

## March 28, 2024 meeting of the Monroe County Highway Design Consultant Review Committee

### 1. Call to Order/Roll Call

Meeting called to order at 10:00 am by Highway Committee Chairperson David Pierce.

Voting members present: David Pierce, Wally Habegger, Nodji VanWychen, Highway Operations Coordinator - Tyson Langrehr, and Highway Commissioner – David Ohnstad

Others present: Office Manager – Brooke Adams

### 1) REAL ESTATE ACQUISITION SERVICES (DISCUSSION & DECISION)

- The Request for Proposals (RFP) was issued 03/01/24 for Real Estate Acquisition Services for the CTH PC Reconstruction Project.
- We are nearing final plans. There are 26 total parcels, for a total of 28 acres.
- The RFP was sent to Jewell Associates Engineers, Inc., CORRE, MSA, and Gruber Consulting (all on approved DOT list).
- There were 2 responses received for the RFP – one from Jewell, and one from Gruber Consulting.
- The per-parcel price is not the only piece to look at as there are a lot of moving parts in the process. The proposals need to be looked at, as a service as a whole. Our recommendation, due to the scope of this project, would be to accept the proposal from Jewell Associates.
- There is another public information meeting on April 10<sup>th</sup> at Cashton Community Hall, and will be inviting property owners to come in and review the final plans, and introduce the right of way negotiator to them. Will have something similar to CTH ET and have a “round up” to allow them to come in to take care of right of way documentation.
- We looked at the firm, their capacities, and their abilities.
- Wally Habegger asked if what Jewell bids is what the actual cost is. David Ohnstad responded that yes, once we've had a contract they've adhered to the bid price.

**A motion was made to accept the bid from Jewell Engineering Associates for the Real Estate Acquisition Services for the CTH PC Construction Project by Wally Habegger, seconded by Nodji VanWychen. All Ayes, motion carried.**

- David Ohnstad will notify Jewell of the bid award, and will send out an invitation to the Public Information Meeting.

### 2) BRIDGE INSPECTION & PROGRAM MANAGER (DISCUSSION & DECISION)

- The Request for Proposals (RFP) was issued 03/04/24 for Bridge Inspection and Program Manager services
- Two proposals were received, one from Jewell Associates Engineers, Inc. and one from BCD Services, LLC.
- In 2016, an RFP was issued and at that time Jewell Associates Engineers was awarded the project for Bridge Inspection; a later amendment added for Program Management. We've renewed that contract 3 times now. We've been satisfied with their performance in the program, and they have a number of certified inspectors capable of doing the inspections. We thought it would be appropriate protocol to issue a new RFP and start an updated contract.
- The RFP was sent out to Jewell, CORRE, Short-Elliott Henderson, Mead & Hunt, Westbrook, and a new company called BCD Services. All but BCD were listed on the DOT approved list. BCD requested we send the RFP to them.
- We have a per bridge fee for routine inspection. The requirements have changed substantially, to include critical structures that take longer to inspect and require additional training. That leads to additional expenses for additional services. We need to look at whether the whole scope of services provided best fit our needs, or not.
- We propose to accept the proposal from Jewell Associates Engineers.
- Wally Habegger asked if the BCD proposal covers all the services we are asking for as he had a hard time figuring out the BCD proposal, said they did the proposal differently than Jewell. Couldn't figure out if they met all the requirements we had asked for or not. David Ohnstad responded the BCD proposal doesn't specify the training requirements that were noted in the RFP.

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**A motion was made to accept the bid from Jewell Engineering Associates for the Bridge Inspection and Program Manager Services by Wally Habegger, seconded by Tyson Langrehr. All Ayes, motion carried.**

**Meeting adjourned at 10:40 am.**