

Public Works – Engineering Division

201 Delafield Street
Waukesha, Wisconsin 53188-3633

Alex Damien, P.E.,

Director

adamien@waukesha-wi.gov

1-262-524-3600

**CITY OF WAUKESHA ENGINEERING DIVISION
REQUEST FOR PROPOSALS**

FOR

2025-2026 SNOW REMOVAL SERVICES

Proposals must be submitted no later than
12:00 noon local time on **Wednesday, October 8, 2025**

For further information regarding this RFP,
contact Joe Welter

jwelter@waukesha-wi.gov

(262) 524-3587

Late submittals will be rejected.

Issued: September 19, 2025

**CITY OF WAUKESHA ENGINEERING DIVISION
2025-2026 SNOW REMOVAL SERVICES**

OVERVIEW

The City of Waukesha is requesting proposals for snow and ice removal along select plow routes within the City of Waukesha. This would include sidewalks, parking stalls and drives and all entrances/exits of the parking lots. All qualified contractors are invited to offer proposals for the work. The Contractor will need to have the experience, capacity and equipment to clear snow and ice in accordance with the timeline below.

SCOPE OF SERVICES TO BE PROVIDED BY THE CONTRACTOR

The Contractor shall propose the required equipment, labor and response time to complete snow and ice removal at the following routes:

High Priority Routes

Sidewalks, Entrances and Emergency Exits

- Parks, Recreation and Forestry Building: 1900 Aviation Dr. **(Weekdays Only)**
- Schuetze Recreation Center: 1120 Baxter St.
- Frame Park Rotary Building: 1150 Baxter St.
- Grede Park: Corner of W St. Paul Ave and Wisconsin Ave.
- City Hall: 201 Delafield St. **(Weekdays Only)**
- E.B. Shurts Building: 810 W College Ave

Perimeter Sidewalks

- Waukesha Police Department: 1901 Delafield St
 - Along Delafield St.
- Cutler Park/Waukesha Public Library: 321 Wisconsin Ave.
 - Along Wisconsin Ave, Maple Ave, N Grand Ave, and Carroll St.

Parking Lots

- Parks, Recreation and Forestry Building: 1900 Aviation Dr.
- City Hall: 201 Delafield St.
- Grede Park: Off Riverwalk Dr.
- Schuetze Recreation Center: 1120 Baxter St.
- Frame Park Rotary Building: 1150 Baxter St.
- Waukesha Public Library: 321 Wisconsin Ave. Employee Lot

Low Priority Routes

Sidewalks, Lots and Paths

- Held Court
- Buchner Park: Paths Sidewalk and Lot
- Carroll/Cutler Lot #8
- N Prairie Bridge

- Corner of Summit Ave and N Grandview Blvd
- S Prairie Ave along Cemetery
- Clinton Lot #4 Walks
- Corner of N Barstow St. and W Main St.
- Corner of Cleveland and E Main St.
- Meadowview Park: Lot, sidewalks and trails including Lancaster Dr. and Judith Ln.
- Lowell Park ice rink and shelter
- Paved Trail: Barstow to E Moorland, both sides
- Paved Trail: Broadway to Barstow, both sides including bridges
- Paved Trail: Veteran's Park to Broadway, both sides including bridges
- Cutler Park internal trails
- Fox River Trail: EB Shurts to Waukesha County Fox River Park
- Glacial Drumlin Trail: EB Shurts to S Grandview Blvd.
- Pioneer Bike Trail: Carroll College to New Berlin Trail
- Trail from Grede Part to Bethesda Park
- Saratoga Park: Perimeter Sidewalks
- Veterans Park

Bridge Sidewalks

- Moreland
- Barstow
- Madison
- Wisconsin
- Prairie
- Sunset

Alleys

- See Appendix for locations

Bidders shall provide a price to keep all public walkways, pedestrian trails, lots and building access points free of ice and snow during the winter months. Snow and ice control does include the walkways leading to all building entrances and emergency access points as well as sidewalks leading to surface parking lots. Facilities on the proposed routes may open as early as 5:30am Monday-Friday and 7:00am on Saturday and Sunday.

High Priority Routes: Sidewalks, lots and walkways must be clear by the times listed above and kept clear of ice and snow all day and evening. During extended snow fall events routes are to be cleared in no greater than 3-hour intervals.

Low Priority Routes: Sidewalks, lots, trails and bridge sidewalks are to be cleared within 12 hours or before the end of business hours on the day following a storm event.

