



City of New Holstein
2110 Washington Street
New Holstein, WI 53061
920-898-5766
cityofnewholstein.org

City of New Holstein Request for Proposal

Engineering Services for a Stormwater Mitigation Project Plan at the intersection of Calumet Dr. & Plymouth St. (FEMA BRIC Grant)

**FEMA – Federal Emergency Management Agency
BRIC – Building Resilient Infrastructure & Communities
Sub-Grant ID# EMC-2023-BR-004-031**

**RFP Issue Date: September 25, 2026
RFP Closing Date: October 30, 2026**

RFP Point of Contact: Russ Thiel
Emergency Management Director
City of New Holstein
2110 Washington Street
New Holstein, WI 53061
cnhem@cnhwi.org
920-898-5766
Cell # 920-286-3596 (Leave message)
Work # 920-894-3398 ext. 102

Project Description and Objective:

The City of New Holstein, Calumet County, Wisconsin, is soliciting proposals from qualified firms for engineering services to study a Stormwater Mitigation Project at the intersection of Calumet Drive & Plymouth Street in the City of New Holstein. This study should include areas contributing to water in this area prone to stormwater flooding during heavy rain events and downstream areas that are also affected by stormwater and flooding.

This RFP is seeking engineering services to complete a stormwater study of the problem area and identify, analyze, and compare three feasible mitigation alternatives. Each alternative will describe the proposed improvements, its benefits and limitations, as well as cost estimates. The selected course of action will be submitted to FEMA (federal Emergency Management Agency) with the help of WEM (Wisconsin Emergency Mgmt.) for a possible future mitigation grant to help fund part or all of the actual mitigation project construction phase.

FEMA/WEM Estimated Budget Summary

Field Collection and Drafting \$6,500

Engineering Report \$4,800 (along with 3 meetings)

Research & Pre-engineering \$3,500

Engineering Computations \$10,500

Misc. Costs (Contingent) \$1,265

Total Budget \$26,565

Scope of Work:

This project consists of a hydrologic & hydraulic stormwater study of the drainage area in and around the intersection of Calumet Drive and Plymouth Street in the City of New Holstein. This includes non-intrusive data gathering, analysis and modeling of stormwater flowing into this area from surrounding streets, storm drains, and private property. The purpose of the study is to identify the causes of recurring flooding in the area and evaluate potential mitigation alternatives. During significant rainfall events, accumulating stormwater affects traffic along State Highway 32/57 from the intersection at Park Ave to about mid-block to the north of the intersection, near Tri-County Ready Mix (VanderVart) entrance on the State Highway 32/57. In some events, this flooding has caused vehicles to stall out in the flooded roadway. Additionally, water flows a quarter block north on Plymouth Street along with excess water flowing south on Plymouth Street to Wisconsin Ave., and east about 1/2 block East, in the 2400 block of Wisconsin Ave. (County Road H).

This project has been determined to be categorically excluded from the need to prepare either an Environmental Impact Statement or Environmental Assessment per FEMA's Record of Environmental Consideration (REC).

Project History:

During periods of intense, short duration rainfall, the intersection of Calumet Drive and Plymouth Street experiences flooding three to four times per year. Stormwater runoff from the surrounding drainage area accumulates at the intersection faster than the existing stormwater system can discharge, causing flooding. Water flows into this intersection from Calumet Drive between Altona Drive and Park Avenue. Additionally, from Plymouth Street, north of the intersection about 300 feet. Flooding also has affected businesses in this intersection. Mainly, Tri-City Small Engine (NE Corner) and Belke Financial (NW Corner). Preliminary observations suggest the existing stormwater infrastructure may have insufficient capacity during significant rainfall events. Excess stormwater also flows south on Plymouth Street to Wisconsin Ave. Storm drains in the 2400 Block of Wisconsin Ave, also back up because of overwhelmed underground stormwater pipes, causing flooding on the street and impacting several homes on both sides of the street. Recently, 9/3 – 9/4/2026, a storm event produced approximately 4.5 to 5 inches of rainfall within a period of several hours. The event resulted in standing water at both the intersection at Calumet & Plymouth, as well as also along 2000 & 2100 blocks of Plymouth Street and 2400 Block of Wisconsin Ave.

Scope of Services:

Research historical records of infrastructure and drawing development.

Continued existing stormwater drainage analysis

3 Meetings with NHEM, City Administrator, DPW Director, NHU Mgr. and possibly NH Citizens for input or history of this project. Proper notice of meeting must be given.

Model and analyze existing storm sewers and culverts.

Evaluate the capacity of the existing stormwater system and identify infrastructure improvements necessary to achieve acceptable performance during storm events.

