

VILLAGE OF CLEVELAND
MANITOWOC COUNTY, WISCONSIN

Request for Proposal
GENERAL ENGINEERING SERVICES

Issued January 16, 2026

DEADLINE
4:00 PM, MONDAY, FEBRUARY 16, 2026

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VILLAGE OF CLEVELAND
REQUEST FOR PROPOSAL
GENERAL ENGINEERING SERVICES

January 2026

The Village of Cleveland Public Works and Utilities Committee is issuing this Request for Proposal (RFP) to obtain general engineering services for the Village.

The Village of Cleveland is committed to an objective and open selection process. Proposals will be accepted from any qualified firm wishing to respond, and all will receive an unbiased review.

Questions concerning the RFP should be directed by email to Stacy Grunwald no later than February 16, 2026. Inquiries may be submitted by telephone but must be followed up in writing. No oral communication is binding on the Village. Answers to written questions concerning the RFP will be posted to the Village website. It is the responsibility of the consultant to check the website for additional information or Addenda to be included in their proposal.

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SECTION 1 BACKGROUND

1.1 ABOUT THE COMMUNITY

The Village of Cleveland is a low-density, low-growth community of just over 1500 people located between Lake Michigan and Interstate Highway 43. It was incorporated in 1958 through the merger of three smaller communities—Hika Bay, Cleveland, and St. Wendel. As a result, the community is expansive, with room for in-fill.

The Village Board oversees two utilities, water and wastewater. The original wastewater treatment facility was constructed at the mouth of Centerville Creek; this was replaced with a larger facility on Whitetail Lane in 1996. Two wells provide groundwater to Village residents, with a 105-foot pedestal tower for storage. Utility sites are connected via a SCADA system completed in 2020. Utility infrastructure and maintenance information is recorded in an ESRI-based GIS system launched in 2020. The Village Board intends to maintain its relationship with Donohue & Associates for non-routine water and wastewater utility services and compliance activities.

SCADA is monitored on a 24/7 rotational basis by the Director of Public Works and two full-time public works/utility operators. Building inspection is provided by two employees who work as needed, generally performing residential and commercial inspections weekly or biweekly depending on workload. Third parties provide assessment, snowplowing, garbage removal, grounds maintenance, laboratory testing and other services. Village administration is staffed with two full-time personnel and a temporary 10 hour/week employee.

The Cleveland Police Department provides part-time public safety protection with support from the Manitowoc County Sheriff's Department. Fire and EMS services are contracted with the volunteer Cleveland Fire Department, and the City of Manitowoc provides ambulance services. The Cleveland Municipal Court will provide services through April 30, 2026, after which the Village will participate in a joint court with the City of New Holstein.

The Village Board created Tax Incremental District No. 2 in November 2023. It's located at the I-43 interchange and includes ClearSky Rehabilitation hospital, which opened in 2025.

1.2 PURPOSE FOR RFP

The Village has long employed an outside firm for its municipal engineering needs, with a designated employee of that firm working closely with Village administration and functioning as the Village Engineer. Changes in structure and staffing at that firm have provided an opportunity to seek a new relationship for these services.

SECTION 2 EXPECTATIONS

2.1 SCOPE OF SERVICES

The selected engineering firm is expected to function as the Village Engineer, working closely with the Director of Public Works, Director of Village Services, support staff, the Village Board or its committees, and the public, as needed. To ensure effectiveness and consistency, the consultant will designate a single employee as the primary contact. Anticipated tasks include but are not limited to:

1. Perform as a technical resource for the Village Board and staff, providing timely, effective, and professional engineering services and recommendations in the manner and form requested.
2. Assist the Village with capital planning, surveying, landscape design, and geotechnical services for engineering and infrastructure projects, including the disciplines of street and trail improvements, parks, stormwater and drainage systems, and drinking water and wastewater systems.
3. Prepare cost estimates and assist with financial planning as needed, including special assessment and utility rate structure evaluations and recommendations.
4. Act as the Village's representative in discussions with outside agencies and the public.
5. Review plans and specifications submitted to the Village by third parties. Prepare recommendations and work expeditiously with the Village, other professionals, and third parties to resolve issues.
6. Advise the Village on matters arising from the conduct of Village and utility activities, to ensure safe, efficient, reliable, and compliant operation and maintenance of all facilities and functions.
7. Assist with development agreements, ordinances, and statutory interpretation or compliance as appropriate.
8. Provide or assist with land use and facilities planning and GIS services using the Village's ESRI-based platform.
9. Attend or participate in meetings as requested.
10. Prepare plans and specifications for Village public improvements, obtain all permits, and provide administration services. Conduct pre-construction conferences and work-in-progress inspections, periodic reporting to the Village, and oversight, review, and recommendations for project payment requests.
11. Prepare, advertise, and distribute bid documents; attend bid openings and prepare bid tabulations; and evaluate bids and recommend contract awards.
12. Assist with grant writing or grant applications and financial reporting, when applicable.

Tasks that require a subconsultant or third party to complete must be identified by the consultant. Preferred partners for these tasks can be identified within the proposal but should include the partners' area of expertise and background.