Alleys: Alleys are to be cleared with one pass in each direction within 12 hours of a snow event and at 12-hour intervals of an extended snow event.

Snow and ice removal will be triggered by any snow event accumulating beyond ½" of snow fall.

This RFP includes an Appendix which contains maps of the routes to be included in the proposal.

1) Equipment & Personnel:

The Contractor's Point of Contact must be available by phone and email. Contractor shall have in its employ, or under its control, sufficient qualified and competent personnel to perform work promptly and in accordance with a schedule or work program. The contractor shall employ only such workers as are skilled in the tasks to which they are assigned.

All equipment shall be kept in good, safe operating condition, and in such condition that oil, hydraulics, and gasoline are not leaking. Equipment is to be moved to a paved area prior to fueling or oiling, and the paved area shall be protected from spills.

The Contractor and all employees shall follow all parking regulations and shall not interfere with normal traffic. No equipment or materials shall be stored on private property, or in a way that obstructs vehicle or pedestrian traffic. All equipment shall be removed from the area within 48 hours of maintenance activities taking place.

The Contractor will be responsible for any damages caused to stormwater facilities, utility facilities, public and private property etc. resulting from snow removal operations. Contractor shall acquaint themselves with the location of utilities, facilities and other obstacles which may be encountered or be affected by their work and shall be responsible for damage.

Injuries to any person, the property of any employee at that site, customer or any property not belonging to the Contractor shall be reported immediately to the Owner. All such damages shall be the responsibility of the Contractor, and Contractor shall indemnify and hold the City harmless from all such damages.

MATERIALS

The City will provide salt at no cost to the winning Contractor for use on the routes described in this proposal. The Contractor will be required to load salt from the Waukesha City Garage site. Salt will be loaded into Contractor's equipment by City staff at a prearranged date and time. The City will maintain detailed logs of salt provided and may adjust the amount provided at its sole discretion. Any salt provided by the City is to be used on City routes only. Excess salt will be returned to City Garage or stored for future use on City routes.

PROPOSAL

The proposals shall include the following items:

- A narrative describing the Contractor's understanding and approach including anticipated scope of work, management practices, means of reporting and communicating, expected responsibilities and availability to the City.
- When submitting a proposal, the contractor shall also provide qualifications, including examples and references of work that is of a similar scope and has been successfully completed.

- It is the responsibility of the Contractor to visit the site to become familiar with any site conditions that may affect cost, progress, performance, and furnishing of the work.

Proposals must account for all work described in the contract; any proposals for only a portion of the work will be rejected. Proposals must include the prices of all labor and materials necessary for the performance of the work, and the proposed contract price must be all-inclusive. Additional labor or materials not provided for in the proposals will be provided at the winning bidder's sole expense. Costs associated with administrative services, billing preparation, computer charges, mileage, meals, lodging, printing, plotting, copying, faxing and phone bills **will not** be paid by the City, and shall be considered incidental to the submitted costs. **Please make sure your proposal addresses all required work and all required labor and materials, and that the price is all-inclusive.**

This RFP does not commit the City to award a contract or to pay any costs incurred in the preparation of a response to this request. The City of Waukesha, at its sole discretion, reserves the right to accept or reject any or all proposals in the best interest of the City of Waukesha without explanation or recourse. Based on budgetary restrictions and Common Council decisions, not all facilities outlined in this RFP will be included in the scope of services. The lump sum prices may be adjusted during contract development based upon a refinement of the level of effort and scope.

EVALUATION CRITERIA

Proposals shall be evaluated based on the following criteria:

- Project understanding and approach
- Statement of qualification
- Credentials & experience of staff
- References
- Pricing

SELECTION AND AWARD PROCESS

The City does not anticipate that interviews will be necessary but may ask additional follow up questions based on the submittal. The Engineering Division will select a group of staff members to review the submittals.

The City of Waukesha reserves the right to make all decisions relative to the selection of Consultant(s) that will be in the best interest of the City of Waukesha.

SUBMISSION OF PROPOSALS

One electronic copy of the submittal must be received via **email** by 12:00 noon local time on **October 8, 2025**, to jwelter@waukesha-wi.gov. Facsimile or hard copy transmittals will not be accepted.

If you have any questions regarding this proposal, contact Joe Welter at (262) 524-3587 or by email at: jwelter@waukesha-wi.gov.

