

## Request For Proposal

### The High Cliff State Trail Corridor Feasibility Study: Along STH 114



City of Menasha

Questions due: Monday, July 10, 2023 @ 3:00 pm

Proposals Due: Thursday, July 20, 2023 @ 3:00 pm

## **Introduction**

The City of Menasha is leading a collaborative feasibility study to explore multiple new bike/ped segments along local roadways that are components of the larger proposed High Cliff State Park Trail Corridor (see map attachments). The proposed feasibility study will evaluate STH 114 from Oneida Street to Lake Park Road. A grant application was submitted for the WisDOT TAP projects and we are optimistic in its award. In order to facilitate the design contracting process, the Village is soliciting for consultants now.

This RFP is Quality-Based Selection, with no fees involved. **Additionally, it has been confirmed with WisDOT that the selected consultant for the feasibility study IS eligible for any design contracts moving forward.**

Consultants that propose on this project should have the following minimum qualifications:

- Experience with WisDOT Non-Traditional projects in design (WisDOT Local Program experience with roadways does not meet this requirement).
- Experience in trail construction oversight (critical to the feasibility understanding).

Additionally, the following experience is extremely beneficial:

- Experience with trail feasibility studies.
- Project teams that have worked together on other similar projects.
- Teams with a strong understanding of the various constraints for design based on federal design requirements.

## **Background:**

At the 2020 Fox Cities Trail Summit, the need for a regional trail connection to High Cliff State Park was identified as a high priority project. From this, the East Central Wisconsin Regional Plan Commission (ECWRPC) commissioned a master plan to be developed. This plan was developed in collaboration with municipalities, counties and other partners in the region. The final master plan was presented to Village of Harrison, Village of Sherwood, City of Menasha, and Calumet County and ultimately approved in October 2022 by the Commission. This plan can be found here: <https://highcliffconnection.org>.

The plan identified more general routes to consider and since then, the Core team has further defined the corridors to be explored in detail in the short term to determine the next project to focus on for comprehensive design and ultimately construction.

With the more detailed focus, the Core team developed two separate projects to further define the feasibility of moving forward with certain segments. This RFP focuses on two segments along STH 114. The trails span multiple municipalities, but the City of Menasha will be the project lead.

## **Project Scope:**

The scope of this project will be to complete a feasibility study that will provide a more thorough analysis of the study area along STH 114 from Oneida to Lake Park Road (2.06 miles with the exception of Old Highway Road). This is the next step from the conceptual master plan and is more focused on geometric

design, engineering challenges, site-specific constraints, realistic cost estimates, and an understanding of the specific constraints associated with federally-funded trails.

The selected consultant will be provided with the master-planning document and additional background from the study. The ECWRPC and local municipalities will provide additional documents as required to assist in the planning background.

The project scope will include the following:

- Site evaluation with constraints identified
- Public involvement
- Preliminary environmental review (soils, endangered resources, archeology, history, wetland)
- Preliminary design (~ 20%) – utilizing existing LIDAR
- Cost estimating that can be used for grant applications and municipal forecasting in Capital Improvement Plans
- A final feasibility report which summarizes the elements above, identifies constraints, alternatives, and opportunities.

Below is a brief summary of the corridor that will be reviewed:

(See attached maps)

**STH 114 / USH 10** (from Oneida St to Lake Park Rd) The current roadway configuration varies based on the location. The western section is a 4-lane roadway with a two-way-left-turn-lane and 64 feet of pavement plus a 10-foot gravel/paved shoulder and a speed limit of 45 mph. The eastern section is a 4-lane divided roadway with vegetated medians and 48 feet of pavement plus a 5-10-foot gravel/paved shoulder and a speed limit of 55 mph.

Right-of-way width varies from 125-225 feet and the roadway traverses through multiple municipalities.

There is an existing 10' wide paved trail (Province Terrace Trail) that travels from the Kwik Trip on Oneida Street along the highway on the north side for approximately 850' and then travels north.

Both sides of the roadway will need to be initially evaluated and then the preferred alignment will be studied in more detail. The feasibility study will evaluate this segment and involve direct review with WisDOT staff as to the feasibility of the trail being built within state right-of-way for specific portions.

