

**WAUPACA COUNTY**  
*WISCONSIN*

REQUEST FOR PROPOSAL  
CONSULTANT/PROJECT MANAGER FOR  
PUBLIC SAFETY COMMUNICATION TOWER  
PROJECT #: RFP23-008-26

May 2, 2023

## Table of Contents

### Table of Contents

Table of Contents .....	2
Legal Notice .....	3
Project Timeline .....	4
Project Details .....	5
1. Introduction .....	5
2. Project Objectives .....	5
3. Project Background .....	5
4. Existing Equipment .....	6
5. Design Services .....	6
6. RFP, Bidding, and Construction Related Services .....	7
7. Addenda .....	7
8. RFP Questions.....	<b>Error! Bookmark not defined.</b>
9. Due Date & Delivery .....	8
10. Evaluation & Award .....	8
11. RFP Format & Submission Requirement.....	9
12. Insurance Requirements .....	9
13. Miscellaneous.....	10
ATTACHMENTS .....	12
ATTACHMENT A.....	13
ATTACHMENT B.....	14
ATTACHMENT C.....	<b>Error! Bookmark not defined.</b>
ATTACHMENT D.....	15
ATTACHMENT E.....	19

## Legal Notice

Waupaca County, Wisconsin is soliciting proposals for a qualified consultant to provide engineering services and design recommendations to replace an existing public safety communications tower located at E6899 Hillside Rd Manawa, WI 54949. Sealed proposals for this project will be received at the below address until **Monday, May 22, 2023 at 2:00 PM CST**. Proposals will be publicly opened and read aloud on **Monday, May 22, 2023 at 2:15 PM CST** at the Waupaca County Sheriff's Office, 1402 Royalton Street, Waupaca, Wisconsin. All proposals must be physically received by the due date. Proposals not received by the due date will be returned, unopened to the consultant. Emailed or faxed bids will not be accepted for this project. All proposals should be addressed to:

Waupaca County  
Project RFP23-008-26 SEALED PROPOSAL  
Attn: County Clerk  
811 Harding St  
Waupaca, WI 54981

Proposal packets are available online at: [www.waupacacounty-wi.gov](http://www.waupacacounty-wi.gov). Proposal packets may also be picked up at the Waupaca County Courthouse in the County Clerk's Office located at 811 Harding Street, Waupaca, WI 54981.

Waupaca County reserves the right to accept or reject any or all proposals and to waive any informality in the proposals. Contact Andrew Carlin, Emergency Management Director, at 715-258-4464 or [andrew.carlin@co.waupaca.wi.us](mailto:andrew.carlin@co.waupaca.wi.us) if assistance is required.

## **Project Timeline**

<b>EVENT</b>	<b>DATE</b>
RFP Published	May 4, 2023
RFP Public Notice Advertised	May 4, 2023 & May 11, 2023
RFP Due Date	May 22, 2023 at 2:00 PM CST
RFP Proposal Opening	May 22, 2023 at 2:15 PM CST
Law Enforcement Committee Review & Recommendation	June 13, 2023 at 9:00 AM CST
County Board Approval to Contract	June 20, 2023 at 9:00 AM CST
Complete Contract Signing by	June 30, 2023

The project timeline is tentative and Waupaca County may alter the dates and times contained within as necessary to meet the objectives of this project.

## Project Details

### **1. Introduction**

Waupaca County is soliciting proposals for a qualified consultant to provide Engineering Services/Project Management and design recommendations to replace an existing public safety communications tower.

### **2. Project Objectives**

Objective 1: Provide a tower design recommendation that would maximize the public safety communication coverage capabilities at the site.

Objective 2: Assess the need and demand for tower space in the geographical area, and recommend a tower design with capacity that could be leased to other providers and carriers.

Objective 3: Design and prepare plans and specifications for the public safety communications tower that meet the requirements of Waupaca County, and can be used in the RFP to procure and construct the tower.