Notice

Confidentiality of Proposals, Contracts, and Supporting Materials

Wisconsin's Open Records Law requires that all records kept by the City be available for inspection by the public, with only very limited exceptions. This includes bids, proposals, supporting materials such as plans and specifications, contracts, and other documents submitted in response to the City's Requests for Proposals.

Please be aware that the materials you submit in response to the City's RFP will be public record, and will be available to the public, including other bidders. Marking them "confidential" will have no effect. If you must submit materials that you feel are trade secrets and must be kept confidential, then you must obtain the City Attorney's written approval of the materials as confidential trade secrets before submission. That approval may be denied, according to the requirements of the Open Records Law.

Rate Sheet

CITY OF WAUKESHA ENGINEERING DIVISION SCOPE OF SERVICES FOR 2025-2026 SNOW AND ICE REMOVAL

2025-2026 Rates for Snow and Ice Removal (Lump Sum Cost)

High Priority Routes \$ _____

Low Priority Routes \$ _____

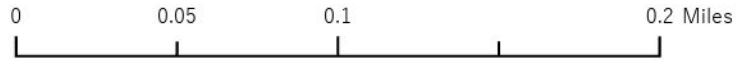
Alleys \$ _____

Firm Name

Agent's Signature

Date

Appendix

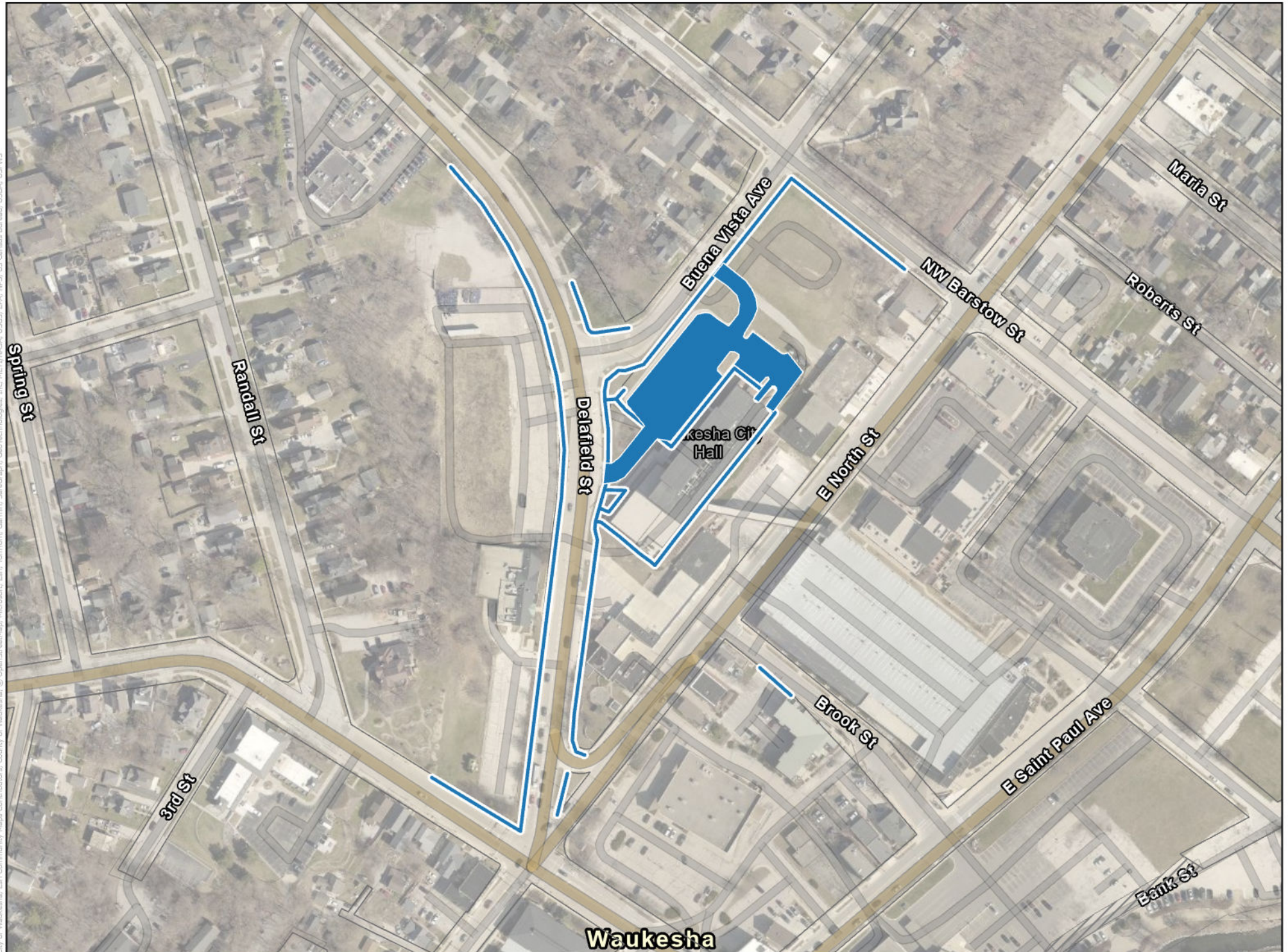
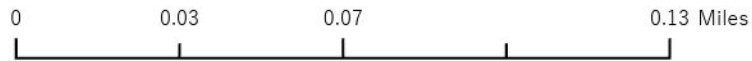


