**Submittal due: Monday, January 23, 2023 – noon**

*This notification is open to WisDOT staff and all consultants (roster or non-roster).*

**Purpose and need**

Roundabout design requires the judicious application of design principles that help to reach the optimal geometric design at each individual location. This process very often involves trade-offs between competing objectives to reach the best solution. Good roundabout design requires the use of judgment and a great deal of thought on the part of the designer. Therefore, the Department requires that a qualified designer participate in each roundabout design to assure consistent high-quality holistic designs on each roundabout design.

This notification lists the qualifications to serve as a roundabout designer and requires respondents to provide specific documentation in support of their application. WisDOT will use the information provided by respondents to evaluate qualified designers and will update the current list of individuals qualified to design roundabouts. There will not be an interview as part of this process.

Any consultant interested in performing roundabout evaluations, designs, design reviews, training and research for WisDOT must have a qualified roundabout designer on staff, or available through a subcontract.

**Scope of Services Description**

Applicants to become a qualified designer shall be the person in responsible charge of the roundabout design with the skills, knowledge and experience to lead and direct design decisions for all aspects of a roundabout design through 90 percent plans complete.

These design aspects include but are not limited to software analysis using HCS for roundabouts, SIDRA for roundabouts (US Mode), AutoTURN or AutoTURN Pro where applicable, horizontal and vertical control, roadside design, fastest path determination, design vehicle turning checks, pavement marking, signing, landscaping, lighting, drainage, bicycle and pedestrian accommodations, plan layout, and traffic control.

Individuals will be required to evaluate safety implications of the design and provide a signature for the completion of the Critical Design Parameters (FDM 11-26-5, Attachment 5.1).

Individuals, not firms, will be evaluated for qualifications to become a qualified roundabout designer.

There are 3 levels of qualified designer which are described in FDM 11-26-5.2.

**Designer requirements (listed in approximate rank order of importance)**

* The qualified designers on the April 5, 2021 list may choose to be re-evaluated for a higher level. Qualified designers that want to be reclassified for a level different than that on the April 5, 2021 list are required to respond to all questions on the Notification Questionnaire to be considered for this reclassification.
* Individuals who are on the April 5, 2021 list and want to remain on the qualified list *at their current level* need to only answer Question 1 of this notification pertaining to their proficiency/ experience.
* Eligible applicants that are not on the qualified designer list published April 5, 2021 must have designed at least 5 roundabouts at or above the level for which they are applying. This is a minimum requirement upon which the respondent can be evaluated. The selected qualified designers typically have more experience than the minimum.
* Eligible applicants should have WisDOT experience and demonstrate familiarity with WisDOT project development procedures and applicable sections of the FDM and the Traffic Engineering, Operations and Safety (TEOpS) Manual.

Each applicant responding (both those currently on the qualified designer list requesting a higher level and those not on the qualified designer list) to this notification must state the level of qualification for which they are applying. Qualified designer applicants will be placed on a Department list by level of expertise as determined by the Department. Applicants are not required to apply for each level of qualification separately; those determined to be a qualified designer at a higher level are also qualified at the lower levels.

There will not be an interview as part of the selection process. Applicants may be contacted by the selection committee to answer questions/provide clarity regarding their responses on the Notification Questionnaire.

Submit questions about this notification to consultant.services@dot.wi.gov. All emails shall contain “Qualified Roundabout Designer List” in the subject line and must be received by 8:00 am on Tuesday, December 13, 2022. No phone calls about the notification will be accepted. Answers will be posted on Monday, December 19, 2022.

Submit Notification Questionnaires to Consultant.Services@dot.wi.gov.

**Instructions for consultants:**

1. Complete the notification portion, **to a maximum of 8 pages**, adhering to these guidelines:
	1. All files must be in MS Word or Adobe PDF format. No files other than the notification will be considered.
	2. Submit only ONE notification per person. Firms with multiple roundabout designers may submit more than one notification.
	3. Additional comments may be added in narrative form after the tables in each question.
	4. General formatting:
		1. Do not add colors in the tables or to fonts.
		2. Limit font bolding to highlight only the most important words. Do not bold questions.
		3. Use the Arial font, sized between 9-12 only. Only table labels should be font size 8.
		4. Using bullets within tables is allowed.
		5. Limited table column size changing is allowed, but expanding tables is not.
		6. Deleting unneeded tables from the default form is allowed. Do not delete any questions.
		7. Leave at least two blank lines between information and the next question.
	5. Special instructions for notification questions:
		1. The notification Questionnaire is provided in the landscape format to allow for completion of the spreadsheet in question 3.
		2. Question 6 — You may submit two additional 8-1/2” x 11” plan sheets in .pdf format that you feel show the complexity of design you have been in responsible charge of completing. These additional 2 plan sheets will not be considered part of the 8 page maximum.
	6. Minimize the number and size of pictures inserted. If file size is greater than 2 MB, review the use of pictures and consider converting Word documents to PDF.
	7. Do not copy resumes or other external documents into the notification form to supply firm qualifications.
	8. Automatic disqualification will occur if:
		1. Questions are deleted or changed.
		2. The document is protected in any way that prevents WisDOT from copy-pasting information. Firms are allowed to protect their documents as "read-only", however, in the following ways:
			1. Conversion to PDF (without special protections)
			2. Protecting Word document for "Comments" only! (Not for "forms" or "tracked changes")
		3. The notification response is longer than 8 pages.
2. Delete the scope of service narrative and these instructions before submitting the file to the department.