The consultant will be expected to provide cost estimates of the options recommended and to provide engineering services to implement the selected improvement option.

### **3. Project Background**

Waupaca County currently owns and operates a public safety communications tower located at E6899 Hillside Rd Manawa WI. The tower, commonly known as the “Symco Tower,” is the primary public safety communications tower in Waupaca County.

The Symco Tower is a 300’ guyed tower that is getting to its end of life and is showing areas of fatigue.

Waupaca County’s primary objective is to construct a tower that can maximize public safety communications from this location; therefore, Waupaca County is seeking the expertise of a qualified consultant on recommending the type and height of the new tower, as well as all of the engineering and plans required to place the project out for bid.

Waupaca County also intends to be forward-thinking in this investment, and would like to build a tower that could potentially be leased to other vendors and carriers, which in return could create another revenue stream for Waupaca County. The consultant will be asked to evaluate the need and demand for tower space in the area, and recommend a tower design that provides the best return on investment for Waupaca County.

**4. Existing Equipment**

Waupaca County intends to replace all existing equipment on the tower with new and upgraded equipment. This equipment will be procured through a separate RFP process. However, preference will be given to consultants that can also assess the current equipment that is on the Symco Tower and make recommendations to fit the needs of Waupaca County. Please indicate if you are able to provide these services in your proposal.

**5. Design Services**

The consultant will be required to meet with the Waupaca County Law Enforcement Committee for discussion and selection of the recommended tower design.

The following are the minimum requirements. Additional work or scope items beyond the minimum requirements shall be considered to ensure Waupaca County has a complete set of design documents to include in the RFP for procurement and construction.

1. Prepare project plans and specifications. The consultant shall prepare all documents required to place the tower and for the RFP for the procurement and construction of the accepted tower design.
2. Meet with County staff to discuss the needs, project plans, and specifications. The following information shall be included in the project documents:
  - a. Cover sheet with index and vicinity map
  - b. Symbology and reference data
  - c. Phasing plan
  - d. Site and plan for each phase
    - i. Include material/equipment storage and staging areas
  - e. Demolition drawings and details
  - f. Structural drawings
  - g. Electrical & MEP drawings

h. Hardware component schedules and details

3. Provide Waupaca County with four hard copies, and one electronic copy, of the final plans and specifications, sealed by a professional engineer licensed in the State of Wisconsin.

**6. RFP, Bidding, and Construction Related Services**

1. Assist the County in the preparation of the RFP for the procurement and construction of the selected design.
2. Attend a pre-bid meeting and issue addenda, as needed.
3. Attend a pre-construction meeting, if needed.
4. Review shop drawings/plans and associated documents for Waupaca County prior to installation by the selected contractor.
5. Perform a final site visit upon completion of construction to determine the project conforms to the Contract Documents. Perform additional inspections throughout the project if necessary.
6. Prepare a punch list of items to be completed or corrected and provide the punch list to Waupaca County. The contractor will coordinate with the County and consultant to address the list and prepare closeout documents.
7. Assist Waupaca County as necessary from development of the RFP through final construction of the new tower and deconstruction of the old tower.

**7. Addenda**

Should Waupaca County feel it necessary to amend this proposal after it is published, any addenda will be published on the Waupaca County website at [www.WaupacaCounty-wi.gov](http://www.WaupacaCounty-wi.gov). Addenda can be found in the same location as the proposal packet: Businesses-Bids and Proposals.

It is the responsibility of bidders submitting proposals for this project to monitor the Waupaca County website for any such addenda that may be published.

If any addenda are published for this project, bidders will be required to acknowledge any such addenda by providing an RFP Addendum Acknowledgment Form (Attachment C) as part of their proposal.

**8. Due Date & Delivery**

All sealed proposals must be delivered to the Waupaca County Clerk by May 22, 2023 at 2:00 PM CST. Proposals are to be labeled and mailed to the following address:

Waupaca County  
Project # RFP23-008-26 – SEALED PROPOSAL  
Attn: County Clerk  
811 Harding St  
Waupaca, WI 54981

Waupaca County will not accept any proposals received after the due date and time. Proposals received after the due date will be returned, unopened to the contractor that submitted it.

