



LA CROSSE COUNTY  
Exceptional services. Extraordinary place.

**La Crosse County**

**Request for Proposal**

**Design Services**

**CTH G Retaining Wall**

**Highway Department**

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## Section 1 - RFP Overview

### 1.1 Introduction

The objective of this procurement process is to select a vendor to provide the La Crosse County Highway Department with design services for a retaining wall on CTH G.

### Incurred costs

The County is not responsible for any costs incurred by the Vendor in the preparation of the proposal, participation in the Vendors' meeting, or for any other cost to the Vendor associated with responding to the RFP

## Section 2 - Proposal Submittal Instructions

### 2.1 RFP Schedule

The following is a list of the important dates for activities related to the RFP process. The County reserves the right to change these dates and will post the changes on its web site.

Activity	<i>Time</i>	Date
RFP released		11/01/2017
Submission of proposals	3:00 PM	11/21/2017
Evaluation		11/28/2017
Public Works and Infrastructure Committee meeting	4:00 PM	12/11/2017

### 2.2 RFP location

This RFP is posted on the La Crosse County web site. The County reserves the right to amend this RFP at any time. In the event it becomes necessary to amend, alter or delete any part of the RFP, changes to the RFP will be posted on the web site. It is the vendor's responsibility to be aware of amendments that are posted on the web site. The address is:

<http://www.co.la-crosse.wi.us>

### 2.3 Submission of Questions

Scope of Work Questions:

Joe Langeberg, Highway Engineer  
608-786-3810

[JLangeberg@lacrossecounty.org](mailto:JLangeberg@lacrossecounty.org)

Procurement Process Questions:

Bryan Jostad, Finance Department, 608-785-5879

[Jostad.bryan@co.la-crosse.wi.us](mailto:Jostad.bryan@co.la-crosse.wi.us)

### 2.4 Submission of Proposals

All proposals shall be submitted in complete original form. No faxed or emailed proposals will be accepted. Proposals shall be sealed and marked "CTH G Retaining Wall". **Vendors shall submit 3 copies of their proposal in a paper form. Vendor shall also submit one copy on a jump drive.**

**Sealed Proposals must be delivered no later than 3:00 pm on November 21, 2017 to:**

**Ron Chamberlain  
Highway Department  
301 Carlson Road  
West Salem, WI 54669**

**Proposals received after the above date and time will be returned unopened.**

**2.5 Opening of Proposals**

The proposals will be publicly opened at 10:00 am on November 28, 2017 in the following location:

Highway Department  
301 Carlson Road  
West Salem, WI 54669

On Tuesday, November 28, 2017 the names of vendors who properly submitted proposals will be announced. Announcement of the names of the vendors who submitted proposals is not a guarantee that the proposals otherwise comply with the specifications of this RFP.

**2.6 Ownership of Proposals**

All proposals submitted on time become the property of the County upon submission, and the proposals will not be returned to the Vendors. By submitting a proposal, the Responder agrees that the County may copy the proposal for purposes of facilitating the evaluation.

**2.7 Other information**

Vendors may submit any other information that is not described in this proposal that would be beneficial to the County. If in the vendor's opinion the County has overlooked anything material or relevant, such item(s) may be brought to the County's attention and be included in the proposal.

**2.8 Amendments to the RFP**

In the event it becomes necessary to amend, alter or delete any part of the RFP, changes to the RFP will be posted on the website. The address is:

<http://www.co.la-crosse.wi.us/RFP/default.htm>

**2.9 Public Records Law**

All proposals are subject to the Wisconsin Public Records Law.

**Section 3 Scope of Services**

**Vendors shall describe their approach to provide the design services described herein, including, but not limited to:**

SCOPE OF SERVICES  
LACR017-0700

CTH G RETAINING WALL DESIGN  
LA CROSSE COUNTY

**A. PLANS**

1. The following plan sheets are included:
  - a. Title Sheet
  - b. Roadway Typical Section
  - c. Construction Details (including erosion control details)
  - d. Detour Plan
  - e. MISC quantities
  - f. Structure Sheets
  - g. Cross Sections

2. Structure plans anticipate a Sheet Piling or post and panel wall as necessary. Other wall types are "extra services". Mechanically Stabilized Earth (MSE) or gravity wall with modular blocks and geo-synthetic reinforcement type walls are not anticipated due to location and expected soil type.
3. The anticipated wall length is between 200 and 250 feet, and the wall height is estimated to be between 4 and 8 feet from finished grade to top of wall. The existing wall is located within the roadway right-of-way.
4. It is assumed that the road will be closed during construction. A detail will be included in the plans for detour route signing. Road closure details will reference the WisDOT Standard Detail Drawings (SDDs).
5. All work to replace the retaining and finish the roadway to pre-storm conditions will be included in the design and plan.
6. No aesthetic treatments are anticipated.

