

DODGE COUNTY



REQUEST FOR QUALIFICATIONS

**Engineering for roundabouts at CTH A & CTH W and CTH G & CTH S
Highway Department, Dodge County WI**

RFQ #30 26-02

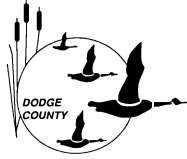
Issued Date: February 26, 2026

RFQ Due Date/Time:
March 24, 2026 at 1:00 pm

Submit Sealed RFQ's To:

Dodge County Clerk
Administration Building
127 E Oak St
Juneau, WI 53039
920-386-3600

Office Hours: 8:00 am - 4:30 pm Monday - Friday



**DODGE COUNTY FINANCE DEPARTMENT
Purchasing Office**

127 East Oak Street, Juneau, WI 53039

(920) 386-4224

Email: tsteinbach@co.dodge.wi.us

LEGAL NOTICE

Sealed Request for Qualifications (RFQ) are being accepted for engineering services for two new roundabouts being installed at the intersections of CTH A & CTH W and CTH G & CTH S and will be received through the Dodge County Clerk's Office, 127 E. Oak St., Juneau, WI 53039 (929) 386-3600 until 1:00 pm on Tuesday, March 24, 2026.

This request is to seek experienced engineering firms interested in performing design services for construction of roundabouts located at the intersections of CTH A & CTH W in the Town of Oak Grove, and CTH G & CTH S in the Town of Beaver Dam. The project will be funded through the WisDOT Highway Safety Improvement Program (HSIP). We anticipate a PS&E date of November 1, 2027 and a CONSTRUCTION LET date of March 14, 2028.

The evaluation of responses will be qualification-based selection (QBS) process with no cost considerations involved in the selection. Dodge County reserves the right to waive any informalities or technicalities and to reject any and all RFQs, or parts thereof, deemed to be unsatisfactory or not in the County's best interest.

Contact the Purchasing office at (920) 386-4224 if assistance is required.

Published by Authority of

Highway Department

By: Trista Steinbach

Dodge County Purchasing Agent

Publish: February 26, 2026 and March 5, 2026

1. General

Dodge County is seeking engineering firms interested in performing design services for construction of two roundabouts located at the intersections of CTH A & CTH W in the Town of Oak Grove and CTH G & CTH S in the Town of Beaver Dam. The project will be funded through the WisDOT Highway Safety Improvement Program (HSIP). We anticipate a PS&E date of November 1, 2027 and a CONSTRUCTION LET date of March 14, 2028. The final contract will be a three-party contract with the Wisconsin Department of Transportation (WisDOT), Dodge County, and the selected Firm. All interested firms must be on the WisDOT Roster of Eligible Engineering Consultants or be able to obtain roster status and Level 1 roundabout design certification, as described in Section 11-26 of the WisDOT Facilities Development Manual. The evaluation will be solely a qualification-based selection (QBS) process.

2. RFQ Packets and Addendums

RFQ packet, updates and addendums are available on the [Dodge County Request for Proposals/Bids website](#), and may also be obtained on [DemandStar](#).

It is the Firm's responsibility to view the RFQ document and check the website for any updates and addendums prior to submitting a proposal for this request.

Failure by the proposer to acknowledge all addendums issued for this project may result in the proposal being considered non-responsive, and the proposal may be automatically rejected.

3. RFQ Tentative Project Timeline

	Date	Time
RFQ Issued	February 26, 2026	8:00 am
RFQ Questions Due	March 17, 2026	10:00 am
RFQ Final Addendum Issued	March 18, 2026	10:00 am
RFQ Responses Due from Firms	March 24, 2026	1:00 pm
Proposal Review	March – April 2026	
Interviews if required by	April 2026	
Contract negotiations	Spring / Summer 2026	

4. RFQ Questions Due: March 17, 2026, at 10:00 am

Questions: All questions related to this RFQ must be in writing and received by the Dodge County Purchasing Office at least five (5) business days prior to the proposal due date.

- Questions shall be directed to the Purchasing Agent via email to: tsteinbach@co.dodge.wi.us
- Questions MUST be clearly marked in the subject line: **"Questions for RFQ # 30 26-02"**

5. RFQ Final Addendum Issued Date: March 18, 2026, at 10:00 am

Answers: If any questions are received, answers to all written questions will be issued in the form of an addendum.