Proposals will be opened in front of the public on May 22, 2023 at 2:15 PM CST at the Waupaca County Law Enforcement Center – Room 1153 located at 1402 Royalton St Waupaca, WI 54981.

Waupaca County reserves the right to accept or reject any and all proposals and to waive any informality in the proposals.

**9. Evaluation & Award**

Proposals will first be evaluated during a special meeting of the Waupaca County Law Enforcement Committee in conjunction with organizational stakeholders on June 13, 2023 9:00 AM. The Law Enforcement Committee will make a recommendation of the preferred proposal to the Waupaca County Board of Supervisors.

Proposals will be considered on criteria including, but not limited to, experience/qualifications, project approach, consultant fees and project costs, and external references.



The Waupaca County Board of Supervisors will consider the recommendation from the Law Enforcement Committee on June 20, 2023. Intent to Award or Thank You letters will be sent via email shortly after this meeting to all Consultants submitting responses.

**10. RFP Format & Submission Requirement**

Any deviation from these requirements may result in the proposal being eliminated from consideration. The proposal must include all of the following:

1. Consultant’s proposal, including scope of services to be provided, costs, and projected timeline to complete design documents.
2. Three (3) professional references.
3. Consultant Identification Form (Attachment A)
4. Bidder’s Certificate (Attachment B)
5. RFP Addendum Acknowledgement Form (Attachment C)
6. Insurance Acknowledgment Form (Attachment D)
7. Vendor’s Proof of Responsibility (Attachment E)

**11. Insurance Requirements**

The selected Consultant is required to provide a certificate of insurance within three (3) business days of receiving the “Intent to Award” notice. Certificates are required to be valid and insurance must be maintained throughout the contract term. Certificates of Insurance are to be sent to:

Waupaca County  
Attn: County Clerk  
811 Harding St  
Waupaca, WI 54981

The Certificates of Insurance must include:

1. **Additional Insured:** Waupaca County
2. **Cancellation:** Include a provision prohibiting cancellation of said policies except upon a 30 days prior written notice to Waupaca County to include non-renewal or a material change in coverage.
3. **State of Wisconsin:** The policy shall be issued from a company licensed to sell insurance policies in the State of Wisconsin.
4. **Signatures:** Certificates must be signed by the insurer’s authorized agent.

The following are the limits required for this project:

**Comprehensive General Liability - \$1,000,000 per occurrence**

Products & Completed Operations

Personal Injury & Advertising Liability

Independent Contractors/Protective

**Business Automobile Liability - \$1,000,000 per occurrence**

Bodily Injury

Property Damage

**Worker's Compensation Insurance and Employers Liability - \$100,000 each accident**

Employer Liability

The insurance requirements set forth for this project are minimum requirements to do business with Waupaca County. These insurance requirements shall not be construed to limit the liability of the selected Contractor.

**12. Miscellaneous**

1. **Guarantees & Warranties:** Guarantees and warranties on workmanship and materials shall be stated in your proposal.
2. **Laws:** All work should conform to all applicable industry, Federal, State, and Local laws, codes, ordinances, and OSHA requirements and standards.
3. **License:** All contractors, including subcontractors, performing work on this project are required to have a Contractor's License in the State of Wisconsin and must be current on the date the proposal is submitted and throughout the project.
4. **Measurements:** All measurements and specifications provided in this packet and/or by Waupaca County are for reference only. Contractors and vendors are responsible for all measurements.
5. **Permits:** The selected Consultant shall be responsible for any and all necessary permits and underground utility locates necessary for this project.