City of Waukesha, El Buen Samaritano United Methodist Church, County of Waukesha, © OpenStreetMap, Microsoft, Bing, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc. MET/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS



Priority 1 - City Hall Vicinity

9/18/2025





Priority 1 - Frame Park

9/18/2025

0 0.03 0.07 0.13 Miles



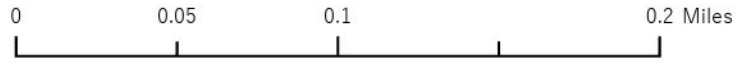
City of Waukesha, Esri Community Maps Contributors, County of Waukesha, © OpenStreetMap contributors, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc. METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS





Priority 1 - Cutler & Grede Park

9/18/2025



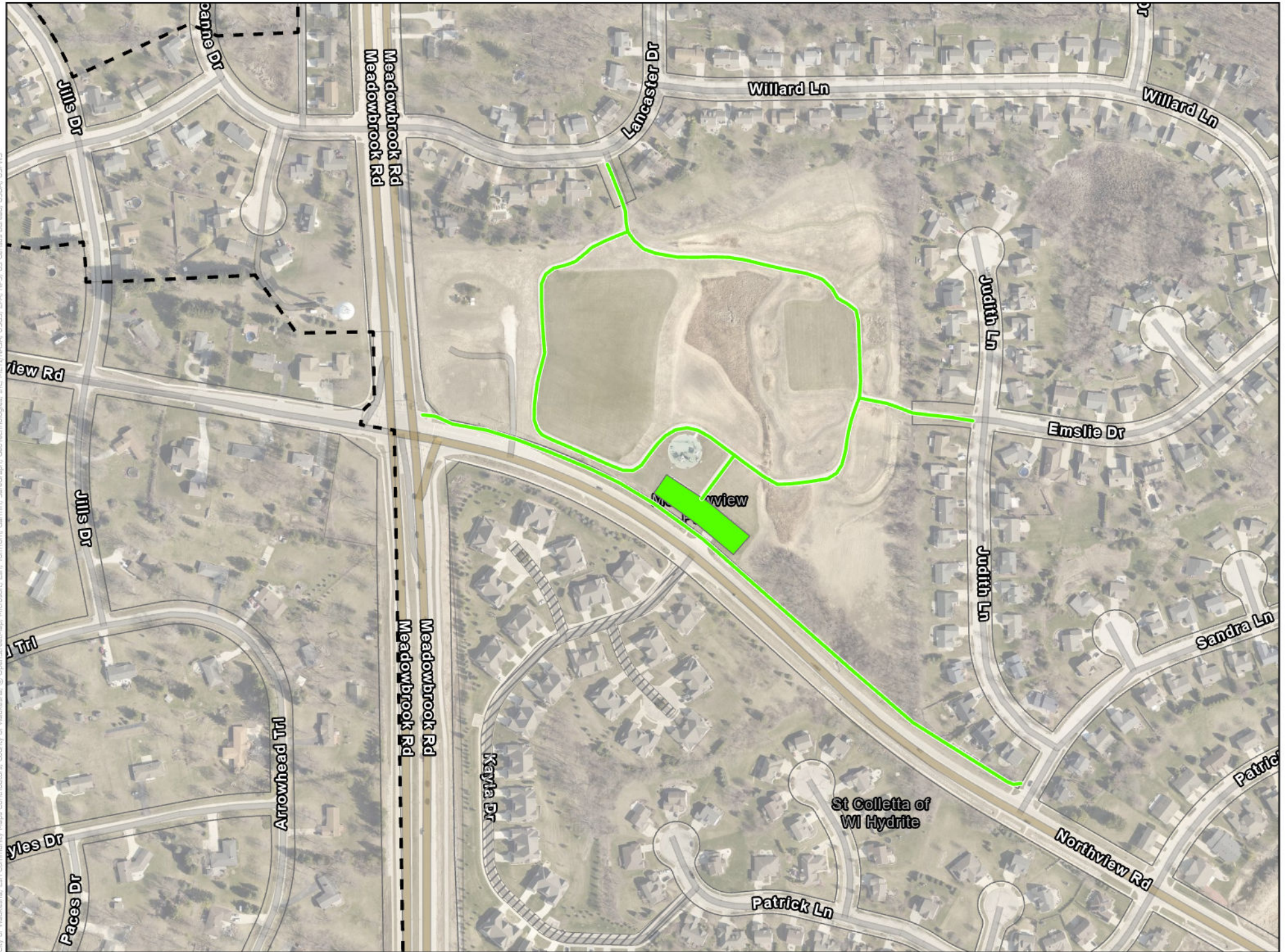


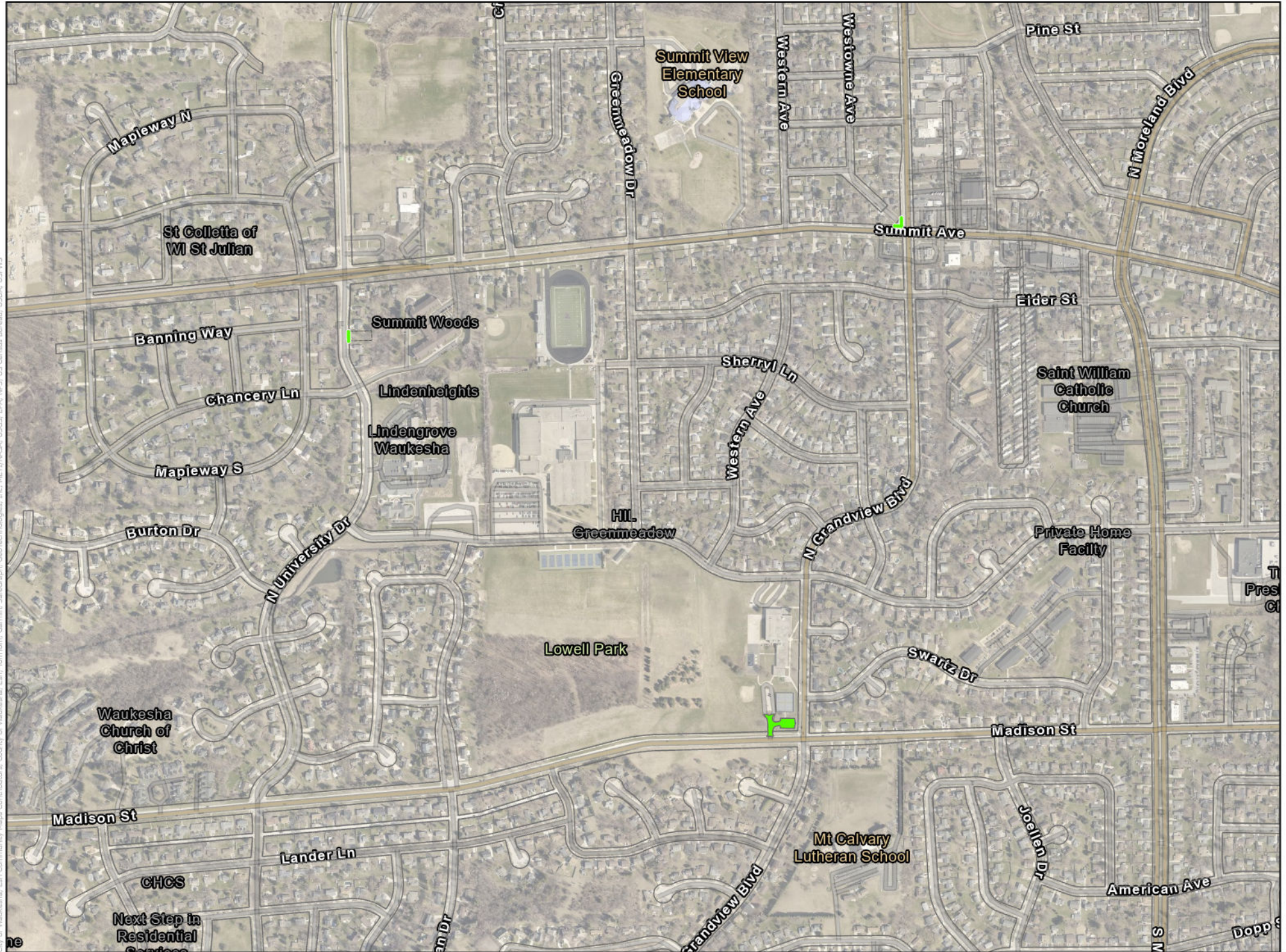


Priority 2 - Meadowview Park

9/18/2025

0 0.05 0.1 0.2 Miles







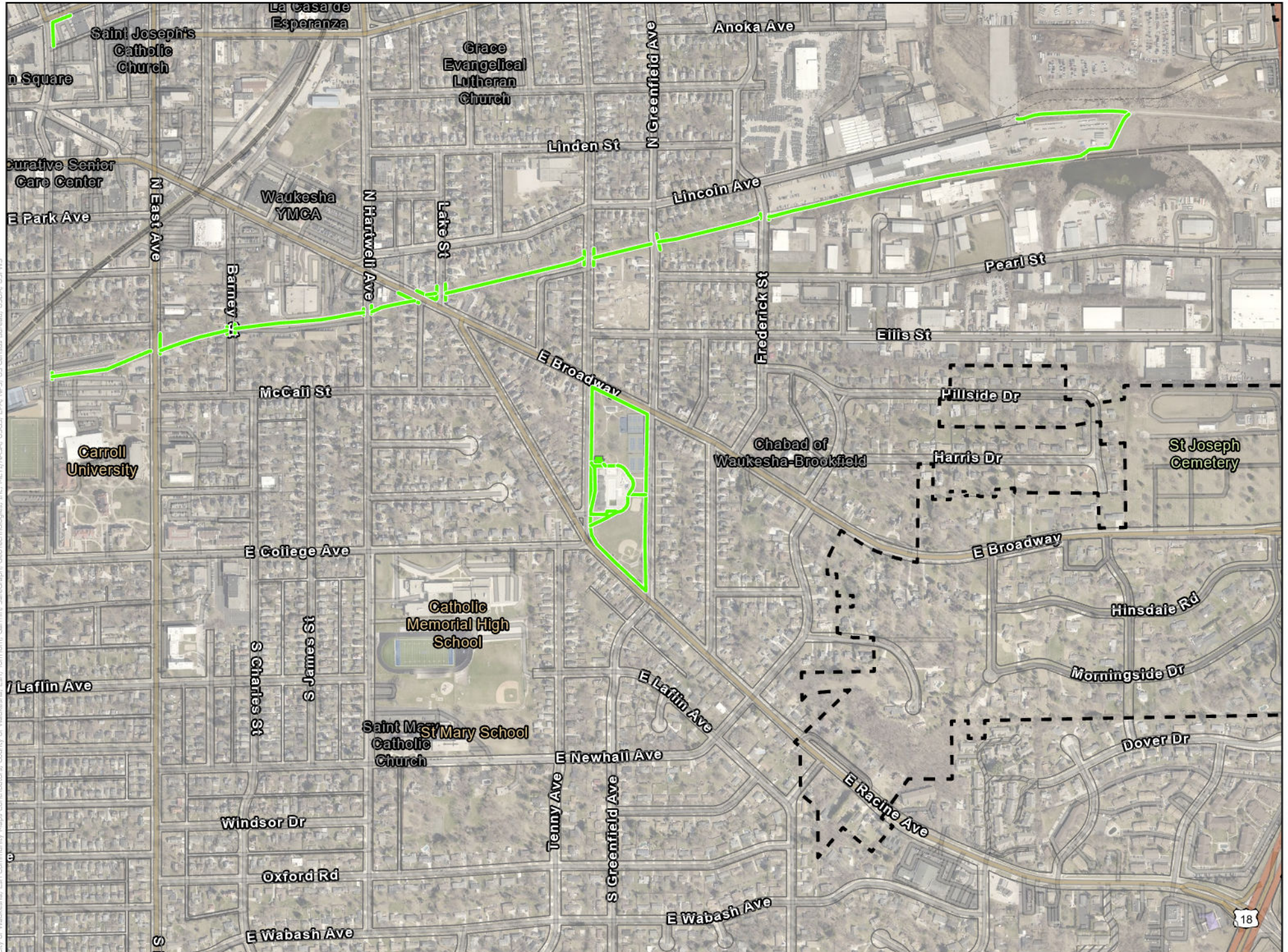
Priority 2 - Downtown Connector & Buchner Park