- Answers will be published on the [Dodge County website](#)
- AND on [DemandStar](#) website

6. RFQ Due Date & Deliver Address Details: March 24, 2026 at 1:00 pm

Responses are due to the Dodge County Clerk Office, 127 E Oak St, Juneau, WI 53039, no later than 1:00 pm on March 24, 2026. Prospective firms can submit proposals via hand delivery or by mail via DHL, FedEx, UPS, USPS as outlined below.

Hand Delivered or mailed proposals must include the following items:

- Be clearly marked with “RFQ # 30 26-02 - Engineering for roundabouts at CTH A & CTH W and CTH G & CTH S” on the outside of a sealed envelope or box in the lower left-hand corner.
- Along with the proposal; include one flash drive containing the proposal file.

Late proposals will not be accepted.

7. RFQ Submittal

Qualifications must be delivered as follows:

- 1 envelope/box containing 4 copies of the submittal for this project. A copy is limited to 30 single-sided or 15 double sided, numbered pages, to include the cover, the table of contents, all resumes, sub-consultant documentation and with no more than 3 of those pages being 11”x17” tri-folded. This does not include the RFQ signature page, or any issued addenda sign off sheet.
- Label this envelope/box as “**RFQ #30 26-02 - Engineering for roundabouts at CTH A & CTH W and CTH G & CTH S.**”
- 1 Flash Drive containing the submittal for this project including the signature page and the addenda sign off sheet.

8. RFQ Review

A team of Dodge County Staff will review and rank the received RFQ’s. A final ranking and selection recommendation will be forwarded to WisDOT. Once approved by WisDOT, negotiations will be made with the selected firm to enter into a three-party design contract to provide engineering design services, including all reports required per WisDOT Facilities Development Manual (FDM).

9. RFQ Submittal Information

- a. RFQ’s should, at a minimum, include the following information, in the order as listed below:
 - i. Completeness of RFQ
 1. Firm’s name, address, telephone and contact person
 2. Firms confirmation of understanding of the project, and commitment to provide the appropriate personnel, equipment and facilities to perform the scope of services as defined in the request for proposal.
 - ii. Personnel Experience
 1. Brief history of firm
 2. Proposed staff assigned to the project and their project role.
 3. Project team organizational chart preferred.
 4. For each staff assigned, submit their resume (limit two pages), including their area of expertise, certifications and licenses, and list specific, relevant experience with construction design of similar projects in the last seven years.
 5. List any roundabout design experience for county-owned highways.
 6. List of subcontractors and their personnel experience.
 - iii. Approach

1. Firm's observations on the project in general, specific details, potential cost savings, and/or key points in the design process.
 2. Firm's ability to meet design timeline for the project based on afore-mentioned dates.
 3. Proposed staffing levels and activities.
 4. Proposed design should include aspects which minimize road closure timing during construction.
 5. List of additional design services provided by firm.
- iv. Reliability of Firm
1. Examples of specific knowledge and expertise related to this type of work.
 2. Roundabout design experience and Level 1 roundabout design certification from WisDOT are required.
 3. References
 - a. Provide a minimum of 3, maximum of 6 references of similar size projects (preferably government accounts) that have been completed by your firm in the last 7 years.
 - b. Include the contact person, address, and telephone number and email address of owners for which your firm has provided similar services.
 - c. Key personnel that worked on each project.
 - d. Include the start date and finish date for each reference project.
 4. Successful completion of projects consisting of the same (or similar) scope, done by your design team. Examples of fully constructed projects are preferred but not required.

Value Added Services. Identify any value added services your firm is willing to provide Dodge County at no additional cost if awarded this request.

Evaluation of Firms

Firms will be evaluated based on the criteria listed on the Evaluation Criteria Form below:

Request for Qualifications (RFQ)
Engineering for roundabouts at CTH A & CTH W and CTH G & CTH S
Dodge County, WI
RFQ #30-26-02

Evaluation Criteria Form
(This form will be used to rate firms Proposals)

<u>Evaluation Criteria</u>	<u>Maximum Points</u>	<u>Points</u>
1. <u>Completeness of Proposal.</u> Extent to which complete proposal elements are submitted.	5	_____
2. <u>Personnel Experience.</u> Qualifications and Professional Skills of key Individuals assigned to this project.	35	_____
3. <u>Approach.</u> Firm's observation on the project, estimated timeline, proposed staffing levels, and the firms design hours estimate	40	_____
4. <u>Reliability of Firm.</u> References for the firm and individuals staff, and specific, relevant project examples.	20	_____
TOTAL	<u>100</u>	_____

The County reserves the right to interview top rated firm(s) if necessary to verify the firm's qualifications, understanding of the requirements of this request and to aid in making final award determination. Evaluation team's award decision shall be final.