#### B. AGENCY COORDINATION

1. Agency coordination may be required but is not anticipated.

#### C. UTILITY INVOLVEMENTS

1. The CONSULTANT will request work plans from the affected utility companies. Known utilities include overhead electric. No utility conflicts are anticipated. Final coordination to verify and enforce the final work plans prior to and during the construction phase will be provided by the CONSULTANT.
2. Utility conveyances, if needed, will be developed and acquired by the CONSULTANT.

#### D. SOILS AND SUBSURFACE INVESTIGATIONS

1. Subsurface investigation includes two to six machine powered borings. Soils work will be sublet on a "cost-not-to-exceed" basis. Rock coring is not anticipated.
2. The borings will be located through the roadway or adjacent shoulder and will require a single lane closure.

E. SERVICES PROVIDED BY THE COUNTY

1. Coordination with the adjacent landowner if needed.
2. Contact information for utility companies.

F. MEETINGS

1. No meetings are included and would be "extra services".

G. P.S. & E.

1. Final plans, specifications, bid documents, and estimate will follow any federal guidelines required by FEMA. The project will be a local LET, all guidelines and documents needed for this process will be required. Construction specifications and bid items will be referenced to the State of Wisconsin Standard Specifications for Highway and Structure Construction, 2017 edition.
2. The CONSULTANT will review and approve the contractor's shop drawings for the retaining wall requirements in the plans and specifications.
3. The CONSULTANT will provide all Civil 3D CADD files to the County, on flash drive or CD, at completion of the contract.

H. SCHEDULE

1. The anticipated project schedule is as follows if the CONSULTANT has received the Notice to Proceed by December 15, 2017.

	<u>DATE</u>
Soil Borings	December 2017
Plans & Specifications to COUNTY for Review	February 1, 2018
Project Advertisement	February 19, 2018
Open Bids	March 19, 2018
Construction	May 2018

I. SERVICES NOT INCLUDED

1. Administration of the bid process is not included.
2. Construction inspection services are not included.

## Section 4 How to respond to this RFP

4.1 Complete the Cost Schedule page in Section 6 below.

4.2 Provide resumes of Key Staff

4.3 Provide Key Staff current availability

4.4 Provide descriptions of similar projects recently completed with references.

## Section 5 Evaluation of Proposals

### 5.1 Evaluation Criteria

La Crosse County will evaluate the proposals using the criteria described below.

Category	Points
Key Staff Qualifications	20
Cost	40
Current Availability of Key Staff	20
Similar Projects w/References	20
Total	100
Vendor History	0 to -15

### 5.2 Vendor History with La Crosse County

The equipment in this RFP is crucial to an important public service performed by the La Crosse County Highway Department. As part of this evaluation, a vendor may have up to 15 points subtracted based on the vendor's past historical integrity in regards to providing required equipment specifications and supporting the performance of equipment.

**Vendors with no previous history will be scored a zero**

## Section 6 Cost Schedule

**Design Services:**

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### Section 7 - Terms and Conditions

**7.1** The County reserves the right to accept or reject any or all proposals or portions thereof without stated cause.

**7.2.** The County reserves the right to re-issue any requests for proposals.

**7.3.** Upon the selection of a finalist vendor, the County by its proper officials, employees, or agents shall attempt to negotiate and reach a final agreement with this vendor. If the County, for any reason, is unable to reach a final agreement with this vendor; the County reserves the right to reject such vendor and negotiate a final agreement with the vendor who has the next most viable proposal. The County may also elect to reject all proposals and re-issue a request for proposal.

**7.4** Clarification of proposals: The County reserves the right to obtain clarification of any point in a vendor's proposal or obtain additional information.

**7.5** The County is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability to meet the needs of the County.

**7.5.1** The County will award the purchase to the vendor whose proposal is most advantageous to the County. In determining the most beneficial offer, the County will consider such criteria as, but not limited to, cost, quality/workmanship, capability, standardization, major and minor exceptions to our specifications, superior design features, warranty, delivery, past experience, installation, equality, discount, customer satisfaction, bidder's past performance and/or service reputation, and servicing capabilities. The County may opt to establish alternate selection criteria to protect its best interest, or to meet performance and operational standards.

**7.6** The County reserves the right to waive any formalities, defects, or irregularities in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the County.

**7.7** The County reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the vendor.

**7.8** The Vendor agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the Purchaser, and its agents, officers and employees, from and against all loss or expense including costs and attorney fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the Vendor, or its (their) agents and / or sub-contractors which may arise out of or connected with activities covered by this contract.

**7.9** The selected vendor shall not subcontract or assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the County.

**7.10** No reports, information, or data given to or prepared by the firm under contract shall be made available to any individual or organization by the firm without the prior written approval of the County.

**7.11** Should the selected vendor merge or be purchased by another individual or firm contract continuation would be at the County's option.

**7.12** Brand names and brand specific specifications are used to establish general characteristics and standards of quality and performance. They are not used to limit competition. Vendors are encouraged to propose substitutes they consider equal to or better than what is specified and to state such substitutions on the exceptions page. Failure to list substitutions on the exceptions page may cause rejection of the bid, even at the time of delivery.

**End of RFP**