0.13

0.25

0.5 Miles

9/18/2025



City of Waukesha, Earl Community Maps Contributors, County of Waukesha, Esri, TomTom, Garmin, SafeGraph, GeoTechnology, Inc., HERE/NOAA, USGS, EPA, NOAA, US Census Bureau, USDA, USFWS



Priority 2 - Downtown & River North

9/18/2025

0 0.1 0.2 0.4 Miles

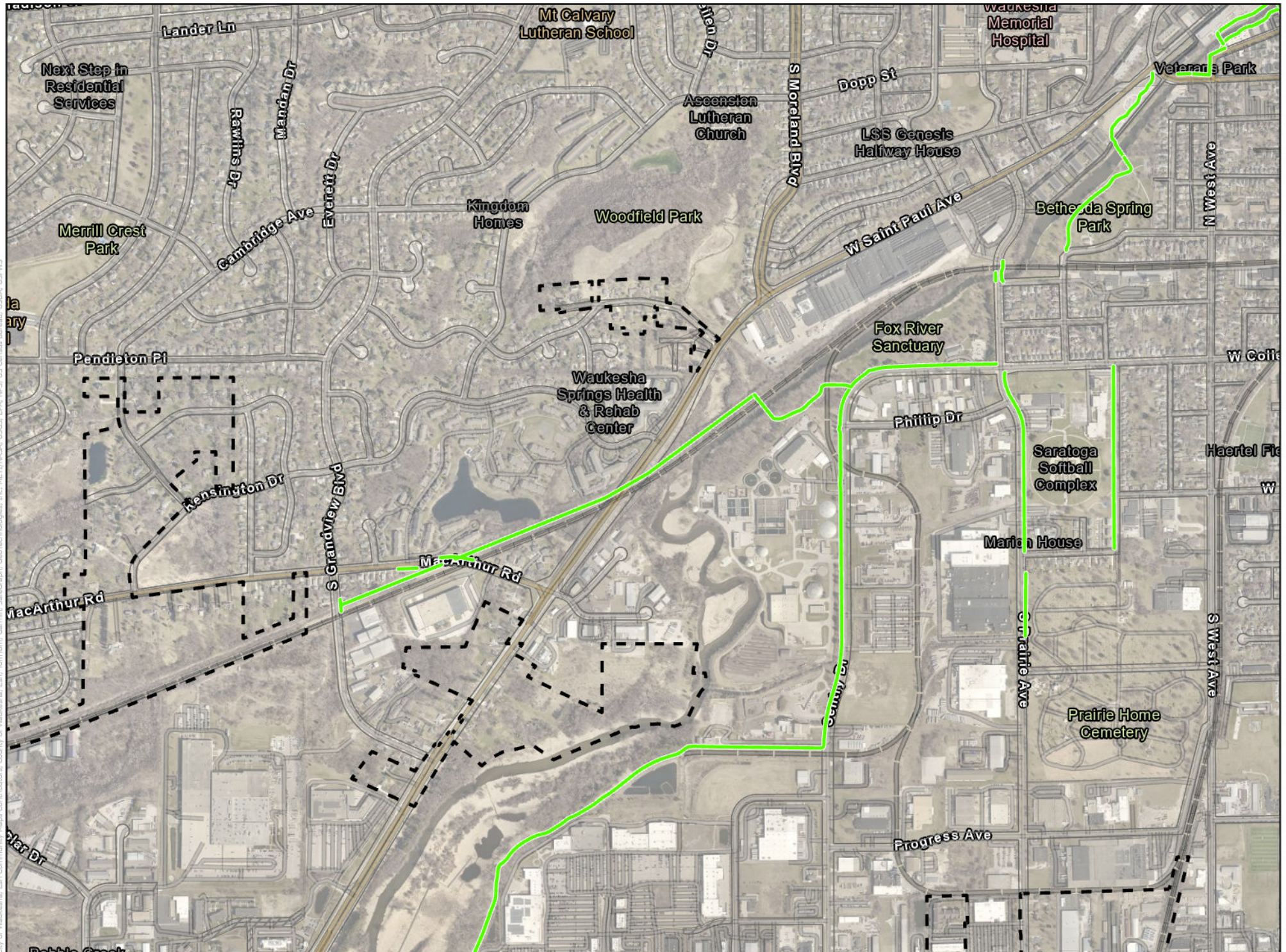




Priority 2 - W St. Paul & Sentry Dr

