance date
08/18/2026	Last day for submitting written questions
08/21/2026	Addenda posted to https://vendornet.wi.gov/ and http://www.co.portage.wi.gov (estimated)
09/01/2026	Proposals due at or before 2:00 p.m.
Week of 09/21/26	Notification of intent to award sent to proposers (estimated)
TBD	Contract award (estimated)
TBD Early 2027	Contract start date (estimated)

1.6 Contract Term and Funding

This project is federally funded and will be managed under the WisDOT Local Program by the WisDOT Northcentral Region. The selected consultant shall follow the design standards and procedures set by the Facilities Development Manual, Small Purchase Contracting. ***Consultants may not include any reference to the estimated cost of their services for the project deliverables.***

2. Preparing and Submitting a Proposal

2.1. General Instructions

The evaluation and selection of a contractor will be based on the information submitted in the proposal plus references and any required on-site visits, interviews/presentations or demonstrations. Proposers should respond clearly and completely to all requirements. Failure to respond to each of the requirements in the

RFP may be the basis for rejecting a proposal.

Elaborate proposals (e.g. expensive artwork), beyond that sufficient to present a complete and effective proposal, are not necessary or desired. The County encourages all proposers to print their submission double-sided to save paper.

2.2. **Incurring Costs**

The County is not liable for any cost incurred by proposers in replying to this RFP.

2.3. **Submitting Proposals**

Proposers must submit, in a sealed package**, One Original (identify) PLUS 3 identical copies** of all materials required for acceptance of their proposal on or before **2:00 p.m., 09/01/2026 to:**

Portage County Purchasing
1462 Strongs Ave
Stevens Point, WI 54481

All proposals must be received by the Purchasing Department by the stated time. Late proposals will not be accepted. Receipt of the proposal by the U.S. mail system does not constitute receipt of the proposal by Purchasing.
The County does not accept facsimile machine or email submitted proposals. All proposals must be packaged, sealed, and show the following information on the outside of the package:

Proposer's Name and Address
Request for Proposal Title
Request for Proposal Number
Proposal Due Date

COST PROPOSAL: **Consultants may not include any reference to the estimated cost of their services for the project deliverables. The selection will follow Quality Based Selection.**

2.4. **Proposal Organization and Format**

Proposal should be typed and submitted on 8.5 by 11 inch paper and bound securely with page numbers clearly indicated. Proposers responding to this RFP must comply with the following format requirements:

Tab 1 - COVER LETTER, RFP SIGNATURE PAGES: Include here any cover letter, Attachment A - RFP Signature and Authority Affidavit Form, any addenda signature pages, and Attachment C - Designation of Confidential & Proprietary Information Form.

The Signature and Authority Affidavit submitted in response to this RFP must be signed by the person in the Proposer's organization who is responsible for the decision as to the prices being offered or by a person who has been authorized in writing to act as agent for the person responsible for the decision on prices and services. Failure to provide these forms/information with your bid submittal may disqualify your proposal.

Tab 2 - RESPONSE TO PROPOSER INFORMATION AND SOLUTIONS: Responses to the requirements in the proposer information and solutions must be in the same sequence and numbered as they appear in this RFP.

Include here completed Attachment B--References.

Tab 3 – MANDATORY REQUIREMENTS: Include Attachment D Mandatory Requirements.

2.5. **Multiple Proposals**

Multiple proposals from a proposer will be permissible; however, each proposal must conform fully to the requirements for proposal submission. Each such proposal must be separately submitted and labeled as Proposal #1, Proposal #2, etc. on each page included in the response.

2.6. **Withdrawal of Proposals**

Proposals shall be irrevocable until contract award unless the proposal is withdrawn. Proposers may withdraw a proposal, in writing, at any time up to the proposal due date and time or upon expiration of 180 days after the due date and time. The written withdrawal notice must be received by Purchasing. The notice must be signed by an authorized representative of the proposer. If a previously submitted proposal is withdrawn before the proposal due date and time, the proposer may submit another proposal at any time up to the proposal due date and time.

3. Proposal Selection and Award Process

3.1. **Evaluation Committee**

The County's evaluation committee will consist of members who have been selected because of their special expertise and knowledge of the service(s) and/or product(s) that are the subject of this RFP. Proposers may not contact members of the evaluation committee except at the request of the Purchasing Department.

3.2. **Preliminary Evaluation**

The proposals will be initially reviewed to determine if mandatory requirements are met. Failure to meet mandatory requirements shall result in the proposal being rejected. In the event that all proposers do not meet one or more of the mandatory requirements, the County reserves the right to continue the evaluation of the proposals that most closely meet the mandatory requirements of this RFP.

3.3. **Right to reject proposals**

The County reserves the right to reject any and all proposals.