10. Insurance Requirement

Minimum Scope and Limits

- A. Architects, Engineers, Other professionals – Errors & Omissions (Professional Liability) coverage, with a minimum limit of \$1,000,000 per claim, \$2,000,000 annual aggregate. This insurance is to be maintained for at least two years after completion of the project. If the Firm changes insurance carriers and this policy is provided on a “claims made” basis, the Firm will secure the appropriate coverage extension to provide coverage to the project for a periods of at least two years following the completion of the project.
- B. Commercial General Liability coverage with limits of no less than the following:
 - 1. General aggregate limit per project (Other than Products-Completed Operations) \$2,000,000
 - 2. Products-Completed Operations Aggregate per project \$1,000,000
 - 3. Personal and Advertising Injury Limit \$1,000,000
 - 4. Each Occurrence Limit \$1,000,000
 - 5. Fire Damage Limit-any one Fire \$ 50,000
 - 6. Medical Expense Limit-any one Person \$ 10,000
- C. Automobile Liability coverage with minimum limits of \$1,000,000 combined single limit per accident for bodily injury and property damage, provided on a Symbol 1-Any Auto basis.
- D. Worker’s Compensation and Employers Liability Insurance with sufficient limits to meet underlying Umbrella Liability Insurance requirements.
- E. Umbrella Liability providing coverage at least as broad as the underlying General Liability, Automobile Liability and Employers Liability coverages, with a minimum limit of \$2,000,000 each occurrence and \$2,000,000 annual aggregate, and a maximum self-retention of \$10,000.

Other Requirements

- A. Acceptability of Insurers. Insurance is to be placed with insurers who have a Best’s Insurance Reports rating of no less than A and a Financial Size Category of no less than a Class VI, authorized as an admitted insurance company in the State of Wisconsin.
- B. Certificates of Insurance acceptable to Dodge County shall be submitted prior to commencement of the work. Certificates shall contain a provision that coverage afforded under the policies will not be cancelled until at least 30 days’ prior written notice has been given to Dodge County.
- C. Dodge County, Dodge County’s elected and appointed officials, and Dodge County employees shall be named as additional insureds on all liability policies for liability arising out of project work. Please provide a copy of this endorsement with your certificate of insurance.

11. General RFQ Information

- A. Dodge County requires a high level of service from any Firm who is looking to do business with the County. Quality, service, and price are all critical factors that Dodge County considers when doing business and in continuing business with Firms. This is especially important when it comes to the requirements of this request. Dissatisfaction due to product or performance may result in Dodge County discontinuing service with a Firm.
- B. Dodge County is a tax-exempt municipality under Section 77.54(9a) (b), Wis. Stats.

- C. Successful Firm(s) shall provide a certificate of insurance, including naming Dodge County, its officers, elected officials and employees as Additional Insureds, upon proposal award.
- D. All proposals shall be binding for ninety (90) calendar days following the proposal opening date unless the Firm(s), upon the request of the County, agrees to an extension.
- E. Payment for services will be made to successful Firm(s) contingent upon County's acceptance and approval of all work done and/or products provided, or services rendered. Acceptance as herein means acceptance by the County of all work performed or products provided and services rendered, after the department's authorized agent has found it to be in compliance with the specification requirement. Fuel surcharges or surcharges of any kind will not be allowed.
- F. Firms may withdraw their proposal at any time before the proposal due date and time. **Faxed and emailed proposals will be rejected. Late proposals will not be accepted.**
- G. Dodge County's [Standard Terms and Conditions](#) are applicable to this request and are hereby made a part of it.
- H. Firms (including any subcontractors they may use) responding to this request must be able to provide all services specified. Partial responses are not allowed.
- I. RFQ Requests, Updates, and Addenda are available on the [Dodge County website](#) and [Demandstar](#). It is the Firms responsibility to view the RFQ document, check for updates, and to retrieve any addenda prior to submitting a response to this request. Failure to do so in no way obligates the County to issue addendum or other information concerning this request to the Firm.
- J. All questions resulting in further clarification or modification to this (RFQ) document will be handled by written addenda. Questions shall be directed to the Purchasing Office via email to tsteinbach@co.dodge.wi.us. Questions must be asked at least five (5) business days prior to the proposal due date. Questions received after this time may not be answered. Any changes as a result of issues raised will be made by written addenda and posted on the [Dodge County website](#) and [Demandstar](#). It is the Firm's responsibility to check the website for addenda prior to submitting your proposal. Oral and other interpretations or clarifications will be without legal effect.
- K. Dodge County assumes no responsibility or liability for any error or omission in any part of this RFQ or resulting design. Prior to the deadline for questions, a Firm shall notify Dodge County of any error, omission, inconsistency or other factor which requires clarification that is discovered while reviewing the documents or preparing a proposal. Such notification shall be made in writing to Dodge County's Purchasing Office.
- L. Firms responding to this request shall include with the proposal a proposed contract covering all the terms, conditions and specifications for the performance of all work for this request. Proposed contract shall incorporate at a minimum the County's terms and conditions and the contract requirements contained herein.
- M. Proposers shall list any Firms or subcontractors that may be used to complete this project.

