



Minutes  
Committee #3

Transportation, Construction, Public Safety and Traffic

Committee #3 met Tuesday, July 30, 2013 at 9:00 a.m. in the City Hall Council Chambers, 30 West Central Street, Chippewa Falls, WI.

Council/Committee Members present: Mike Hanke, Bill Hicks, and Jane Lardahl.

Others present: Finance Manager/Treasurer Lynne Bauer, City Planner Jayson Smith, and City Clerk Bridget Givens.

The meeting was called to order at 9:00 am.

1. **Discuss and consider the Request for Qualifications/Proposals for design and engineering services for the Downtown Chippewa Falls Riverfront Plan with possible recommendation to Council to approve and distribute to potential consultants.**

City Planner Jayson Smith advised the Committee that a Request for Qualifications/Proposals (RFQ/P) is the next phase of the downtown plan. The original downtown entrance plan was developed in 2007. It was utilized effectively to acquire the properties needed in the downtown area and the traffic impact analysis, but we are now at the next step which requires a much higher level of detail. The requirements of the RFQ/P would include taking the project to 30% engineering and design to get a realistic plan to determine affordability.

The RFQ/P is a several step process:

1. Qualifications – firms will be given a ranking in order to develop a short list of those qualifying for the next step.
2. Interview –the selected firms would be interviewed to determine which are best qualified to submit a cost proposal.
3. Cost Proposal – will be reviewed with recommendation made to Council.

From a financial aspect, \$125,000 was budgeted as a donation from TIF #11 to TIF #12. In reality, upon conclusion of the planning process, the monies will most likely be needed in 2014 as Smith expects the planning to take 6-8 months.

Councilor Hicks questioned the RFQ/P being submitted to two different individuals based upon submission method. It was decided that submissions should be made to the City Clerk, regardless of the method of submission. Hicks also questioned if the work Vision 2020 had done would be considered during the proposal phase; Smith indicated it would.

Smith then reviewed the recommended members for the Selection Committee that would make the recommendations regarding the preferred consulting firm to prepare the final downtown plan. He also discussed recommended members for an advisory Steering Committee that would provide oversight and public input during the planning process and preparation of the plan, indicating he may recommend the addition of at-large members of the community.

**Motion by Hicks/Lardahl to recommend approval of the Request for Qualifications/Proposals and to authorize Smith to proceed with distribution to potential consultants. All present voting aye, motion carried.**

## 2. Adjournment

Motion by Hicks/Lardahl to adjourn at 9:19 am. **All present voting aye, motion carried.**

Minutes submitted by:  
Mike Hanke, Chair

## REQUEST FOR QUALIFICATIONS/PROPOSALS

### DESIGN AND ENGINEERING SERVICES DOWNTOWN CHIPPEWA FALLS RIVERFRONT PLAN

It is recommended that the City use a Selection Committee that would make a recommendation to the City Council regarding the preferred consulting firm to prepare the final downtown plan. It is recommended that the Selection Committee include:

Mayor  
City Council President  
Director of Public Works  
Director of Parks and Recreation  
Finance Manager  
City Planner

It is further recommended that a Steering Committee be appointed by the Mayor and approved by the City Council to provide oversight and public input during the planning process and preparation of the plan. The Steering Committee would only be advisory. The City Council would have the final approval authority for the plan. It would be the intent that the Steering Committee would meet no more than four times. All meetings would be posted and open to the public. Representation may include:

Mayor  
City Council Member  
Park Board Member  
Director of Parks and Recreation  
Director of Public Works  
Plan Commission Member  
Chamber of Commerce Staff  
Chamber of Commerce Board Member  
Main Street Director  
Main Street Board Member  
Vision 2020 Board Member  
Historical Society (The Past Passed Here)

# CITY OF CHIPPEWA FALLS, WISCONSIN



## REQUEST FOR QUALIFICATION/PROPOSALS

for

### Design & Engineering Services

### Downtown Chippewa Falls Riverfront Plan

Submission Deadline:

Request For Qualifications – Friday, September 6, 2013 4:00 PM CST

Price Proposal – Tuesday, October 8, 2013 4:00 PM CST

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REQUEST FOR QUALIFICATIONS  
FOR  
DESIGN AND ENGINEERING SERVICES  
DOWNTOWN CHIPPEWA FALLS RIVERFRONT PLAN

**Section 1 – Introduction and Background:**

The City of Chippewa Falls is soliciting the services of a qualified firm to complete final design plans for the entrance to the City's downtown. The end product is a final design plan for the planning area accompanied by 30% engineering design drawings. The plan shall be comprehensive addressing all elements needed to develop a downtown entrance/riverfront park that will provide a diversity of use alternatives from passive quiet areas to areas that can accommodate community festivals and events.

The City of Chippewa Falls approved the Downtown Riverfront Plan in October 2007 (Exhibit A - Executive Summary). The purpose of the plan was to engage the community in a planning process resulting in a community vision and conceptual plan for a downtown Chippewa Falls Riverfront Park and Entrance Plan. The conceptual plan objectives included the creation of an aesthetically attractive and active gateway into downtown Chippewa Falls, riverfront walkways, trailhead, festival park, and a focal point for visitors and community residents. The approved plan provided the City with the basis for acquiring property, relocating businesses, demolishing buildings, and making traffic circulation changes. The plan was also used as the justification for applying for available funding for plan implementation (i.e. DNR Stewardship and Municipal Flood Control grants).

Since approval of the Downtown Riverfront Plan, the City has been very aggressively assembling the property through acquisitions and demolitions. A major road and utility reconstruction project was completed that enabled the City to demolish a large sewage overflow pond that was essential to creating the festival park. This included rebuilding River Street in 2010, a major entry point into the City from the west, at an approximate cost of \$2,800,000. The City has acquired seven properties in the planning area and demolished five buildings at a cost of approximately \$700,000. The City is in the process of acquiring one remaining property, and with demolition and relocation costs, an additional \$185,000 will be spent on assembling the property. The City has also entered into a Developers Agreement with Short Elliott Hendrickson for the construction of a new \$4,600,000 office building at the entrance to downtown Chippewa Falls that the company will complete and occupy in May 2014. The City is also working with the Chamber of Commerce to acquire their building, renovate a City owned building, and move the Visitors Center and the Chamber offices into it by the summer of 2014. When this project is completed, it will result in an additional \$1,500,000 of project costs.

One of the recommendations of the 2007 Downtown Riverfront Plan was to change the one way traffic entering the downtown on the first block of Bridge Street to two way traffic. To determine the feasibility of changing the traffic pattern the City retained a traffic engineering consultant to prepare a Traffic Impact Analysis (TIA). The TIA did confirm that the change from one-way traffic to two-way traffic on the first block of Bridge Street was feasible. The study also recommended that a round-about be constructed at the intersection of Bridge Street and River Street to accommodate all turning movements. The round-about would also have a traffic calming affect by slowing traffic entering the downtown from the south on Bridge Street. This would, in turn, make pedestrian crossings at the intersection safer. The reconstruction of the first block of Bridge Street and the round-about will be constructed in the summer of 2013 beginning in July. A second phase of construction will take place in 2014 from the south end of the round-about to just past the intersection of Court Street and Bridge Street. This phase is a highway safety project and is being designed and let by the WIDOT.

## Section 2 – Instruction to Proposers

### A. Examination of the Request For Qualification/ Proposals

It is the responsibility of the Proposer to carefully read the entire Request for Qualification/Proposals (RFQ/P), which contains provisions applicable to successful completion and submission of a proposal. If any ambiguity, inconsistencies or error are discovered in the RFP, the City Planner must be notified in writing. Only interpretations or correction of the RFQ/P made in writing or e-mail by the City Planner will be considered binding on the Proposer.