9/18/2025

0 0.17 0.35 0.7 Miles





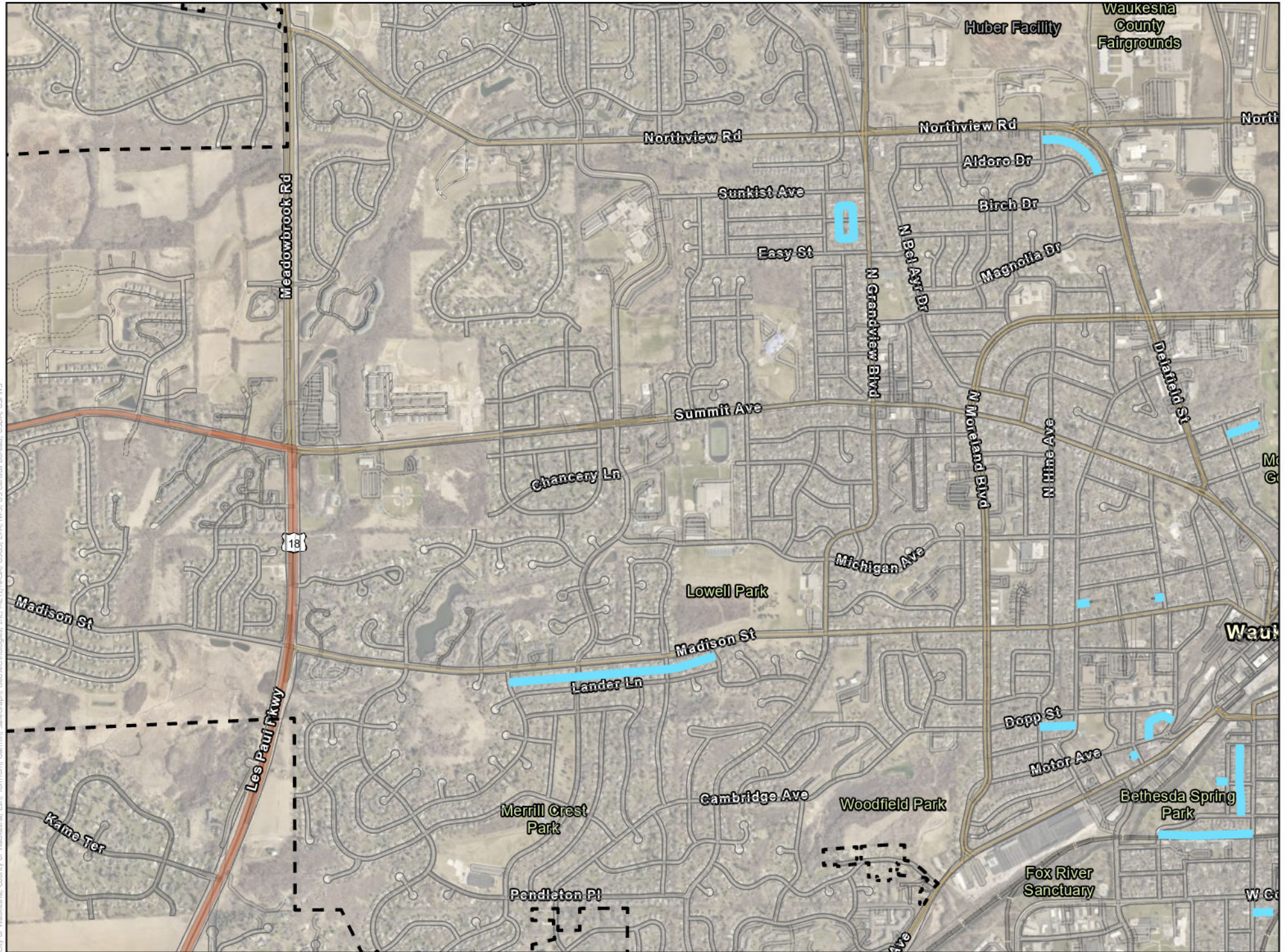
Priority 2 - Fox River Pkwy South

9/18/2025

0 0.28 0.55 1.1 Miles



City of Waukesha, County of Waukesha, Esri, TomTom, Garmin, SafeGraph, GeoTechnology, Inc. (NETI/MASA), USGS, EPA, NPS, US Census Bureau, USDA, USFWS





Alleys - E

9/18/2025

0 0.28 0.55 1.1 Miles