6. **Project Manager:** The selected Contractor shall provide contact information for one individual designated as the Project Manager and that person shall serve as the single point of contact for Waupaca County.
7. **Rejection of Proposals:** Waupaca County reserves the right to accept or reject any or all proposals, to waive any technicality with any proposal, and to request clarification on any proposal.
8. **Site Protection/Cleanup:** The selected Consultant is responsible for the proper handling of materials and discard of debris to ensure a clean worksite. Contractor is responsible for restoring the site, premises, buildings, and landscaping to the condition prior to work commencing.
9. **Taxes:** Waupaca County and its departments are exempt from payment of all Federal, State, and Local taxes.

## **ATTACHMENTS**

1. Attachment A – Consultant Identification Form
2. Attachment B – Bidder’s Certificate
3. Attachment C – RFP Addendum Acknowledgment Form
4. Attachment D – Insurance Acknowledgment Form
5. Attachment E – Consultant’s Proof of Responsibility

**ATTACHMENT A**

**CONSULTANT IDENTIFICATION FORM**

**Company Name:** \_\_\_\_\_.

**Address:** \_\_\_\_\_ **.State** \_\_\_\_\_ **.Zip Code** \_\_\_\_\_.

**Phone Number:** \_\_\_\_\_.

**Primary Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_.

**Address:** \_\_\_\_\_ **.State** \_\_\_\_\_ **.Zip Code** \_\_\_\_\_.

**Phone Number:** \_\_\_\_\_.

**Email Address:** \_\_\_\_\_.

**Secondary Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_.

**Address:** \_\_\_\_\_ **.State** \_\_\_\_\_ **.Zip Code** \_\_\_\_\_.

**Phone Number:** \_\_\_\_\_.

**Email Address:** \_\_\_\_\_.

**Project Name:** \_\_\_\_\_.

**Project Number:** \_\_\_\_\_.

**Bid Price:** \_\_\_\_\_.

**Optional Bid Price #1:** \_\_\_\_\_.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_.

**ATTACHMENT B**

**BIDDER’S CERTIFICATE**

This Bidder’s Certificate form must be completed by the contractor submitting a bid/proposal, and must be sworn to, notarized, and returned to Waupaca County as part of your proposal.

**Statement of Bidder:**

I hereby incorporate this sworn Bidder’s Certificate into my bid/proposal, and hereby make this Bidder’s Certificate part of my bid/proposal.

I affirmatively state that I, or an authorized representative of mine, have/has examined and carefully prepared the bid/proposal submitted from the plans and specifications provided, and have checked the same in detail before submitting the bid/proposal to the County of Waupaca. I have also included the names of subcontractors I propose to contract with and the class of work to be performed by each elsewhere in my bid/proposal.

**Printed Name of Signor:**

**Signature of Signor:** \_\_\_\_\_.

**Date Signed:** \_\_\_\_\_.

**Title of Signor:** \_\_\_\_\_.

**Phone Number of Signor:** \_\_\_\_\_.

**Email of Signor:** \_\_\_\_\_.

**State of Wisconsin**

**County of:** \_\_\_\_\_.

**Signed and Sworn to Before Me on (Date):** \_\_\_\_\_.

**By (Printed Name):** \_\_\_\_\_.

**Notary’s Signature:** \_\_\_\_\_.

**Notary’s Expiration Date:** \_\_\_\_\_.

**Notary’s Seal:**

**ATTACHMENT D**

**INSURANCE ACKNOWLEDGEMENT FORM**

Contractors are required to meet the following insurance requirements in order to be awarded a contract. By signing this form, an interested contractor acknowledges the insurance requirements for this project, and certifies that any and all contractors, sub-contractors, and vendors will maintain the required limits of insurance throughout the duration of the project.

The awarded contractor/Consultant is required to provide a certificate of insurance within three (3) business days of receiving the ‘Intent to Award’ notice. Certificates are required to be valid and provided annually to the Waupaca County Clerk, 811 Harding St, Waupaca, WI 54981 or by email to [andrew.carlin@co.waupaca.wi.us](mailto:andrew.carlin@co.waupaca.wi.us) AND [Kristy.Opperman@co.waupaca.wi.us](mailto:Kristy.Opperman@co.waupaca.wi.us) throughout the term of this contract.