Jayson Smith  
City Planner  
City of Chippewa Falls  
30 West Central Street  
Chippewa Falls, Wisconsin 54729  
715.726.2729  
[Jsmith@chippewafalls-wi.gov](mailto:Jsmith@chippewafalls-wi.gov)

### B. RFQP Timetable

The anticipated schedule for the RFQ/P and contract approval is as follows:

RFQ/P Distributed to Consultants	August 7, 2013
Questions and Requests for Clarifications	August 14, 2013
<b>RFQ/P Submittal DEADLINE</b>	<b>September 6, 2013</b>
Shortlist Notification for Interviews	September 12, 2013
Interviews	Week of September 23, 2013
Shortlist Notification for Price Proposal	September 30, 2013
<b>Price Proposal Submittal DEADLINE</b>	<b>October 8, 2013</b>
City Council Award of Contract	October 15, 2013

The City reserves the right to modify/change the RFQ/P timetable, as necessary.

### C. Proposal Submission

A three-step selection process will be used to select the consultant for this project.

**STEP ONE:** Submittal and Evaluation of the Request for Qualifications. The selection committee will evaluate and rate the RFQ's submitted and select the shortlist of consultants that will be invited to an interview to present their proposal and approach the project.

**STEP TWO:** Interviews. Interviews will be conducted with the selected shortlist consultants. The selection committee will conduct the interviews. Upon completion, the selection committee will select one or more of the consultants to submit a Price Proposal.

**STEP THREE:** Submittal of Price Proposal. The selection committee will review the price proposal and all materials required and make a recommendation to the City Council based upon:

1. Highest scoring qualifications.
2. Most responsible price in relation to the defined scope of work/approach to complete the project.

The City reserves the right to award the contract to the consultant whose RFQ/P is deemed to be in the best interest of the City of Chippewa Falls.

The proposal must be submitted to: **CITY CLERK  
CITY OF CHIPPEWA FALLS  
30 WEST CENTRAL STREET  
CHIPPEWA FALLS, WI 54729**

The following information must appear on the lower left and corner of the contract:

**PROJECT: Design/Engineering Services  
Downtown Chippewa Falls Riverfront Plan**

**Submittal Deadlines:**

<b>RFQ/P:</b>	<b>Friday, September 6, 2013</b>	<b>4:00 PM CST</b>
<b>Price Proposal:</b>	<b>Tuesday, October 8, 2013</b>	<b>4:00 PM CST</b>

**D. RFQ/P Submittal**

Part A – Technical (consisting of the firm’s qualifications and scope of work)

Technical Proposal: All proposals must be submitted on 8.5” x 11” paper, except for any drawings, charts, diagrams, or similar information. Proposers shall include their complete return address on the outer envelope wrapper. One (1) unbound original and six (6) copies of the technical proposal must be submitted for review by the selection committee. One electronic copy of the proposal is also requested. The qualification submittal must also include the estimated level of effort (Exhibit B).

Part B - Price Proposal

Price Proposal: One (1) original (*no copies*) of the price proposal must be submitted by the submittal in a separate, sealed envelope. The price proposal envelope shall be identified in the lower left-hand corner with the words Part B – Price Proposal, Downtown Entrance Plan. The Proposers name must also appear on the envelope. The Price Proposal – Part B may be submitted electronically in Adobe.pdf format to:

**[jsmith@chippewafalls-wi.gov](mailto:jsmith@chippewafalls-wi.gov)**

The Price Proposal – Part B shall include pages 1 through 3 of Exhibit C. The level of effort hours and cost for any sub consultants used on the project should be included in the hours and lump sum cost on page 3 of Exhibit C. All submittals by electronic, mail, or in person must be received by no later than 4:00 PM CST, on Tuesday, October 8, 2013.

Both the Part A – Technical Proposal, and Part B- Price Proposal, must be signed by an officer of the company, who is legally authorized to enter into a contractual relationship in the name of the Proposer.

