REQUEST FOR PROPOSAL

ENGINEERING DESIGN, BIDDING, & FUNDING SERVICES
WASTEWATER TREATMENT FACILITIES UPGRADE

Issued: **July 21, 2026**
Due: **August 10, 2026**

Overview & Purpose

The Village of Rosendale invites qualified Engineering Firms to respond to this request for proposals to provide engineering design & bidding services for an upgrade to the Village's Wastewater Treatment Facilities (WWTF) as described herein. The Village must receive all proposals via email no later than **Monday, August 10, 2026.** Proposals must be clearly identified as 'Proposal - Village of Rosendale Engineering Design, Bidding, & Funding Services – Wastewater Treatment Facilities Upgrade,' signed by an authorized firm representative. Late proposals will be rejected.

Inquiries and proposals should be directed to:

Jeremy Tabbert
Director of Public Works
920.970.1996
jtabbert@villageofrosendale.com

Background Information

The Village of Rosendale owns and operates a Wastewater Treatment Facilities (WWTF) that is permitted to discharge via a WPDES Permit. The Village completed a Wastewater Abbreviated Facilities Plan in 2025 and the plan was approved by WDNR. The Village seeks to design & bid additional upgrades included in the plan including:

- New Ultraviolet Disinfection System
- Related process mechanical, electrical, instrumentation & control, building systems, and related appurtenances

The approved 2025 Abbreviated Wastewater Facilities Plan is available upon request.

Scope of Services

The Village desires to contract with a firm qualified in the design of municipal wastewater treatment facilities. Services include:

Design Phase

1. Topographic Survey
2. Geotechnical Investigation
3. Design of identified improvements including all project management, site/civil, process, mechanical, structural, architectural, operational, electrical, and instrumentation & control services
4. Development of Contract Documents for public bidding
5. Submittal of Plans & Specifications to appropriate regulatory agencies. Consultant shall coordinate with regulatory agencies throughout the course of the project to obtain appropriate approvals.
6. Up to three (3) review meetings with Village staff

Bidding Phase

1. Bidding administration services
    a. Electronic bid solicitation
    b. Respond to contractor questions
    c. Issue addenda as necessary
    d. Evaluate Bids & Provide Recommendation
    e. Administer Construction Contract w/ awarded Bidder

Funding Services

1. Clean Water Funding application & coordination services
2. Up to two (2) meetings with Village staff to review funding information
3. Funding services shall be outlined as a separate cost in the case that the Village does not use the Clean Water Fund to finance the project.

Reimbursables

1. Permit fees, mileage, postage, printing, and all other reimbursables shall be included as part of the lump sum fees.

Additional Services

The following items shall not be included, and would be negotiated with the Village if/when they become necessary:

1. Facilities Plan Amendment. Consultant shall coordinate with the WDNR to determine if a Facilities Plan Amendment is necessary. If an Amendment is necessary, the Village will negotiate with consultant.
2. Construction-Related Services
3. Post-Application Funding Services (e.g. construction admin & closeout)
4. Property Acquisition & Easement Assistance

Qualifications

Engineering Firms must meet the following qualifications and provide, at a minimum, list of representative projects as proof of qualification within the proposal:

1. Minimum ten (10) previous wastewater treatment facility designs

2. Minium of five (5) previous ultraviolet light disinfection system designs (may overlap with wastewater treatment facility designs provided in Item 1.)
3. Minimum five (5) previous Clean Water Fund applications

Format of Proposal

The consultant shall submit one digital PDF copy of the proposal via email. The proposal shall contain the components identified in the list below. The proposal shall be limited to 9 pages (not including resumes).

1. Cover Letter (1 page)
2. Company Overview (1 page)
3. Project Approach (2 pages)
4. Scope of Services (1 page)
5. Summary of Project Team (1 page)
6. Representative Projects & References (2 pages)
7. Proposed Schedule & Fee (1 page)
8. Resumes (as an appendix)

Evaluation of Proposal

Proposals will be evaluated based upon the following criteria. The Village reserves the right to award the project to the Consultant that is in the best interest of the Village.

1. Company & Team Qualifications
2. Relevant Experience with similar municipalities
3. Relevant Experience with the Village of Rosendale
4. Past Funding Experience & Success
5. Schedule
6. Cost

Proposal Schedule

RFP Issued	July 21, 2026
Deadline for Questions	August 3, 2026
Due Date for Proposals	August 10, 2026
Village Board Approval	August 17, 2026
Project Start	October 2026