



## **TOWN OF LA POINTE**

### **MADELINE ISLAND**

240 Big Bay Road  
PO Box 270  
LA POINTE, WI 54850  
715-747-6913

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## **Request for Proposal Big Bay Town Park Accessibility Study**

### **1. Summary and Background**

The Town of La Pointe, on Madeline Island, is accepting Proposals for an engineering study at Big Bay Town Park. The study will propose ways to improve visitor access to Lake Superior, its beach, and Big Bay Lagoon. Concepts will include adding access – which does not now exist – for visitors who rely on wheelchairs or other mobility assistance.

The study is supported by a grant from the National Oceanic and Atmospheric Administration, issued through the Wisconsin Coastal Management Program. Options must be finalized in time for a report to be publicly vetted and submitted to the Coastal Management Program by June 30, 2023.

The Town of La Pointe encompasses Madeline Island, the only Apostle Island that is inhabited year-round. Town Park is a year-round campground and natural site that the Town operates. Day access is free. The Town Park provides opportunities for kayaking, canoeing, hiking, swimming, picnicking and more in Big Bay Lagoon and along the shore of Lake Superior, including a boardwalk and 1.5-mile sand beach that connects with Big Bay State Park.

The park had a record 2,924 campground reservations, 8,220 nights booked, and an estimated 15,000 additional day visitors in 2021. The popularity parallels the growth of the Town and of Madeline Island as a low-key vacation destination (rather than a highly developed tourist trap). La Pointe's population grew 64% in the last decade -- to 427, according to the 2020 US Census. It saw the largest growth of any community in Ashland County.

### **2. Proposal Guidelines**

#### **2.1. Proposal Deadline**

Proposals will be accepted until 4 p.m. Central Time on Wednesday Aug. 10, 2022.

#### **2.2. Submission Requirements**

Proposals must be sealed, marked with the Vendor's name and address, labeled **"RFP 22-02,"** and delivered by the Proposal deadline to:

Town Clerk  
Town of La Pointe  
PO Box 270  
240 Big Bay Road  
La Pointe, WI 54850

Hand-delivered copies will be accepted at the above address only between the hours of 8 a.m. and 4 p.m. Central Time, Monday through Friday, excluding holidays observed by the Town. Vendors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the delivery service includes the required labeling information on the outer wrapper or envelope. Vendors should be aware that delivery to the island may be affected by ferry schedules and other conditions beyond the Town's control.

### 2.3. RFP Timetable

The anticipated schedule for the RFP is:

- |   |                                       |
|---|---------------------------------------|
| • RFP Available                           | July 13, 2022                         |
| • Proposal deadline                       | Aug. 10, 2022, 4:00 p.m. Central Time |
| • Proposals opened                        | Aug. 10, 2022, 5:30 p.m. Central Time |
| • Review of proposals                     | Aug. 10-19, 2022                      |
| • Town Board vote on recommended proposal | Aug. 23, 2022                         |
| • Contract developed                      | Aug. 24-Sept. 7, 2022                 |
| • Town Board approves contract            | Sept. 13, 2022                        |

After the Town Board opens RFP Proposal packages, Proposals will be reviewed by a select committee, which will make a recommendation to the Town Board of a preferred Proposal.

### 2.4. Content of Proposal

To facilitate evaluation of proposals, please submit the following:

- 2.4.1. The Submittal Form (see last page of this RFP)
- 2.4.2. A Proposal prepared with a straightforward, concise description of the Vendor's capabilities to satisfy the requirements of this RFP.
- 2.4.3. Two (2) printed versions of the Proposal.
- 2.4.4. A flash drive with one (1) fully executable electronic copy of the Proposal (signatures included) in PDF format.
- 2.4.5. An outline of the work proposed to complete the project, including a proposed Work Schedule and progress meetings.
- 2.4.6. At least two recent examples of comparable projects.

- 2.4.7. Three (3) references of previous clients; please provide name, address, date of project, email, and telephone of all references on a separate page.
- 2.4.8. The Proposal must be signed by a company officer who is legally authorized to enter into a contractual relationship in the name of the Vendor. Proposals must remain valid for a period of 60 days from the Proposal deadline (see Submittal Form on last page of this RFP).

## 2.5. Additional Proposal Information

- 2.5.1. The Town of La Pointe (Town) will not change or supersede the written requirements in this Request for Proposal (RFP) except by written addendum.
- 2.5.2. Submission of any Proposal indicates acceptance of the conditions contained in the RFP, unless clearly and specifically noted otherwise in the proposal.
- 2.5.3. All expenses involved with the preparation and submission of the RFP to the Town are the responsibility of the Vendor.
- 2.5.4. All materials submitted in connection with this RFP will be public documents and subject to the Open Records Law and related laws and policies of the State of Wisconsin and of the Town of La Pointe. All such materials shall remain the property of the Town and will not be returned to the respondent.
- 2.5.5. A list of names of Vendors responding to the RFP may be obtained from the Town Administrator after the Proposal deadline.
- 2.5.6. Inquiries to clarify any requirements of this RFP are encouraged to contact Town Administrator Michael Kuchta at 715-747-6914 or [administrator@townoflapointewi.gov](mailto:administrator@townoflapointewi.gov).
- 2.5.7. The issuance of this RFP constitutes only an invitation to present a Proposal. The Town reserves the right to determine, at its sole discretion, whether any aspect of a respondent's Proposal meets the criteria in this RFP. The Town also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to modify the procurement process and schedule, to waive any technicalities or irregularities, to reject any or all responses with or without cause, and to accept the response that is determined to be in the best interest of the Town.
- 2.5.8. In the event that this RFP is withdrawn or the project canceled for any reason, the Town shall have no liability to any respondent for any costs or expenses incurred in connection with this RFP or otherwise. All respondents to this RFP shall hold harmless the Town and any of their officers and employees from all suits and claims alleged to be a result of this RFP.