#### **E. Additional Information/Addenda**

Requests for additional information or clarification must be made in writing no later than the date specified in the RFQ/P Timetable. Requests should contain the Proposer's name, address, phone number, facsimile number or e-mail address. Electronic facsimile will be accepted at **715.726.2750**. Internet e-mail should be addressed to: [jsmith@chippewafalls-wi.gov](mailto:jsmith@chippewafalls-wi.gov)

The City will issue responses to inquiries and any other correction or amendments in written addenda issued prior to the proposal due date. Proposers should not rely on any representations, statements, or explanations other than those made in the RFQ/P or addenda issued subsequent to the issuance of this RFQ/P. Where there appears to be a conflict between the RFQ/P and any addenda issued, the last addenda issued shall prevail.

It is the Proposer's responsibility to assure receipt of all addenda. The Proposer should verify with the City Planner prior to submitting a proposal that all addenda have been received. Proposers are required to acknowledge the number of addenda received as part of their proposal. (See Exhibit C)

#### **F. Late Proposals and Late Modifications**

Proposals received after the Proposal due date and time are late and will not be considered. Modifications received after the Proposal due date are also late, and will not be considered.

#### **G. RFQ/P Postponement or Cancellation**

The City may, at its sole and absolute discretion, reject any and all, or parts of any and all proposals, re-advertise this RFQ/P process, or waive any irregularities in this RFQ/P and to award a contract in the best interest of the City of Chippewa Falls.

#### **H. Proposal Preparation Costs**

All expenses involved with the preparation and submission of proposals to the City, or any work performed in connection therewith shall be borne by the Proposer(s). No payment will be made for any responses received, nor for any other effort required of or made by the Proposer(s) prior to the award of a contract.

#### **I. Oral Presentations**

The City will require the shortlisted Proposers to give oral presentations in support of their proposals or to exhibit or otherwise demonstrate the information contained therein. The interview will also serve as a basis to clarify the scope of work for the project prior to the submittal of Part B – Price Proposal. The presentations are tentatively scheduled for the dates indicated in Section 2, Paragraph B.

#### **J. Negotiations**

The City may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the Proposers best terms and conditions. The City reserves the right to enter into contract negotiations with the selected Proposer. If the City and the selected Proposer cannot negotiate a successful contract, the City may terminate said negotiations and begin negotiations with another Proposer. This process will continue until a contract acceptable to the City has been executed or all proposals are rejected. No proposer shall have any rights against the City arising from such negotiations or termination thereof.

#### **K. Rules, Regulations and Licensing Requirements**

All Proposers shall comply with all laws, ordinances and regulations applicable to the services contemplated by the RFQ/P. Proposers are presumed to be familiar with all Federal, State and Local laws, ordinances, codes and regulations that may affect the services to be offered.

#### **L. Review of Proposals for Responsiveness**

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in the RFQ/P. A responsive proposal is one that follows the requirements of the RFQ/P, includes all documentation, is submitted in the format outlined in the RFQ/P, is a timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may deem a proposal as non-responsive.

### **Section 3 - Scope of Services:**

The purpose of this Request for Qualifications/Proposals is to obtain professional design and engineering services from qualified firms to complete final design plans for the entrance to downtown Chippewa Falls – Exhibit D Planning Area Map (note that the Planning Area may be modified based on discussions with the selected consultant and public input). The end product of this project is a final design plan for the downtown entrance planning area accompanied by 30% engineering design drawings. The design/engineering development plan is expected to contain a level of detail that can be approved by the Chippewa Falls City Council so the project can be advanced into final engineering resulting in construction specifications under a separate contact for bidding.

The successful consulting firm will build from the adopted Downtown Riverfront Plan to develop the desired final design plan. The plan shall be comprehensive addressing all elements needed to develop a riverfront park that will provide a diversity of use alternatives from passive quiet areas to areas that can accommodate community festivals and events. The plan, with community input, will consider a location for a formal Farmers Market, connections to the City and regional bike and pedestrian trails, parking needs, pedestrian access and egress, vehicle access and egress, public access to the Chippewa River and Duncan Creek, fishing locations, water activities, provision of public restrooms, historical references related to the area, and other park amenities as determined by the City, consultant, and public.