- N. No reimbursement will be made by the County for any cost incurred in preparing responses to this solicitation, or for cost incurred before a formal notice to proceed is issued if a contract is awarded.
- O. Dodge County shall be the owners of any and all of the reports, plans, specifications and documents resulting from this RFQ and the Firm shall provide both digital and hard copies of all reports, plans, and documents as indicated in this RFQ to Owner in a format usable to the County. Awarded Firm(s) shall also waive any rights to copyright protection so Owner may reproduce, distribute, and use all reports, plans, specifications, and documents as it so chooses.
- P. All materials submitted in conjunction with this request may be subject to public inspection pursuant to Wisconsin Public Records Law Wis. Stat 19.31-19.39. Information contained within the submitted materials that are alleged to be confidential or proprietary in nature, or that are alleged to be trade secrets as defined in Wis. Stat. 134.90(1)(c), shall be clearly marked as such. Submissions shall not contain a blanket confidentiality clause. Marking materials as confidential, proprietary, or as trade secrets does not guarantee that these materials will not be released pursuant to a lawful open records request. Dodge County generally will not release information contained in a submission until a contract has been fully executed.
- Q. Confidentiality and Security – This document or any portion thereof may not be used for any purpose other than the submission of proposals. The successful Firm must agree to maintain security standards consistent with the confidentiality and security policies of Dodge County and any applicable state or federal laws or regulations. These include strict control of access to secure areas, sensitive data and maintaining confidentiality of information gained while carrying out their contractual obligations. The successful Firm will be required to ensure that all Firm’s personnel providing services to the County which require access to secure and confidential Dodge County information or facilities, meet the criteria for personal security clearance prescribed by Dodge County. Dodge County reserves the right to deny access to any individual that is not fully compliant with security criteria without disruption to timeline or adjustment to project cost.
- R. Dodge County reserves the right to require background checks for any employee or subcontractor employee involved in this project from the awarded Firm(s).
- S. Unpublished information pertaining to Dodge County or its employees obtained by the Firm as a result of participation in this RFQ or resulting contract is confidential and must not be disclosed without written authorization from Dodge County Corporation Counsel or pursuant to a court order.
- T. INDEMNIFICATION Dodge County requires any contract or agreement to contain an indemnification clause in which the Firm holds harmless Dodge County, its officers, elected officials and employees harmless from and against any and all claims arising from contracts between the Firm and third parties made to effectuate the purposes of this RFQ. Dodge County will not agree to mutual indemnification or to indemnify the Firm.
- U. NON-COLLUSIVE STATEMENT Each Firm, by submitting a response, certifies that it is not a party to any collusive action with Dodge County personnel and/or Firms. Each Firm also certifies that it is not a party to any collusive action with any other party submitting a proposal in response to this solicitation.

- V. Dodge County reserves the right to reject any or all proposals or parts thereof, to waive any technicality in any proposal and accept any proposal deemed to be the most advantageous to the County. It is possible that multiple awards may be made through this RFQ process.

- W. This request and possible resulting contract shall be interpreted under the laws of the State of Wisconsin. Any disputes or claims that arise under this contract shall be litigated in the Circuit Court of Dodge County, WI.

12. RFQ Attachments

- A - RFQ Scope of Work, Specifications / Drawings
- B - Reference Form
- C - Proposal Acknowledgement
- D - Addendum Acknowledgement

ATTACHMENT A

RFQ Scope of Work, Specifications, Drawings:

Introduction

Dodge County is seeking engineering firms interested in performing design services for construction of two roundabouts located at the intersections of CTH A & CTH W in the Town of Oak Grove and CTH G & CTH S in the Town of Beaver Dam. The project will be funded through the WisDOT Highway Safety Improvement Program (HSIP). We anticipate a PS&E date of November 1, 2027 and a CONSTRUCTION LET date of March 14, 2028. The final contract will be a three-party contract with the Wisconsin Department of Transportation (WisDOT), Dodge County, and the selected Firm. All interested firms must be on the WisDOT Roster of Eligible Engineering Consultants or be able to obtain roster status and Level 1 roundabout design certification, as described in Section 11-26 of the WisDOT Facilities Development Manual. The evaluation will be solely a qualification-based selection (QBS) process.

