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**La Crosse County**

**Request for Proposal**

**Boulevard Improvement
Law Enforcement Center (LEC)**

**July 6, 2021**

fACILITIES DEPARTMENT

LA CROSSE COUNTY

212 6th STREET NORTH, ROOM 1800; LA CROSSE WI 54601

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**Section 1 - RFP Overview**

**1.1 Introduction**

»The objective of this procurement process is to select a vendor for boulevard improvement on the South side of the La Crosse County Law Enforcement Center located at 333 Vine Street, La Crosse, WI. The South side of the Law Enforcement Center is the portion of Vine Street from 3rd Street North to 4th Street North.

**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 | Time | Date |
| RFP released\*\* |  | July 6, 2021 |
| Submission of proposals | 11:00 AM | July 23, 2021 |
| Public Works and Infrastructure Committee meeting\*\* |  | August 9, 2021 |

\*\*Please note that this is the scheduled date as of the release of this RFP. It is the vendor’s responsibility to be aware of Committee Meeting times and dates. This information can be accessed on the County web site at <http://www.lacrossecounty.org> or by contacting the County Clerk’s office at 608-785-9623.

**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:

<https://lacrossecounty.org/home/business/requests-for-proposals/requests-for-proposals>

### 2.3 Submission of Questions

Scope of Work Questions:

Ryan Westpfahl, Facilities Department, 608-785-9770

rwestpfahl@lacrossecounty.org

Procurement Process Questions:

Bryan Jostad, Finance Department, 608-785-5879

bjostad@lacrossecounty.org

**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 **“Boulevard Improvement”.** **Vendors shall submit one (1) copy in paper format and one (1) copy A on a jump drive.**

**Sealed Proposals must be delivered no later than 11:00 am, July 23, 2021 to:**

**Ryan Westpfahl**

**Facilities Department
Room 1800**

**212 North 6th Street**

**La Crosse, WI 54601**

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

### 2.5 Opening of Proposals

The proposals will be publicly opened at 11:05 am, July 23, 2021 in the following location:

Facilities Department

Room 1800
212 North 6th Street

La Crosse, WI 54601

At that time, 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.

**Section 3 - Qualifications

3.1 Vendor Information**

1. The location this project will be serviced from
 - includes contact name and contact information
2. General summation or narrative of: (no more than 1 page in length)

-organizations general experience in landscaping
-organizations experience with this type and scale of project

**3.2 Insurance**

1. Vendor agrees that in order to protect itself as well as La Crosse County, its officers, Boards, and employees under the indemnity provisions set forth in the paragraph above, vendor will at all times, during the terms of this contract, keep in force insurance policies issued by an insurance company authorized to do business and licensed in the State of Wisconsin. Unless otherwise specified in WI Statutes, the types of insurance coverage and minimum amounts shall be as follows:
	* 1. Workers’ Compensation: minimum amount statutory
		2. Comprehensive General Liability: $1,000,000 per occurrence and in aggregate for bodily injury and property damage
		3. Excess Liability coverage: $1,000,000 over the General Liability
2. The Purchaser shall be given thirty (30) days advanced written notice of any cancellation or non-renewal of insurance during the term of this contract. Upon execution of this contract, the vendor will furnish Purchaser with written verification of the existence of such insurance. In the event of any action, suit, or proceedings against Purchaser upon any matter herein indemnified against, Purchaser shall within five (5) working days cause notice in writing thereof to be given to vendor by certified mail, addressed to its post office address. Purchaser shall cooperate with vendor and its attorneys in defense of any action, suit, or other proceedings.

**Section 4 - Scope of Work**

**4.1 Overview**

South side of the La Crosse County Law Enforcement Center located at 333 Vine Street, La Crosse, WI. The South side of the Law Enforcement Center (LEC) is the portion of Vine Street from 3rd Street North to 4th Street North.

Please See Picture “LEC 333 Vine Street Overhead”

**4.2 Project Description****Vendors shall create their own design-based on the bullet points below:**The grass/dirt is to be removed and replaced with new soil, mulch, plants, and rocks similar to what La County has done on the south side of the Health and Human Services Building which is located at 300 North 4th Street in La Crosse, WI. The Health and Human Services Building is to the East, across 4th street from the Law Enforcement Center.

**Vendors shall create their own design-based on the bullet points below:**

* Another word for this type of landscaping is called a Hell Strip.
* Conditions of salt, car exhaust, heat, cold, dog urine exist.
* Start the project by stripping & hauling away the existing vegetation.
* The existing Ginkgo’s would remain.
* Placing decent sized 18-24” boulders that can’t be used as projectiles & to elevate our planting beds.
* The only way to have a successful planting in these areas is by elevating the beds to aid in drainage.
* The boulders also allow for the male dogs to lift their legs on them.
* Include plant palate that is colorful & durable in these situations.
* The plants would have a minimum one-year warranty.
* The entire landscaped areas would be covered in 3” of shredded wood mulch.
* Vendors should strongly consider scheduling one of your maintenance people to water these plants three times per week for the first growing season as it would go a long way in establishing these plants.
* Typically, once these plants are established, they would only need supplemental watering during droughty periods.

**4.3 Cost Schedule**

**Vendors shall provide a cost schedule that has a minimum of four (4) stages that is expressed as percent of the total proposed cost.**

 **1. Pre-work down payment**

 **2. Amount paid at 50% completion (if needed)**

 **3. Amount paid at 100% work completed
 4. Amount paid 30 days after 100% completion**

**Section 5 - How to respond to this RFP**

 **5.1 Provide information from Section 3 Qualifications**
**5.2 Provide a Schematic Design of the Landscaping Plan**

 **5.3 Provide a detailed breakdown of material proposed**

* **Plant types and numbers**
* **Rock types and numbers**
* **Soil and Mulch types and volume**

**5.4 Installation and maintenance plan**

* **Plant warranties**

**5.5 Detailed Cost Schedule**

**Section 6 - Evaluation of Proposals**

### 6.1 Evaluation Criteria

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

|  |  |
| --- | --- |
| Category | Points |
| Qualifications  | 100 |
| Scope of Work | 200 |
| Cost Schedule | 200 |
|  **Total** | 500 |

### 6.2 Evaluation

Each proposal shall receive an initial evaluation by an evaluation team.

**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, La 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; La 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.

**7.6** 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**  **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 vendor. By submitting a proposal, the Responder agrees that the County may copy the proposal for purposes of facilitating the evaluation.

**7.13 Public Records Law**

All proposals are subject to the Wisconsin Public Records Law.

**7.14** **Other information**

Vendor 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.

**ATTACHMENT:**

Picture of “LEC 333 Vine Street Overhead”