Upon approval of the final design plan by the City the consultant shall proceed to complete 30% engineering design drawings. It is imperative that during the development of the final design plan that engineering considerations be taken into account so that when the final design plan is approved by the City, there is an understanding that what has been approved, can proceed to engineering design drawings and actually be built at acceptable costs. This becomes important given that the majority of the planning area is located in the floodplain and subject to floodplain regulations. Upon completion of the 30% engineering design drawings a review meeting will be held with the City.

An Implementation Strategy shall also be prepared by the consultant. The Implementation Strategy shall include a detailed estimate of the cost for the various components of the design plan, potential project phasing, funding and partnering strategies, and any regulatory considerations and required actions.

The consultant shall also prepare for consideration a Management/Maintenance Plan (MMP) for the final Design Plan. The MMP shall discuss staffing and equipment needs to carry out the management and maintenance of the properties owned by the City, recommended City Department(s) that will be assigned the required work including any subcontractor work required, and an estimate of annual operating and maintenance costs.

The final end product will be composed of:

1. Final Design Plan.
2. 30% Engineering Design Drawings.
3. Implementation Strategy.
4. Management/Maintenance Plan.



- a. Qualifications – Describe the general qualification of the firm and any special or unique qualifications of the firm as it relates to the project.
- b. Staff Qualifications – Include resumes demonstrating relevant experience of key personnel to be assigned to the project. Indicate the role of each key staff member in the project. Indicate who will be the project manager and the estimated percentage of time that each Proposers key personnel will spend on the project.
- c. Previous Experience – Provide a list of clients, including name, address, contact person, and telephone number, for whom similar or related services have been provided in the past five (5) years. Include a short description of the project, the name of the project manager and staff that were assigned along with their role in the project.
- d. Project Implementation – Describe how the Proposer will organize and perform the work described in the Scope of Services. List the names of any sub-consultants intended to be used and the percentage of the total services to be provided by sub-consultants.
- e. Understanding of Project – Describe the firms understanding of the project and the planned approach to achieve the objectives of the project. This may be submitted in any format that the Proposer feels is appropriate. Submittal should include a listing of contemplated tasks and the estimated hours by personnel classification.
- f. Citizen Participation - Describe the approach that the firm will take to conduct robust citizen participation activities. The City will appoint a Steering Committee to oversee the plan preparation. The Steering Committee will include City Council, Plan Commission, City Staff, Chippewa Falls Main Street, Chamber of Commerce, Park Board, and other identified stakeholder representatives. Discuss milestone meetings with the Steering Committee, public informational meeting(s), and possible Focus Group meetings with primary stakeholders (*i.e. Main Street, Chamber of Commerce, Vision 2020, WisDNR*). It is anticipated that two (2) Public Information Meetings will be held with the second one to be held with the City Council to include a presentation of the Final Plan recommendations.
- g. Time Schedule – Include a time schedule to complete the Scope of Services contemplated for the project.
- h. Level of Effort (LOE) – Include a breakdown or schedule of tasks as described in Section 3, and the estimated hours reflecting the level of effort (LOE) needed to complete the tasks for a completed project.

## **B. Price Proposal**

The Proposer must fully complete the Price Proposal (Exhibit C), including the following:

1. Price – A proposed “lump sum” price for each part of the proposal. The Total Lump Sum Price will be used for determining the Price component of the Proposal rating.
2. Rate Schedule – A current schedule of hourly rates by employee classification to be used on the project.

3. Level of Effort – A schedule of tasks as described in Section 3 and the estimated hours reflecting the level of effort (LOE) needed to complete the tasks that were used to develop the lump sum price. An estimated cost for each task shall be included in the Price Proposal. If the Proposer plans to use the services of a Sub-consultant, the name, location and percentage of work to be conducted by the Sub-consultant should be listed on a separate sheet. (Exhibit C, page 3.)