Consider alternate ways, beside stormwater piping changes, to mitigate the issue. This could include nearby detention ponds and ditches behind, Randy's Auto, K&M Warehousing and Blattner's Piggly Wiggly.

Compile a final report with cost estimates to mitigate stormwater problems, a minimum of 3 viable mitigation options must be submitted in your final report for this project.

Potential Roadblocks to Project Implementation:

If one of the mitigation solutions involves replacing or enlarging storm sewer piping, improvements may involve crossing private property, requiring acquisition of easements, coordination with property owners, and stakeholder outreach. These additional steps may impact project feasibility, costs, and scheduling.

Schedule:

The City of New Holstein anticipates receiving the Final Mitigation Study no later than April 23, 2027, allowing sufficient time for review and submission to WEM/FEMA by May 13, 2027. If additional time is needed to complete the deliverable, the City must notify WEM/FEMA of the new proposed completion date and reasons for extension by February 12, 2027 (90 days before due date).

Monthly Progress Reports and Final Proposal:

Project progress reports shall be submitted by the first of every month. No payments will be released to the selected engineering firm without an acceptable monthly report. Each report shall detail progress made during the previous month, planned work for the coming month and any issues to be resolved. All

monthly reports shall include an updated project schedule and cost update. Monthly reports shall not exceed one type-written page, excluding updated schedules, charts, or tables.

Final Mitigation Study must be submitted by April 23, 2027.

Project Team, Committee of the Whole, and Common Council:

The selected engineering firm will work closely with the Stormwater Mitigation Project Team, consisting of the City of New Holstein Emergency Management Director, Calumet County Emergency Manager, Mayor, and City Administrator. This committee reserves the right to consult with other city departments, as well as private residents affected by this stormwater project, as needed, for technical, professional and other advice or for clarification. The selected firm will report results of the final study to the City's Committee of the Whole, which consists of elected city officials. Final Study review will be conducted by and approved by the Common Council before submission to FEMA/WEM for a future FEMA Grant Application to implement the selected Stormwater Mitigation Project.

Tax Exempt:

The City of New Holstein, as a municipality, is exempt from the payment of federal excise taxes and State of Wisconsin taxes per Wisconsin Statute 77.54(9a.)

Tasks Due Date:

1. Monthly progress reports are due by the 1st of each month starting December 1, 2026 until project completion and submission of the Final Study to the New Holstein Emergency Management Director. Monthly and Final reports can be sent electronically to the Emergency Management Director at cnhem@cnhwi.org or alternatively mailed to 2110 Washington St. in New Holstein.
2. Final Study due April 23, 2027

Questions:

Questions regarding this RFP shall be submitted in writing by email to:

Russ Thiel

Emergency Management Director

City of New Holstein

Email: cnhem@cnhwi.org

No later than 4:00 p.m. CST on October 16, 2026

Responses to questions that materially affect the scope of work, schedule, proposal requirements, or terms of this RFP will be issued through a written addendum no later than October 20th, 2026. Addenda will be distributed to all known interested firms and shall become part of the RFP.

PROPOSAL SUBMISSION REQUIREMENTS:

Proposals responding to this RFP are to follow the outline described below and shall address all requested information. Any additional information that the firm wishes to include that is not specifically requested should be included in an appendix to the proposal. Firms are encouraged to keep the proposals brief and

to the point but sufficiently detailed to allow evaluation of the project approach. Please submit the following information in the order and format indicated below.

A. Cover Letter: (1 page maximum).

Provide a cover letter introducing your firm and proposal. The cover letter shall include a short narrative description of the project based on the Scope of Work presented. Include any issues that you believe will require special consideration for this project. Also identify any unique approaches for design of this project. Discuss the strengths that your firm may have related to this project.

B. Company Overview: (1 page maximum)

Provide an overview of the company detailing the total number of professional staff, the history of the company, years of experience in stormwater specific projects and the person(s) responsible for this project.

C. Stormwater Design/Study Experience: (2 page maximum)

This section will help the project team understand your firm's qualifications.

Provide three examples of the types of projects which you feel best represent your firm's experience with stormwater mitigation projects. Include project description, budget, other pertinent project facts. The project team may decide to follow up with project owners, as a reference.

D. Understanding of the Project (1 page maximum)

Provide a brief statement as to the firm's understanding of the project. Discuss the resources needed to achieve the work listed in the scope of services. Specifically, detail the time required and approach that will be required for each Scope of Services component of the project. Provide an estimated schedule/timeline for each scope of service as well as cost for each, from the time of project award to final study particularly as it adheres to or strays from the schedule provided.

