

January 22, 2024 meeting of the Monroe County Highway Design Consultant Review Committee

1. Call to Order/Roll Call

Meeting called to order at 8:30 am by Highway Committee Chairperson David Pierce.

Voting members present: David Pierce, Wally Habegger, Nodji VanWychen, Town of LaGrange - Brendan Smith, Highway Operations Coordinator - Tyson Langrehr, and Highway Commissioner – David Ohnstad
Others present: Office Manager – Brooke Adams

The Design Consultant Review Committee met for the review and evaluation of proposals received in response to the Request for Proposals (RFP) for Project Design of the 2024-2026 Local Bridge Program bridge replacement projects.

- The RFP was for 7 bridges that have been awarded, or that may be awarded through the 2024 Local Bridge Program. It is federal funding for bridges currently in inventory.
- There were 7 responses received for the RFP. The process to be used is that each voting member will evaluate each of the candidates separately, then apply the rankings to the award for each individual project. Must have a minimum of 3 candidates for each project submitted to the DOT.
- The RFP responses were from:
 - Ayres
 - SEH
 - Mead & Hunt
 - MSA
 - Corre
 - Westbrook
 - Jewell
- David Ohnstad provided each voting member with a scoring sheet for each consultant, and each project.
- Review of proposals and completion of scoring sheets began at 8:59 am.
- Wally Habegger turned in completed scoring sheets and left at 9:18 am.
- Tallying of all scoring sheets began by Highway Commissioner David Ohnstad at 9:41 am.
- Tallying of scores was completed at 9:58 am. Totals were:
 - Mead & Hunt: 382
 - SEH: 410
 - Corre: 402
 - Jewell: 406
 - Westbrook: 382
 - Ayres: 434
 - MSA: 396
- David Pierce stated that he would like to award one project to each of the seven design companies. Brendan Smith and Nodji VanWychen concurred.
- Each project was read and a recommendation given for each as follows:
 - **Bridge A: P-41-0128** over Morris (Moore) Creek on CTH T, 0.21 miles north of Mesa Avenue in the Town of Ridgeville – recommended to award to **SEH**.
 - **Bridge B: P-41-0130** over Morris (Moore) Creek on CTH T, 0.25 miles north of Kingdom Road in the Town of Ridgeville – recommended to award to **Corre**.
 - **Bridge C: P-41-0923** over Indian Creek on CTH A, 0.15 miles east of CTH N in the Town of Clifton – recommended to award to **Mead & Hunt**.
 - **Bridge D: P-41-0180** over Lemonweir Creek on Interior Road, 0.50 miles east of CTH M in the Town of Tomah – recommended to award to **Ayres**.
 - **Bridge E: P-41-0901** over the East Branch Kickapoo River on Nordale Road, 0.30 miles east of STH 131 in the Town of Sheldon – recommended to award to **Jewell**.
 - **Bridge F: P-41-0156** over Branch Mill Creek on Ellsworth Road, 0.27 miles north of Derby Road in the Town of LaGrange – recommended to award to **Westbrook**.
 - **Bridge G: P-41-0924** over Upper Big Creek on Fairmont Avenue, 0.05 miles west of Fairway Road in the Town of Sparta – recommended to award to **MSA**.
- David Ohnstad reviewed recommendations, and if correct requested a motion.

A motion was made to accept the recommendations of project design awards by Nodji VanWychen, seconded by Tyson Langrehr. All Ayes (Wally Habegger absent), motion carried.

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- David Ohnstad will submit the selections to the DOT. Once the DOT approves the awards, the design companies will be notified.

Motion to adjourn the meeting made by Nodji VanWychen, seconded by David Pierce. Meeting adjourned at 10:32 am.