Project Purpose and Need

The intersections of CTH A & CTH W and CTH G & CTH S both have a history of severe crashes. The majority have been right-angle collisions and there have been several serious injuries, including fatalities. These intersections were analyzed through a traffic safety study to determine a potential solution. It was recommended that both intersections replace the existing two-way stop control with a single lane roundabout.

Project Description

The two roundabouts will be designed as separate projects, but Dodge County will select one Firm for the design of both projects.

CTH A & CTH W

This intersection is located about 2 miles northwest of the City of Juneau. CTH W traffic (eastbound-westbound) is stop-controlled. Traffic on CTH A does not stop. CTH A is a concrete highway, including the pavement at the intersection with CTH W. Improvements for this roundabout include lighting, storm sewer, and drainage. Right-of-way acquisition for this project may be required.

CTH G & CTH S

This intersection is located about 3 miles south of the City of Beaver Dam. CTH S traffic (eastbound-westbound) is stop-controlled. Traffic on CTH G does not stop. Both CTH S and CTH G have asphalt pavement. Improvements for this roundabout include lighting, storm sewer, and drainage. Right-of-way acquisition for this project is not anticipated.

Scope of Services

Firms interested in this project shall submit a Statement of Qualifications (SOQ) to provide all design services needed for this project as listed in this RFQ including, but not limited to:

- Roundabout design and required survey in accordance with Wisconsin Department of Transportation PS&E process, including all associated documents required by WisDOT
- Prepare Traffic Management Plan (TMP) and Design Study Report (DSR)
- Permitting required for the project including, but not limited to, Dodge County, DNR, Army Corps, DOT, etc.
- Environmental and historical permits/documents and agency coordination
- Utility coordination
- Staking r/w and plat (if needed)
- Wetland delineation
- Public hearings and/or presentations

Firm Experience and Requirements

- Professional Engineer
- Level 1 roundabout designer (as described in the WisDOT FDM Section 11-26)
- Professional land surveyor

ATTACHMENT B
Reference Form

Complete this page and include it with your sealed response to this request.

Reference #1

Owner of Company Name: _____

Contact Person: _____

Type of Service(s) Provided: _____

Calendar Year(s) of Service(s) Provided: _____

City, State, and Zip Code: _____

Telephone/Email: _____

Reference #2

Owner of Company Name: _____

Contact Person: _____

Type of Service(s) Provided: _____

Calendar Year(s) of Service(s) Provided: _____

City, State, and Zip Code: _____

Telephone/Email: _____

Reference #3

Owner of Company Name: _____

Contact Person: _____

Type of Service(s) Provided: _____

Calendar Year(s) of Service(s) Provided: _____

City, State, and Zip Code: _____

Telephone/Email: _____

ATTACHMENT C
Proposal Acknowledgement

Complete this page and include it with your sealed response to this request.

I have read this Request for Qualifications (RFQ), all the attachments, addenda (if any) and exhibits issued for this project and understand the contents and requirements.

Binding Signatures:

The undersigned Firm, submitting their proposal, hereby declares and agrees to be bound, and to perform the work in accordance with all the terms, conditions and requirements of this Request for Qualifications, the within and foregoing proposal, the applicable specifications, and special provisions, and made part of their proposal submission.

Company: _____

Address: _____

Original Signature: _____

Name (Print/Type): _____

Title: _____ Date: _____

Phone Number: _____ Fax Number: _____

E-Mail: _____

ATTACHMENT D
Addenda Acknowledgement

Complete this page and include it with your sealed response to this request.

The undersigned acknowledges receipt of the following addendum(s) by checking the box(es) below:

- | | |
|---|--|
| 1 <input type="checkbox"/> Dated _____ | 4 <input type="checkbox"/> Dated _____ |
| 2 <input type="checkbox"/> Dated _____ | 5 <input type="checkbox"/> Dated _____ |
| 3 <input type="checkbox"/> Dated: _____ | 6 <input type="checkbox"/> Dated _____ |

Additional Addenda should be written here:

If no addenda were issued, please state below, complete the form, and submit with the proposal package.

I/we further certify that no agreement has been entered into to prevent competition for said work and that I/we carefully examined the plans, specifications, and all other project documents.

I/we further agree to enter into the contract, under all the terms, conditions and requirements of those documents.

Firm Name

Representative Signature