**1. Hold Harmless**

Contractor/vendor hereby agrees to release, indemnify, defend, and hold harmless Menominee County, their officials, officers, employees, and agents from and against all judgements, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions, and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by the contractor/Consultant, its officers, officials, employees, agent or assigns. Waupaca County does not waive, and specifically reserves, it’s right to assert and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes or as otherwise prescribed.

**2. Insurance Requirements**

Contractor shall provide and maintain at its own expense during the term of the agreement, the following insurance policies covering its operations hereunder are minimum requirements. Such insurance shall be provided on a primary basis by insurer(s) financially solvent and authorized to conduct business in the State of Wisconsin.

Contractor shall not commence work under this contract until all insurance required under this paragraph is obtained and such insurance has been approved by a County representative, nor shall the Contractor allow sub-contractors to commence work on their subcontract until all similar insurance requirements have been obtained and approved by a County representative. Notwithstanding any provisions of this

section, and for purposes of this agreement, contractor/Consultant acknowledges that its potential liability is not limited to the amounts of insurance coverage it maintains or to the limits required herein.

Insurance requirements for Waupaca County Project # RFP23-008-26:

**Comprehensive General Liability - \$1,000,000 per occurrence**

Products & Completed Operations

Personal Injury & Advertising Liability

Independent Contractors/Protective

**Business Automobile Liability - \$1,000,000 per occurrence**

Bodily Injury

Property Damage

**Worker's Compensation Insurance and Employers Liability - \$100,000 each accident**

Employer Liability

**3. Additional Insured**

The Outside Contractor agrees that all liability policies other than professional liability shall name Waupaca County as additional insured with respects to: liability arising out of activities performed by or on behalf of the contractor/Consultant; products and completed operations of contractor/Consultant; premises owned, occupied, or used by contractor/Consultant; or automobiles owned, leased, hired, or borrowed by the contractor/Consultant. The coverage shall contain no special limitations on the scope of protection to the County.



#### 4. Subcontractor

Subcontractors of the Contractor shall also be in compliance with these requirements, including but not limited to, the submittal of a Certificate of Insurance that meets the same requirements outlined for the Contractor.

#### 5. Waiver of Subrogation

Insurers shall waive all subrogation rights against Waupaca County on all policies required under this agreement.

#### 6. Certificate of Insurance

The Certificate of Insurance must include:

1. **Additional Insured:** Waupaca County
2. **Cancellation:** Include a provision prohibiting cancellation of said policies except upon a 30 days prior written notice to Waupaca County to include non-renewal or a material change in coverage.
3. **State of Wisconsin:** The policy shall be issued from a company licensed to sell insurance policies in the State of Wisconsin.
4. **Signatures:** Certificates must be signed by the insurer's authorized agent.

#### 7. Questions

If you have any questions regarding the insurance requirements for this project, or if for any reason the insurance requirements for this project cannot be met, please contact the County Clerk at (715) 258-6202 or by email at [kristy.opperman@co.waupaca.wi.us](mailto:kristy.opperman@co.waupaca.wi.us) .

Statement of Bidder:

I affirmatively state that I, or an authorized representative of mine, have/has examined the insurance requirements set forth for this project by the County of Waupaca, and further state that all contractors, vendors, subcontractors, or other entities involved in this project will have the required insurance policies in effect prior to beginning work on the project. I further acknowledge that failure to obtain or maintain the required insurance by any contractor, vendor, subcontractor, or other entities involved in the project is a breach of contract under this agreement.