#### **ANTICIPATED PROJECT TIMELINE:**

- RFP is released: Wednesday, June 28, 2023
- Deadline for any questions: Monday, July 10, 2023 @ 3:00 pm (via email)
- Addenda issued (if required): Thursday, July 13, 2023
- Proposals due: Thursday, July 20, 2023 @ 3:00 pm
- Preliminary award: Friday, July 28, 2023
- Three-party contract executed: Friday, Sept 15, 2023
- Final feasibility study completed: Friday, November 1, 2024

## **PROPOSAL SUBMISSION:**

### **General:**

- The proposal shall be limited to 20 pages (proposal cover and Table of Contents will not count against the limit) and submitted to Laura Jungwirth via email @ [ljungwirth@menashawi.gov](mailto:ljungwirth@menashawi.gov) by 3:00 pm on Thursday, July 20, 2023.
- Any questions should be addressed to Laura Jungwirth and sent by Monday, July 10 2023 at 3:00 pm via email at [ljungwirth@menashawi.gov](mailto:ljungwirth@menashawi.gov) . **Municipal representatives will not be meeting with potential proposers and questions via phone will not be fielded.**
- There is no scheduled field review, but consultants are encouraged to visit the project sites to gain a strong understanding of the scope.

**Cover Page (1 page):** The cover page should identify the firm’s commitment to the project with timing and staffing with the team included within the proposal. The main contact for the project that should be identified and what office will be serving the project (mileage and travel time will be billed from). A brief statement highlighting how your firm is best suited to the project is also helpful.

### **Firm Information (1 page): This should identify the following:**

- Services provided
- Office locations (# of employees at each location)
- Type of corporation
- Year established
- What services would be utilized for this project

**Executive Summary (limited to 2 pages):** The feasibility study is not intended to revisit the master plan but will be an effort that will help guide the prioritization of the design and construction of trail segments within the corridor. Straight-forward, efficient, and realistic assessments are critical to these studies being useful. Based on potential timing for the next TAP cycle applications, one segment of the three may be required to move ahead of the others, so the selected consultant being able to move quickly through the feasibility study process is also important.

Please use this section to emphasize your team’s experience, how you would efficiently complete the work, and the main components that you will evaluate in the corridor that are critical to determining the feasibility.

**Project Approach (limited to 2 pages):** The intent of the feasibility study is to take the concept of a trail within the limits identified and evaluate the challenges of potential trail alignments within and develop a design that is feasible. The selected consultant should have a good understanding of what the challenges are and the cost and timing implications associated with addressing them. The feasibility study will require a rough corridor to be developed in CAD to have a realistic understanding of the full impact of the trail based on basic design requirements.

Please use this section to outline your approach to the project with a basic outline of the process you’d plan to follow to get from kick-off meeting to delivery of final feasibility report. Specific observations of challenges that you see in any of the segments can also be identified in this section.

***Please do not reference public involvement in your response. The scope of public involvement will be decided when scoping the contract.***

**Project Team (limited to 6 pages):** Resumes for the proposed project team should be included. Resumes should be limited to 1 page long (can be less) and should at a minimum include the following:

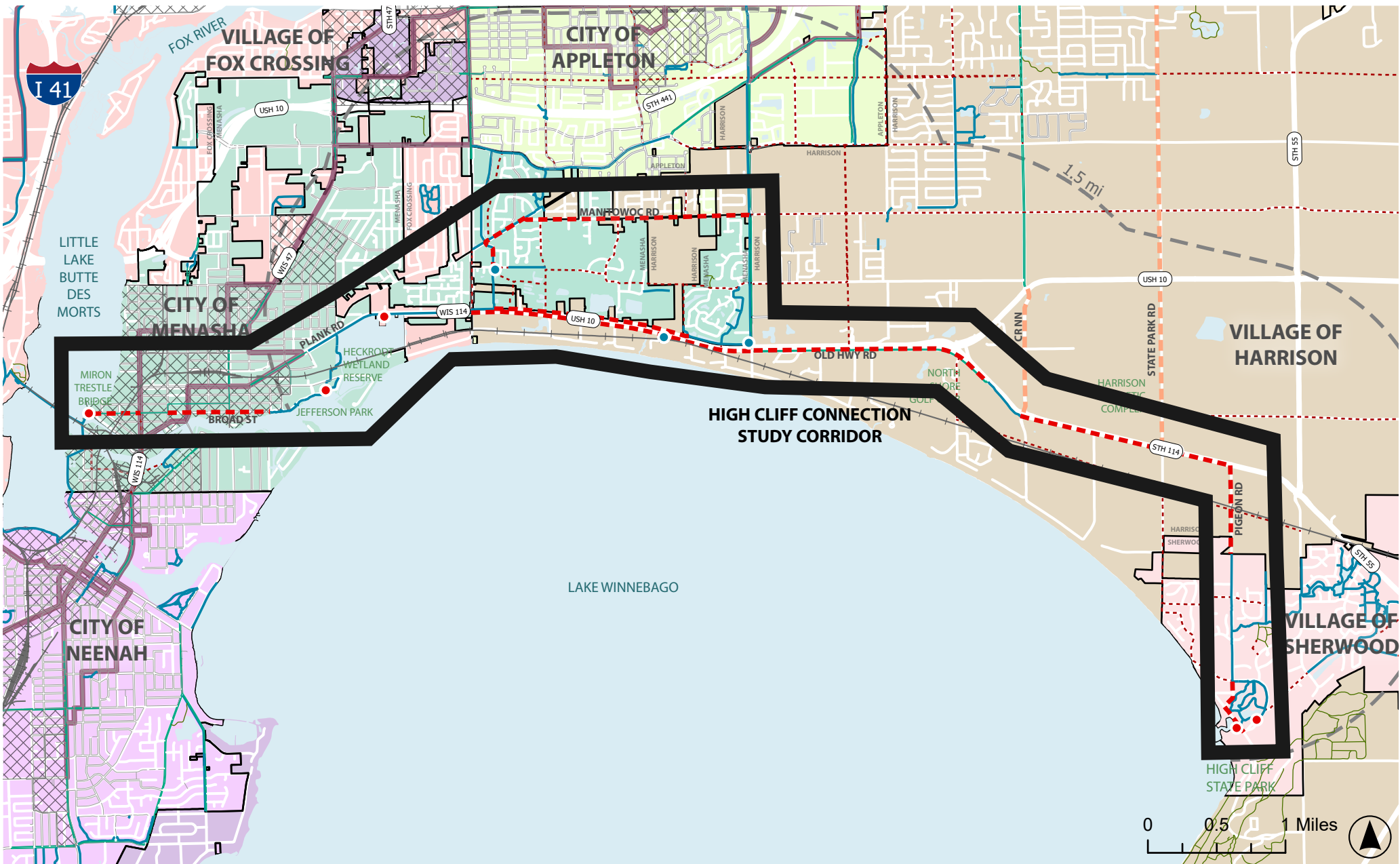
- Name
- Project role
- Any certifications
- Any professional affiliations
- # years experience
- # years with the current firm
- Speaking engagements (if applicable)
- Key skills
- Recent similar projects
- Expected percentage involvement in the project (whole team = 100%)

Dependent ultimately on cost, the feasibility study may include of completion geotechnical, cultural resources, and/or wetland delineation. Detailed resumes are not needed for these elements, but please include a paragraph about each firm and for the wetland services identify the assured delineator and for the cultural resources confirm their experience with WisDOT projects.

**Project Experience (limit to 7 pages):** Include a listing of similar project which highlight elements that are similar to the proposed project. Individual project pages should include the following at a minimum:

- Project Name (if WisDOT, include ID)
- Project Location
- Summary of project
- Project deliverables
- Similar project elements
- Project team (with roles)
- Date of services
- Reference information (client name & position, phone, email)

**References (limit to 1 page):** References will be reviewed from the Project Experience section, but if there are any additional references you would like to include, they can be included here. **This section is not required.**