## 3. **Project Purpose and Scope**

This request seeks Proposals for an engineering study at Big Bay Town Park. The Town will contract and partner with an engineering firm to explore and develop proposals to improve visitor access to Lake Superior, its beach, and Big Bay Lagoon.

### 3.1. Background

Current infrastructure at Town Park is less than ideal, especially with the Park's increasing popularity. The wooden staircase and bridge that provide access from the bluff to the lake, beach, and lagoon are not useable for visitors who rely on wheelchairs; in fact, the staircase is a significant barrier for any visitor with mobility issues or who brings equipment such as stroller. In addition, the staircase and bridge are 30 years old and showing their age. Further, the staircase and bridge are only 4 feet wide; that narrow access causes crowding and other problems, especially in peak season.

The engineering phase of the project is step one toward determining feasibility of rehabbing or replacing current access. With minor exceptions, the engineering report that this project will produce should be an evergreen document, with a shelf life long enough to allow the Town to pursue financing options for construction of the best option.

### 3.2. Scope of Work

- 3.2.1. The project will develop conceptual models, descriptions and drawings for:
  - 3.2.1.1. A wider bridge, capable of allowing two-way pedestrian traffic of visitors carrying kayaks and canoes, families pushing strollers or pulling wagons, or visitors using wheelchairs or other mobility assistance.
  - 3.2.1.2. A wider staircase to replace the existing structure while providing the same improved access as a wider bridge.
  - 3.2.1.3. ADA-compliant options to access the beach and lagoon. These ADA-compliant options could be in addition to a new staircase or in place of a new staircase.
- 3.2.2. Options should examine the feasibility of a ramp that connects the bridge from the parking lot and bluff above, while maintaining the rustic nature of the site, or installing an elevator, funicular, or similar incline lift that connects the bluff to the bridge.
- 3.2.3. Options will be sensitive to preserving historic vista, and will take into account sustainability, site impact, maintenance, and operational costs.
- 3.2.4. Options will factor in the impact of fluctuating water levels on the designs; in recent years, water levels of the lagoon have fluctuated more than lake levels have.
- 3.2.5. For each option, the project will estimate construction costs and timetables.

### 3.3. Timeline

- 3.3.1. The selected Vendor should deliver a preliminary report and concepts to the Town no later than Jan. 20, 2023.
- 3.3.2. The Town Board will hold a public workshop on the report and proposed concepts. After this process, the Town Board will select a preferred concept, or ask the selected Vendor for revisions. A final report will be delivered to the Town no later than March 28, 2023.

## 4. **Information for Selected Vendor**

### 4.1. Required Documentation

- 4.1.1. The selected Vendor will be required to provide a current W-9.
- 4.1.2. The selected Vendor shall be an independent contractor in regard to the Town, not an employee of the Town; as such, the selected Vendor will be required to complete a 9-Point Test.

### 4.2. Taxes

The Town is exempt from sales and use taxes. Upon request, the selected Vendor will be provided with the Town's Sales and Use Tax Exemption Certificate and CES Number.

### 4.3. Insurance

- 4.3.1. The selected vendor (Contractor) will be required to provide proof of liability and workers compensation insurances before work can begin on this Town project.
- 4.3.2. General liability insurance should cover \$1,000,000 per incident, list the Town as an additional insured, meet all applicable state and federal laws, meet other conditions specified by the Town, and remain in effect for the duration of the project. In the event the selected vendor is a self-insured organization, different insurance requirements may apply.
- 4.3.3. Workers compensation insurance shall be as required by the State of Wisconsin. The selected vendor shall procure and maintain for the life of the contract workers compensation insurance covering all employees, with limits meeting all applicable state and federal laws. This coverage shall extend to any subcontractor that does not have its own worker's compensation or employer's liability insurance.

### 4.4. Jurisdiction

Any contract resulting from this RFP shall be governed in all respects by the laws of the State of Wisconsin and any litigation with respect thereto shall be brought in the courts of the State of Wisconsin. Then contractor shall comply with applicable federal, state, and local laws and regulations.



## Submittal Form

In compliance with the Town of La Pointe's **Request for Proposal**, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this Proposal is accepted within sixty (60) days from the date of the opening, to furnish the services for the prices quoted within the anticipated timeframe.

Authorized Signature: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

Vendor's Name: \_\_\_\_\_

Federal EIN: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Contact Representative: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_