**NOTE: The Price Proposal must be submitted by the submittal deadline – Tuesday, October 8, 2013. Price Proposals will be accepted from those firms invited to submit them by the Selection Committee following the ranking of the Qualifications for Section 5.A.**

## Section 5 – Evaluation /Selection Process

Following the opening of the RFQ/P submittal packages, the proposals will be evaluated by a Selection Committee, consisting of representatives of the City Council, Board of Public Works, Engineering, Recreation and Planning Departments, and the Mayor. The Selection Committee will evaluate the technical aspects of the proposal, participate in the oral interviews, and review the price portion of the selection process.

A recommendation for Contract award will be based on technical (qualifications) and price.

### A. Technical Qualifications

The Selection Committee will first evaluate and rate all responsive proposals on the nine (9) technical and qualification criteria listed below. The maximum possible total for Part A is 125 points.

**1. Riverfront Design (20 points)**

*(Firms demonstrated experience in designing riverfront improvements in an urban area of similar complexity, size and nature.)*

**2. Public Space Design & Development (20 points)**

*(Firms demonstrated expertise, familiarity, and understanding of the elements necessary for a good public space in a downtown setting of similar size and nature.)*

**3. Engineering (20 points)**

*(Firms demonstrated ability to complete complex engineering analysis and evaluation in an urban downtown setting and framework. Includes understanding and experience with pedestrian, bicycle, and parking issues in an urban downtown area; engineering design in a floodplain, and a demonstrated ability to communicate effectively with the plan designers so that what is being proposed can be engineered and built at an acceptable cost.)*

**4. Key Personnel & Roles (10 points)**

*(Qualifications and professional skills, related to the proposed project, of key individuals assigned to the project.)*

**5. Previous Experience (10 points)**

*(Overall rating of related projects of a similar nature completed by the firm within the past 5 years.)*

**6. Citizen Participation (20 points)**

*(Firm and key staff demonstrated ability and experience in conducting, facilitating and successfully completing a rigorous citizen participation program.)*

**7. Time Schedule (10 points)**

*(Time estimated to complete the scope of work.)*

**8. Familiarity with local geography, area, and project issues ( 5 points)**

*(Experience working in the local area with understanding of local project issues, construction environment and conditions.)*

**9. Maintenance /Management Plan (10 points)**

*(Firms demonstrated experience and understanding of the relationship between design/engineering and the required maintenance and management of the site and annual operating expenses.)*

**B. Interviews**

After the Selection Committee has rated and ranked the Proposals per Section 4., and Section 5.A., Technical Qualifications, it will select those firms deemed qualified (at the sole discretion of the Selection Committee) to be invited to participate in an Interview in support of their Proposals.

**C. Price Proposal**

After the Selection Committee has conducted Interviews, it will select those firms deemed qualified (at the sole discretion of the Selection Committee) to submit a Price Proposal (Exhibit C).

Upon submission of the Price Proposal, the Selection Committee will evaluate the Price Proposals, including the number of hours assigned to each element of the project.

The Price Proposal submission will be assigned a maximum total of 40 points. The responsive proposal with the lowest total cost will be given the maximum points (40). A responsive proposal, as determined at the sole discretion of the Selection Committee, will exhibit a reasonable and acceptable number of hours, for each element of the project as identified on the Price Proposal. The Selection Committee will make a recommendation to the City Council that a contract be negotiated with the selected firm. The City reserves the right to award a contract to the firm whose Proposal in whole is deemed to be in the best interest of the City of Chippewa Falls.

Every other responsive proposal will be given points proportionately in relation to the lowest price proposed. This point total will be calculated by dividing the lowest price proposed by the price proposed for the Proposal being evaluated, with the result then being multiplied by the weight (40 points) to arrive at a cost score of less than the maximum total points for price.