##### NOTIFICATION QUESTIONNAIRE

Wisconsin Department of Transportation

Ch. 84, 85, 86 Wis. Stats.

|  |  |  |
| --- | --- | --- |
| Transportation Region/BureauBureau of Project Development | Notification Due Date: | January 23, 2023 - noon |

|  |  |
| --- | --- |
| Applicant Name | Employer Name |
| Street Address | Applicant Phone Number |
| City, State, ZIP Code | Applicant E-Mail Address |

**Use only the format furnished; changes or deletion of questions or format may disqualify you from consideration. Limit your response to 8 pages.**

* 1. Are you on the Wisconsin DOT Qualified Roundabout Designer list dated April 5, 2021? If so, what level?
	2. Indicate the level of qualified designer for which you are applying
	3. List credentials, qualifications, and years' experience in highway design and roundabout design
1. Complete the skills assessment spreadsheet below.

For Questions 2a and 2b, "proficiency" is defined as having thorough knowledge of each of the software types listed; their purpose, strengths, limitations, ability to perform "what-if" scenarios, required inputs, output options, version history, interaction/connectivity with other software, etc.

For Questions 2a, 2b, 2c, and 2d, while hands-on ability is desired, having direct responsible charge of those performing the hands-on functions can be acceptable with appropriate documentation provided in the "Comments" column. It is acceptable to indicate "hands-on" *and* "direct responsible charge" if appropriate.

1. Are you proficient with software to determine roundabout capacity and LOS? Place an "X" in the appropriate cells below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Software* | *QRD* *Level 1* | *QRD* *Level 2* | *QRD* *Level 3* | *Candidate Self-Assessment* |
| *Yes; Hands-on* | *Yes; Direct Responsible Charge* | *No* | *Comments* |
| HCS  | Required | Required | Required |  |  |  |  |
| SIDRA  | Not Required | Required | Required |  |  |  |  |

1. Are you proficient with software to perform vehicle swept path analysis? Place an "X" in the appropriate cells below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Software* | *QRD Level 1* | *QRD Level 2* | *QRD Level 3* | *Candidate Self-Assessment* |
| *Yes; Hands-on* | *Yes; Direct Responsible Charge* | *No* | *Comments* |
| AutoTURN | Required | Required | Required |  |  |  |  |
| AutoTURN Pro | Not Required | Required | Required |  |  |  |  |

1. Do you have experience in the following critical design elements in roundabout plan development? Place an "X" in the appropriate cells below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Critical Design Elements* | *QRD* *Level 1* | *QRD* *Level 2* | *QRD* *Level 3* | *Candidate Self-Assessment* |
| *Yes; Hands-on* | *Yes; Direct Responsible Charge* | *No* | *Comments* |
| Horizontal design | Required | Required | Required |  |  |  |  |
| Vertical design | Required | Required | Required |  |  |  |  |
| OSOW/Vertical clearance design | Not Required | Required | Required |  |  |  |  |
| Pavement marking design | Required | Required | Required |  |  |  |  |
| Signing design | Recommended | Recommended | Recommended |  |  |  |  |
| Lighting design (placement) | Not Required | Recommended | Recommended |  |  |  |  |

1. Are you proficient with the parameters listed in WisDOT's Roundabout Critical Design Parameters Document (FDM 11-26-5, Attachment 5.1)? Place an "X" in the appropriate cells below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Document* *Components* | *QRD Level 1* | *QRD Level 2* | *QRD Level 3* | *Candidate Self-Assessment* |
| *Yes; Hands-on* | *Yes; Direct Responsible Charge* | *No* | *Comments* |
| Design parameters | Required | Required | Required |  |  |  |  |
| Fastest speed path | Required | Required | Required |  |  |  |  |
| Minimum sight parameters | Required | Required | Required |  |  |  |  |

1. Provide the names and contact information of any individuals included on WisDOT's April 5, 2021 QRD list who can independently verify the applicant's skills assessment. Individuals should be certified at or above the QRD level the applicant is seeking.
2. Complete the spreadsheet of the roundabout projects you have designed in the past 5 years.
	1. Location
	2. Link to Google Maps or Google Earth
	3. Number of lanes/complexity level
	4. Year – The year in which you were involved in the project
	5. Current status – In the study phase, in design, or has it been constructed?
	6. Your role in project – Indicate your specific role in the design of each project and the depth of your involvement; e.g., you made all decisions about sizing, location, horizontal/vertical control pavement marking, signing, landscaping, lighting, etc.
	7. Client contact – Clients listed will be contacted. Please make sure person listed knows your role on the project.

If showing more roundabouts than the number of spaces provided, add rows to the table below.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Intersection Location/**City or County* *and State* | *Link to Google Maps or Google Earth* | *No. of Lanes/**Complexity Level* | *Year* | *Current Status* | *Your Role* *on Project* | *Client Contact/ Telephone No.* | *Software used to design/**analyze the roundabout(s)* |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |

If the projects listed in question 3 are not WisDOT projects, demonstrate your familiarity with WisDOT processes and procedures.

1. Describe the most difficult roundabout design you have completed and briefly explain why it was complicated or unique.
2. In 100 words or less, note any other pertinent information about your qualifications to become a qualified roundabout designer.