3.4. **Proposal Scoring**

Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria. The committee may review references, request interviews/presentations, conduct demonstrations and/or conduct on-site visits. The resulting information will be used to score the proposals. The evaluation committee's scoring will be tabulated, and proposals ranked based on the numerical scores received.

3.5. **Evaluation Criteria**

The proposals will be scored using the following criteria:

Description	Points
Organization Capabilities	150
Staff Qualifications	200
Relevant Project Experience	250

Proposer Solutions and Agency Coordination	250
Ability to Complete and Q/C and Constructability Reviews	150
Total	1000

3.6. **Interviews/Presentations and/or Site Visits**

The County does not anticipate a need for interviews or presentations for this RFP.

3.7. **Final Evaluation**

Upon final review of the proposals, the County's evaluation team will review their evaluations and make adjustments to the scores based on their review and possible reference checks, and any other pertinent proposer information.

3.8. **Award and Final Offers**

Awards will be granted in one of two ways. The award may be granted to the highest scoring responsive and responsible proposer. Alternatively, the highest proposer or proposers may be requested to submit final offers. If final offers are requested, they will be evaluated against the stated criteria, scored and ranked. Award will then be granted to the highest scoring proposer. If Qualification Based Selection is used, cost will not be a component of requested final offers. However, a proposer should not expect that the County will request a best and final offer.

3.9. **Notification of Intent to Award**

All proposers who respond to this RFP will be notified in writing via email of the County's intent to award the contract(s) as a result of this RFP.

3.10. **Appeals Process**

Notices of intent to protest and protests must be made in writing. Protestors should make their protests as specific as possible and should identify Wisconsin Statutes or Portage County Ordinance provisions that are alleged to have been violated.

The written notice of intent to protest the intent to award a contract must be filed with Chris Schultz, Procurement Director, Portage County Wisconsin, 1462 Strongs Ave, Stevens Point, WI 54481, and received in his office no later than five (5) working days after the notice of intent to award is issued.

The written protest must be received in his office no later than ten (10) working days after the notice of intent to award is issued.

The decision of the Procurement Director may be appealed to the Corporation Counsel Office within (5) working days of issuance. The appeal must allege a violation of a Wisconsin Statute or a Portage County Ordinance provision.

3.11. **Negotiate Contract Terms**

The County reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the County may negotiate a contract with the next highest scoring proposer.

4. Requirements

4.1. Mandatory Requirements

Submit response using Attachment D Mandatory Requirements under Tab 3 of proposal - see section 2.4 for proposal submittal format.

The following requirement(s) are mandatory, and the proposer must satisfy them as a pass/fail pre-screening requirement. Any proposal submitted not in compliance with mandatory requirements will be rejected and not evaluated or scored.

4.1.1. Proposer must be listed on the State of Wisconsin's Department of Transportation Roster of Eligible Engineering Consultants.

4.1.2. Proposer must be qualified and has completed at least 3 similar projects within the past 5 years.

4.1.3. Awarded consultant must provide Purchasing a Certificate of Insurance and maintain the minimum limits specified for the term of the contract. All policies must be issued with a 30-day cancellation notice, by an insurance company licensed to do business in the State of Wisconsin, with a minimum AM Best rating of A1, and signed by an authorized agent.

Maintain worker's compensation insurance as required by Wisconsin Statutes, for all employees engaged in the work.

Maintain commercial liability, bodily injury and property damage insurance against any claim(s) which might occur in carrying out this agreement/contract. Minimum coverage shall be one million dollars ($1,000,000) liability for bodily injury and property damage including products liability and completed operations. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out this contract. Minimum coverage shall be one million dollars ($1,000,000) per occurrence combined single limit for automobile liability and property damage.

4.2. Contract Requirements

The awarded consultant will need to complete all tasks associated with delivering the project including administration, survey, agency and utility coordination, municipal coordination, public involvement, environmental document, r/w plat, design reports, preliminary and final plans, and final PS&E, all in conformance with WisDOT guidelines and applicable Wisconsin State Statutes.

4.3. Subcontractors

All subcontracting shall be listed in the proposal and must be pre-approved upon award by the County before any work begins. Subcontractors must abide by all terms, conditions, and specifications of the contract. The consultant shall be responsible for all subcontractor(s) work and payment.

5. Proposer Information and Solutions

Submit response under Tab 2 of proposal - see section 2.4 for proposal submittal format.

5.1. **Organization Capabilities (150 points)**
Describe the organization/company's experience and capabilities providing similar services to those required. Detail proven success and experience in similar projects in road design, specifically County Road projects administered under the WisDOT STP-Rural Program.

