



TOWN OF LA POINTE

MADELINE ISLAND

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

Request for Proposal Sidewalk Installation

1. Summary and Background

The Town of La Pointe, on Madeline Island, is accepting proposals for a sidewalk extension along Main Street and Big Bay Road. See survey map on Page 4 for details.

2. Proposal Guidelines

2.1. Proposal Deadline

Proposals will be accepted until 4 p.m. Central Time on June 12, 2023.

2.2. Submission Requirements

Proposals must be sealed, marked with the Vendor's name and address, labeled "**RFP 23-03.**" 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.

Alternatively, Proposals may be emailed to: clerk@townoflapointewi.gov.

2.3. RFP Timetable

The anticipated schedule for the RFP is:

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| • RFP Available | Wednesday May 24, 2023 |
| • Proposal deadline | Monday June 12, 4:00 p.m. Central Time |
| • Proposals opened | Tuesday June 13, 5:30 p.m. Central Time |
| • Staff review of proposals, contract developed | June 14-21, 2023 |

- Town Board votes on recommended proposal June 27, 2023

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 Scope of Work (Section 3).
- 2.4.3. Three (3) references of previous or current clients; please provide name, address, email, and telephone of all references on a separate page.
- 2.4.4. 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 materials 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 should be directed to: Public Works Director Ben Schram at 715-747-6855 or foreman@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. **Scope of Work**

This request seeks proposals for a sidewalk extension along Main Street and Big Bay Road.

- 3.1. The concrete sidewalk will be approximately 220 feet long and 5 feet wide (1,100 square feet).
- 3.2. The sidewalk will extend from its existing terminus on Main Street, along the existing curb abutting 864 Main Street (Parcel 014-00415-000), and end at the property line with 197 Big Bay Road (Parcel 014-00470-0500).
- 3.3. The sidewalk will be 5 inches thick except for the driveway apron portion, where it will be 7 inches thick. Joints, foundation, and other installation details will meet the minimums in Section 602 of the Wisconsin Department of Transportation 2023 Standard Specifications.
- 3.4. Proposals must include itemized breakdowns of all costs, including for materials, labor, equipment, transportation, traffic control, utility location, and site restoration. Exceptions must be clearly noted.
- 3.5. Proposals must include an estimated project timeline.
- 3.6. Final contract terms and conditions will be negotiated with the selected vendor. It is estimated that the contract will be signed by June 30, 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 will be required to provide proof of liability insurance before work can begin. General liability insurance should cover a minimum of \$1,000,000 per incident, list the Town as an additional insured, and meet all applicable state and federal laws.

4.3.2. 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.

4.3.3. 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. The 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: _____