2.2 COMPENSATION

General services tasks are to be invoiced on a time-and-materials basis. Separate contracts may be established for projects of greater breadth and complexity, or specific character.

SECTION 3 PROPOSAL AND CONSULTANT REQUIREMENTS

3.1 PROPOSAL CRITERIA AND FORMAT

The successful proposal will be submitted in two separate parts: Envelope 1) Background and Services; and Envelope 2) Pricing and Agreement. At a minimum, the proposal will include the elements below, in the order noted and identified by number for clarity in comparing submittals. Each page should clearly identify the firm. Applicants are encouraged to submit concise and clear responses and avoid excessive length or complexity.

Envelope 1—Background and Services Proposal

1. *Firm Identification.* The name of the firm, contact person for the proposal, street and mailing address, email address, and telephone number.
2. *Statement of Interest.* A one-page statement summarizing your interest in working with the Village of Cleveland and the firm's qualifications.
3. *The Firm.* Provide a brief history of the firm and discuss the firm's specific abilities to provide the required services.
4. *Key Personnel.* Identify the designated employee who will function as the Village's primary contact, and other employees and subconsultants or partners who are likely to work with the Village. Provide detailed resumes for each employee, and the areas of expertise and background for each subconsultant or partner.
5. *Consultant Experience.* Provide evidence of prior experience with other Wisconsin municipalities, especially villages of similar size, growth, and needs. Include examples demonstrating professional management and engineering skills. Describe any unique challenges observed by the firm.
6. *References.* Submit references from municipalities of similar size, growth, and needs with which the firm has an established relationship. Include municipality name, contact person and title, street and mailing address, email address, telephone number, the names and titles of any other key personnel at the municipality with whom the firm has worked, and the firm's length of service with the municipality. References chosen should be able to attest to the firm's responsiveness, quality of work, and ability to complete projects timely and within anticipated costs.

Envelope 2—Pricing and Agreement

7. *Pricing.* Information on pricing and compensation must include the firm's rate structure; proposed hourly rates for all key personnel identified in Subsection 2.; any flat-rate charges, such as charges to attend staff, Committee, Board, or informational meetings with the public; and the rates for reimbursable expenses, such as mileage or copying charges.
8. *Agreement.* Enclose a proposed agreement for services with a proposed method to negotiate and control the costs of engineering services. The Village anticipates a three-year agreement with an option to renew but will consider an alternative duration.

3.2 DIRECTIONS FOR SUBMITTAL AND DUE DATE

Proposals must be submitted as follows:

1. Two original proposals on paper. Additional paper proposals will be distributed to the Committee if provided but are not required.
2. One electronic version submitted on an electronic storage medium or as a downloadable file through electronic link.

The proposal must be received at the Cleveland Village Hall Clerk's Office by 4:00 PM on Monday, February 16, 2026. Packages containing the proposal and any related material should be plainly marked on the outside as follows:

‘ENGINEERING SERVICES PROPOSAL’

Packages should be delivered via mail, courier, or in person to:

Director of Village Services
Cleveland Village Hall
1150 W Washington Avenue
P O Box 87
Cleveland WI 53015

The names of firms or individuals submitting proposals will be posted on the Village website after the filing deadline. No other disclosure will be offered until the Public Works and Utilities Committee takes up discussion of the proposals at a publicly noticed meeting.

3.3 COSTS FOR PROPOSAL PREPARATION

The Village of Cleveland shall not be liable for any costs incurred by the consultant in responding to this Request for Proposal, or for any costs associated with discussions required for clarification of items related to this proposal, including any future interviews.

3.4 RESERVATION OF RIGHTS

The Village of Cleveland reserves the right severally or together to reject submittals, waive any irregularities, reissue all or part of this Request for Proposal, negotiate contract terms and conditions or not award any contract, all at its discretion and without penalty.

3.5 OWNERSHIP OF MATERIALS AND PUBLIC RECORDS

All materials, including but not limited to paper and electronic materials, that are prepared, acquired, created, or utilized to fulfill this Request for Proposal and its objectives shall become the property of the Village of Cleveland where allowed by law. Responses to this RFP, and any ensuing contractual documents, are considered public records subject to Wisconsin public records law.

3.6 WARRANTIES AND REPRESENTATIONS

The contents of this packet are for informational purposes only and all representations are without warranty. Prospective submitters should rely exclusively on their own investigations and analysis.

SECTION 4 EVALUATION PROCESS

The Village of Cleveland is committed to an objective and open selection process. Every proposal shall receive an unbiased review.

The Public Works and Utilities Committee shall evaluate all proposals and may conduct interviews before forwarding a recommendation to the Village Board for approval. The purpose of the interview is to allow selected consultants to make a 15-minute presentation and respond to follow-up questions. The presentation and question period will be limited to 30 minutes.

The evaluation criteria include the consultants' approach to working with the Village Board, staff, and the public, and understanding the Village's needs (30%); ability to deliver engineering services suitable for the Village (25%); pricing and agreement terms (25%); and the work experience of the firm, its designated primary contact, and key personnel (20%). In addition, the quality of the proposal and work location of key personnel may be considered.