5.2. **Staff Qualifications (200 points)**
Identify key staff your organization/company will assign to fulfill the contract requirements. Detail who would be contract manager(s), etc. Include key staff for any administrative, engineering, and environmental experience. Provide a synopsis describing the educational and work experience for each of the key staff who would be assigned to the project/program.

5.3. **Relevant Project Experience (250 points)**
List three similar projects your key staff have worked on in the past five years and indicate what deliverables that the key staff was responsible for in each projects identified. Provide key challenges and solutions for the listed projects.

5.4. **Proposer Solutions and Agency Coordination (250 points)**
Describe your approach and understanding of the project work for this specific project. Detail your firm's understanding of the challenges and barriers and propose your approach to overcoming these barriers for this specific project. Include detail on your understanding of the potential agency, environmental, design challenges of this project and how your organization would provide solutions to these challenges.

5.5. **Ability to Complete within Timeframe and Quality Control/Constructability Reviews (150 points)**
Provide a schedule for key design and agency approval milestones. Detail your organization's quality control and constructability review program. **The project has a November 1, 2028, PS&E date.**

5.6. **Proposer References**
Submit response using Attachment B References under Tab 2 of proposal – see section 2.4 for proposal submittal format.
Proposer must supply references of at least three firms to which similar products/service have been provided within the past five years to a comparable sized institution or company. If contacted, all those references must verify that a high level of satisfaction was provided.

6. Cost Proposal – Not applicable. Review will be conducted using Quality Based Selection.

ATTACHMENT A

SIGNATURE AND AUTHORITY AFFIDAVIT FORM

PROPOSING COMPANY NAME: _____

FEIN (Federal Employer ID Number) OR Social Security # (if Sole Proprietorship)

_____ _____

Address: _____

City _____ State _____ Zip + 4 _____

Number of years in Business _____

Name the person to contact for questions concerning this proposal.

Name _____ Title _____

Phone (___) _____ Toll Free Phone (___) _____

Fax (___) _____ Email Address _____

In signing this proposal, we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, having familiarized themselves with the conditions affecting the cost of the work, having read completely the requirements, hereby proposes to perform everything required and to provide and furnish labor, materials, equipment, tools and all other services and supplies necessary to produce in a complete and workmanlike manner all of the materials or products described in the project relating to this proposal.

I further certify that I have carefully examined the proposal documents and all terms herein, and site where the work is to be done and have no agreements to prevent the completion of said work.

_____ _____

Signature **Title**

_____ _____

Name (type or print) **Date**

This firm herby acknowledges receipt / review of the following addendum(s) (If any)

Addendum #_____ Addendum #_____Addendum #_____Addendum #_____

ATTACHMENT B

REFERENCES

Proposer: _____

Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) provided to customers similar to those requested in this solicitation document. Potential subcontractors cannot be references. Any subcontractor arrangement for the completion of this work shall be listed on a separate page.

Company Name: _____

Address (include Zip + 4) _____

Contact Person: _____ Phone No. _____

E-Mail Address: _____

Product(s) Used and/or Service(s) Provided: _____

Company Name: _____

Address (include Zip + 4) _____

Contact Person: _____ Phone No. _____

E-Mail Address: _____

Product(s) Used and/or Service(s) Provided: _____

Company Name: _____

Address (include Zip + 4) _____

Contact Person: _____ Phone No. _____

E-Mail Address: _____

Product(s) Used and/or Service(s) Provided: _____

Company Name: _____

Address (include Zip + 4) _____

Contact Person: _____ Phone No. _____

E-Mail Address: _____

Product(s) Used and/or Service(s) Provided: _____

ATTACHMENT C
DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION

The attached material submitted in response to Bid/Proposal #___2026-27PC_____ includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this bid/proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when bids/proposals are opened, and therefore cannot be kept confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c), Wis. Stats. as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request that the following pages not be released:

Section	Page #	Topic

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY AND AGREES TO HOLD THE STATE HARMLESS FOR ANY COSTS OR DAMAGES ARISING OUT OF THE COUNTY'S AGREEING TO WITHHOLD THE MATERIALS.

Failure to include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to examination and copying. The County considers other markings of confidential in the bid/proposal document to be insufficient. The undersigned agrees to hold the County harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name _____

Authorized Representative _____
Signature

Authorized Representative _____
Type or Print

Date _____

ATTACHMENT D

MANDATORY REQUIREMENTS

Proposer: _____

4.1.1. Proposer is qualified and is on Wisconsin DOT's Roster of Eligible Engineering Consultants.	Yes_____ No_____
4.1.2.Proposer must be qualified and has completed at least 3 similar projects within the past 5 years.	Yes_____ No_____
4.1.3 Certificate of Insurance provided by Proposer.	Yes_____ No_____