



Subject: Request for Qualifications, Local Structures 6 – 20ft Inspections

The Wisconsin Counties Association (WCA) is seeking qualified professionals to conduct condition inspections on city, village, and town small structures that are 20 feet or under in length, but greater than six feet in length. The inspections must adhere to the guidelines set forth by the Wisconsin Department of Transportation in the *Local Structures 6 – 20ft: Program Overview dated March 13, 2024* (attached) and must be carried out by bridge inspectors certified by the Wisconsin Department of Transportation (WisDOT). Data collected during these inspections must be accurately input into the Highway Structures Information System (HSIS).

Qualifications can be submitted indicating interest to obtain a contract to fulfill inspections on all city, village, and town structures in one or multiple of the regions noted below. Subcontracting is allowed, but the prime contractor should perform more than 50% of the contract services. If an interested firm or individual will use subcontractors, the responsible firm or individual conducting inspections must be identified.

- **Region A:** Counties of Ashland, Barron, Bayfield, Burnett, Chippewa, Douglas, Iron, Polk, Price, Rusk, Sawyer, Taylor, Washburn
- **Region B:** Counties of Buffalo, Clark, Dunn, Eau Claire, Jackson, La Crosse, Marathon, Monroe, Pepin, Pierce, St. Croix, Trempealeau, Wood
- **Region C:** Counties of Florence, Forest, Langlade, Lincoln, Marinette, Menominee, Oconto, Oneida, Portage, Shawano, Vilas, Waupaca
- **Region D:** Counties of Brown, Calumet, Door, Fond du Lac, Green Lake, Kewaunee, Manitowoc, Marquette, Outagamie, Waushara, Winnebago
- **Region E:** Counties of Adams, Columbia, Crawford, Grant, Green, Iowa, Juneau, Lafayette, Richland, Sauk, Vernon
- **Region F:** County of Dane
- **Region G:** Counties of Dodge, Jefferson, Kenosha, Ozaukee, Racine, Rock, Sheboygan, Walworth, Washington, Waukesha
- **Region H:** County of Milwaukee

Compensation for these inspections will be set at a rate of \$350 per inspection of qualifying structure. This compensation will cover all expenses necessary to produce a compliant inspection and upload inspection data in HSIS, including but not limited to labor, materials, equipment, traffic control, and any other incidental expenses. Payment will be made following WisDOT confirmation that all structures inventoried as part of Phase I as set forth by WisDOT in the *Local Structures 6 – 20ft: Program Overview dated March 13, 2024* (attached) have been inspected and uploaded to HSIS to WisDOT's satisfaction and payment has been received and processed by WCA from WisDOT.



To be considered for this project, firms or individuals must submit a Statement of Qualifications (attached) that includes the following information for the firms or individuals and any subcontractors:

- Name, address, and a brief description of your firm.
- Region(s) your firm is proposing to cover.
- Details regarding your firm's experience with bridge/structure inspection.
 - Please include a list of individuals who will be performing inspection work, their years of inspection experience, and WisDOT inspector number, and their anticipated availability for this work.
- Details of any subcontracted services, along with an explanation of which tasks will be completed by subcontractors and the region, county, city, village, and/or town where tasks will be completed.
 - Please include a list of subcontracted individuals who will be performing inspection work, their years of inspection experience, and WisDOT inspector number, and their anticipated availability for this work.
- References for any similar projects that your firm has been involved in.

Please note that the Statement of Qualifications should not exceed 10 pages (single-sided).

All submissions must be received by **3 pm on July 10, 2024**

Submissions should be in .pdf sent to each of the following:

mike.koles@wisctown.com

oconnell@wicounties.org

joshua.dietsche@dot.wi.gov

Consultants selected for this project will be expected to complete all inspections and associated work (upload to HSIS and any other administrative tasks) by December 31, 2025 unless other accommodations are approved in consultation with WCA and WisDOT.

For any inquiries regarding this Request for Qualifications, please contact:

Mike Koles, Exec. Director, Wisconsin Towns Association; mike.koles@wisctown.com, 715-526-3157

Attachments:

- Local Structures 6-20ft: Program Overview (March 13, 2024)