E. Insurance: (1 page maximum)

Insurers must have a Best's Insurance Reports rating of at least "A" and a Financial Size Category of no less than "Class VI" and are authorized as an admitted insurance company in the State of Wisconsin, the City, its elected or appointed officials and employees shall be named as additional insureds on the General Liability and Umbrella policies. The minimum insurance requirements are as follows, subject to modification as a part of the Design Contract:

Commercial General Liability: General aggregate limit (other than Products-Completed Operations): \$2,000,000 per project Products-Completed Operations, \$1,000,000 (aggregate) per project

Personal and Advertising Injury (\$1,000,000) Each Occurrence Limit \$1,000,000

Auto Liability: Combined single limit per accident \$1,000,000

Worker's Compensation Statutory limits

Employer's liability Sufficient to meet underlying Umbrella liability insurance requirements Umbrella:
Each occurrence \$2,000,000

Aggregate \$4,000,000

Professional Liability:

Each occurrence \$1,000,000

Aggregate \$2,000,000

F. Exceptions:

Proposers shall clearly identify and describe any exceptions, modifications, or deviations from the requirements, terms, conditions, scope of work, or proposal requirements contained in this RFP. Any exceptions must be stated in sufficient detail to allow the City to evaluate their impact on the proposed services. If no exceptions are identified, the City will assume the proposer has reviewed and agrees to comply with all requirements of this RFP. Submission of a proposal is certification that you have thoroughly read the RFP and agree with its provisions, other than the exceptions noted in your response.

G. Confidentiality:

All proposals shall become the property of the City of New Holstein once submitted. If any of the material you provide is confidential or is a proprietary trade secret, mark these item(s) with a "Confidential" stamp. While the City will attempt to keep such information confidential, as a public body it cannot guarantee that it will remain confidential. The city will inform you of a public records request to see such information. You may contest such a request at your sole expense. The City assumes no responsibility for any liability whatsoever in relation to its compliance with the Public Records Law.

H. Conflicts of Interest:

Firms submitting a Proposal in response to this RFP must disclose any actual, apparent, direct, or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the professional engineering services to be awarded pursuant to this RFP. If a firm has no conflicts of interest, a statement to that effect shall be included in the Proposal.

I. Signatures and Costs:

The Proposal shall be signed by an official authorized to bind the firm and shall expressly state the Proposal is valid for a minimum of 90 days. The City of New Holstein is not responsible for any costs incurred by the firm in preparing or submitting the Proposal.

J. Proposal Submission:

Proposals are to be submitted electronically by noon CST October 30th, 2026. Proposals are to be sent to the New Holstein Emergency Management Director Russ Thiel at cnhem@cnhwi.org

K. Invoice Schedule:

The firm awarded the RFP can submit invoices monthly for completed work. The City in turn will submit requests for reimbursement to WEM/FEMA. Invoices must be received before the first of each month in order to be approved by the COW & City Council at their monthly meetings.

Selection Process:

The City of New Holstein's Stormwater Mitigation Committee will review proposals, attend any presentations (if any), and make a recommendation to the Committee of the Whole and the Common Council for final selection and approval.

Selection will be based upon qualifications, relevant stormwater experience, project understanding, proposed approach, schedule, cost, any references made, and overall best value to the city.

1 copy of the proposal, with supporting documents, must be received by Friday, October 30, 2026 at 12:00 p.m. An electronic copy of the proposal should be emailed to the City of New Holstein Emergency

Management Director at cnhem@cnhwi.org All proposals and any presentations will be reviewed based on the criteria listed and adjectively scored.

Rejection of Proposals:

The City of New Holstein reserves the right to reject any and all of the responses received as a result of this RFP. The City of New Holstein does not intend to award a contract solely based on responses to this RFP.

Proposal Cost and Duration/Proprietary Information:

The engineering firm must certify that the proposal and pricing will remain in effect and unchanged for a minimum of ninety (90) days from the date of the proposal opening. All materials submitted in response to the RFP will become the property of the City and part of the official public record. All restrictions on the use of data contained with a proposal and all confidential information must be clearly identified as “Confidential and Proprietary Information” Confidential and Proprietary Information submitted in a proposal, or in response to the RFP, will be handled in accordance with the applicable Wisconsin State Statute(s).

Point of Contact Information:

All communication and questions regarding the project should be directed to:
Russ Thiel – Emergency Management Director cnhem@cnhwi.org
2110 Washington St
New Holstein, WI 53061
Cell# 920-286-3596 (Leave Message)
Work# 920-894-3398 ext. 102 (Rhine Machining)
cnhem@cnhwi.org
cc: rthiel@rhinemachining.com