**Printed Name of Signor:** \_\_\_\_\_.

**Signature of Signor:** \_\_\_\_\_.

**Date Signed:** \_\_\_\_\_.

**Title of Signor:**\_\_\_\_\_.

**Phone Number of Signor:**\_\_\_\_\_.

**Email of Signor:**\_\_\_\_\_.

**State of Wisconsin**

**County of:**\_\_\_\_\_.

**Signed and Sworn to Before Me on (Date):**\_\_\_\_\_.

**By (Printed Name):**\_\_\_\_\_.

**Notary's Signature:**\_\_\_\_\_.

**Notary's Expiration Date:**\_\_\_\_\_.

**Notary's Seal:**

**ATTACHMENT E**

**CONSULTANT’S PROOF OF RESPONSIBILITY**

The Vendor’s Proof of Responsibility form must be completed by the Contractor/Consultant submitting the proposal/bid, and must be notarized and submitted as part of your proposal/bid.

**Instructions:** Circle either “Yes” or “No” after each question. You may submit a separate sheet if you wish to provide more descriptive responses.

1. Does the Contractor/Consultant maintain a permanent place of business? YES or NO
2. Is the Contractor/Consultant authorized to do business in the State of Wisconsin? YES or NO
3. Has the Contractor/Consultant, agent, partner, employee, and/or officer of the Contractor/Consultant ever been debarred, suspended, or declared ineligible from contracting with any unit of federal, state, or local government?  
YES or NO
4. Is the Contractor/Consultant in compliance with the provisions of the Equal Opportunity Employer Act?  
YES or NO
5. Does the Contractor/Consultant, including all subcontractors, have the insurance policies required for this project?  
YES or NO
6. Does the Contractor/Consultant have a written Drug-Free Workplace Policy? YES or NO
7. Has the Contractor/Consultant been subject of any order or judgment from any state or federal agency or court due to the breach of any contract?  
YES or NO
8. Does the Contractor/Consultant have a history of satisfactorily completing projects? YES or NO

9. Does the Contractor/Consultant possess all applicable professional and trade licenses required for performing this project?

YES or NO

10. Does the Contract/Consultant have adequate financial resources to complete this project, and to complete all other projects the Contractor/Consultant is presently under contract to complete?

YES or NO

11. Is the Contractor/Consultant bondable for the terms proposed as part of this project? YES or NO

12. Does the Contractor/Consultant have, and diligently maintain, a written safety program? YES or NO

13. Is the Contractor/Consultant in compliance with all federal and state employment laws and regulations?

YES or NO

**No Restriction on Discretion:** If information is discovered or comes into the possession of the County or a County Department, official, and/or employee responsible for awarding the contract for this project, and if such information calls into question the contractor's abilities or competence to faithfully and responsibly comply with the terms of this agreement and is considered both credible and verifiable, then that information shall be considered in determining whether the contractor is a responsible contractor.

**By signing below, I affirm under oath I am the Contractor/Consultant submitting a proposal/bid or the I am an authorized representative of the Contractor/Consultant with the authority to complete this form, and that the information provided herein is true, accurate, and complete, and that my signature on this form was sworn to before an officer authorized by law to administer oaths. I understand this form is required to be considered a responsible Consultant. I further understand that deliberately or knowingly providing false or inaccurate information on this form constitutes a breach of contract of this agreement and that I may be subject to civil and/or criminal fines and punishment as provided by the laws of the State of Wisconsin or as otherwise prescribed.**

**Printed Name of Signor:** \_\_\_\_\_.

**Signature of Signor:** \_\_\_\_\_.

**Date Signed:** \_\_\_\_\_.

**Title of Signor:** \_\_\_\_\_.

**Phone Number of Signor:** \_\_\_\_\_.

**Email of Signor:** \_\_\_\_\_.

**State of Wisconsin**

**County of:** \_\_\_\_\_.

**Signed and Sworn to Before Me on (Date):** \_\_\_\_\_.

**By (Printed Name):** \_\_\_\_\_.

**Notary's Signature:** \_\_\_\_\_.

**Notary's Expiration Date:** \_\_\_\_\_.

**Notary's Seal:**