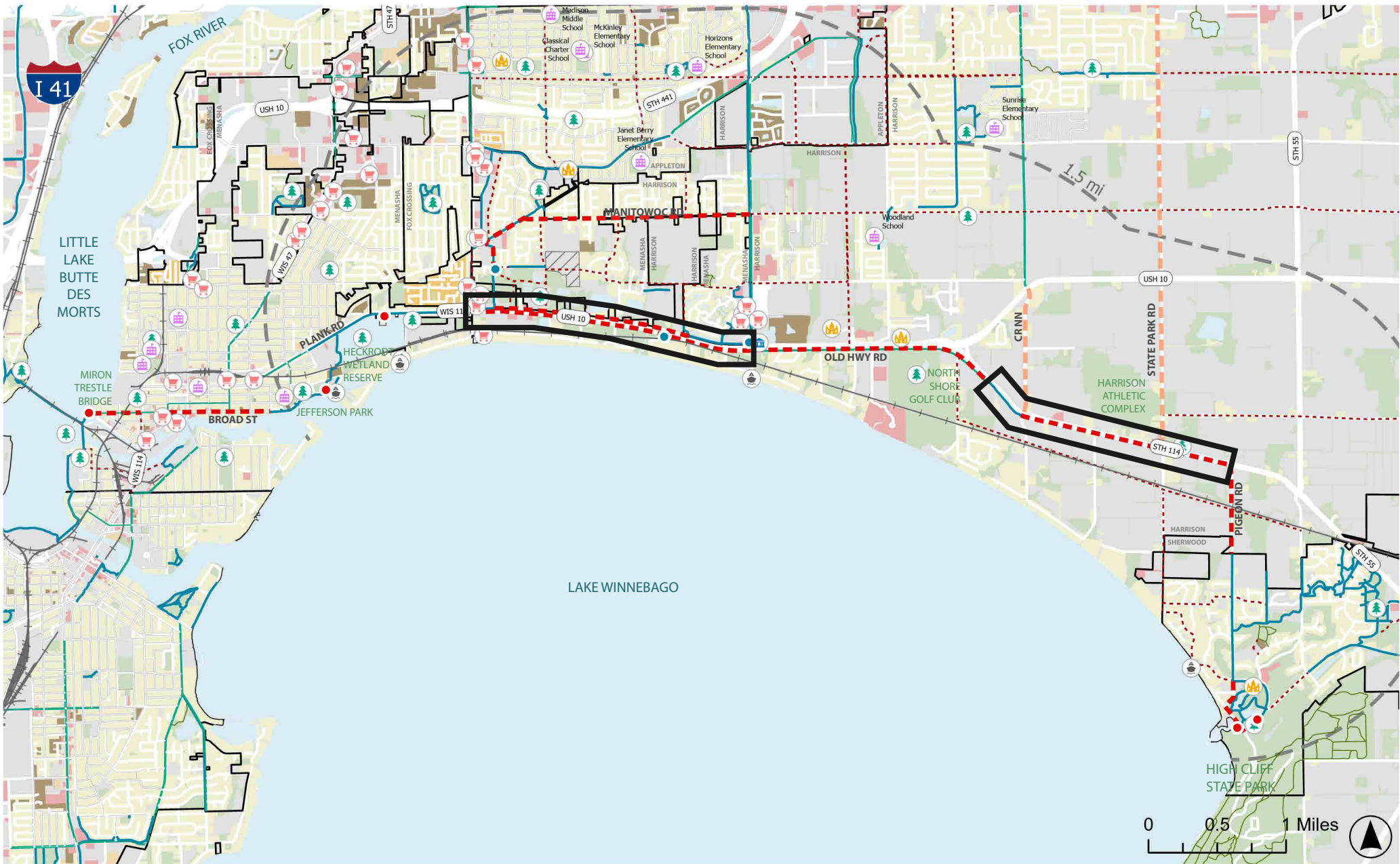


**HIGH CLIFF CONNECTION STUDY OVERVIEW**

- Existing Trailhead
- Planned Trailhead
- ▨ LMI
- Bus Routes
- Existing Facilities**
- Existing Paved Trail
- Existing On-Road Facilities
- Existing Natural Surface Trail
- Existing Sidewalk
- Proposed Facilities**
- High Cliff Connection Main Trail
- High Cliff Connection Spur Trail
- Proposed Local Trails
- Municipal Boundary

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# HIGH CLIFF STATE TRAIL CORRIDOR FEASIBILITY STUDY: STH 114

<ul style="list-style-type: none"> <li>● Existing Trailhead</li> <li>● Planned Trailhead</li> </ul>	<p><b>Existing Facilities</b></p> <ul style="list-style-type: none"> <li>— Existing Paved Trail</li> <li>— Existing On-Road Facilities</li> <li>— Existing Natural Surface Trail</li> <li>— Existing Sidewalk</li> </ul>	<p><b>Proposed Facilities</b></p> <ul style="list-style-type: none"> <li>— High Cliff Connection Main Trail</li> <li>— High Cliff Connection Spur Trail</li> <li>— Proposed Local Trails</li> </ul>	<p><b>Points of Interest</b></p> <ul style="list-style-type: none"> <li>🏛 Church</li> <li>🏛 Civic</li> <li>🛒 Commercial</li> <li>🌳 Park</li> <li>🎓 School</li> <li>🏖 Lake Acces</li> </ul>	<p><b>Land Use (2015)</b></p> <ul style="list-style-type: none"> <li>Multi-Family</li> <li>Mobile Homes</li> <li>Group Housing</li> <li>Single Family</li> <li>Commercial</li> <li>Parks &amp; Open Space</li> </ul>	<ul style="list-style-type: none"> <li>▨ Future Development</li> <li>▭ Municipal Boundary</li> <li>▭ Feasibility Study Areas</li> </ul>
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