Example:

$$(LPP \div PPP) \times TP = \text{Points}$$

*LPP = Lowest Price Proposed*

*PPP = Proposer's Price Proposal*

*TP = Total Points Available (40)*

*Points = Points assigned for Price*

EXHIBIT A

EXECUTIVE SUMMARY  
DOWNTOWN RIVERFRONT PLAN  
OCTOBER 1, 2007

**EXHIBIT B**  
**REQUEST FOR QUALIFICATIONS**  
**FOR**  
**DESIGN AND ENGINEERING SERVICES**  
**DOWNTOWN CHIPPEWA FALLS RIVERFRONT PLAN**

**LEVEL OF EFFORT**

- A. Downtown Chippewa Falls Riverfront Plan Design
  - 1. Design \_\_\_\_\_Hours
  
- B. Downtown Chippewa Falls Riverfront Plan Engineering
  - 1. Engineering Design Drawings \_\_\_\_\_Hours
  
- C. Citizen Participation
  - 1. Meetings and Facilitation \_\_\_\_\_Hours
  
- D. Management/Maintenance Plan \_\_\_\_\_Hours
  
- E. Implementation Strategy \_\_\_\_\_Hours
  
- TOTAL \_\_\_\_\_Hours**

EXHIBIT C

**PRICE PROPOSAL  
FOR  
DESIGN AND ENGINEERING SERVICES  
DOWNTOWN CHIPPEWA FALLS RIVERFRONT PLAN**

TO: City Clerk  
City of Chippewa Falls  
30 West Wisconsin Street  
Chippewa Falls, Wisconsin 54729

I/We (hereafter called the Proposer) having examined the site(s) of the proposed work and being familiar with the local conditions, hereby propose to furnish all labor, material, professional skills, and work necessary for Professional Engineering Design Services – Downtown Chippewa Falls Riverfront Plan. All work to be in accordance with the Request for Qualifications/Proposals.

I/We hereby affirm the following:

1. I am the Proposer (if the Proposer is a sole proprietor) or a partner (if the Bidder is a Partnership) or an officer or employee of the bidding corporation having authority to sign this document on its behalf;
2. That this proposal has been prepared independently, and is submitted without collusion, agreement, understanding or planned common course of action or any other action designed to limit competition; with any other consultant, firm, vendor, or service provider for the work described;
3. That I/We are fully informed regarding the accuracy of the statements made in this Proposal Form.
4. That I/We will enter into a contract to furnish labor, material, professional skills, and work product labor for consideration for the prices offered in the Schedule of Prices included with this Proposal Form.

All addenda shall become part of the Request For Qualifications/Proposals. The Proposer hereby acknowledges receipt of the following addenda:

No. _____	Dated _____

PROPOSAL SUBMITTED BY:

DATED: \_\_\_\_\_

\_\_\_\_\_  
(NAME OF Company)  
\_\_\_\_\_  
(Street Address)  
\_\_\_\_\_  
(City, State, Zip Codes)  
\_\_\_\_\_  
(Telephone Number)  
\_\_\_\_\_  
(Facsimile Number)  
\_\_\_\_\_  
(E-Mail Address)

- ( ) (An Individual)
- ( ) (A Partnership)
- ( ) (A Corporation)

\_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Printed Name)  
\_\_\_\_\_  
(Title)

**PRICE PROPOSAL**

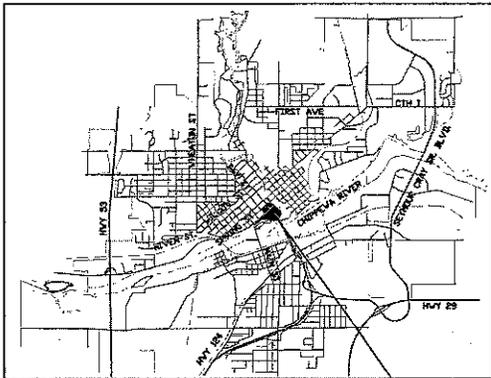
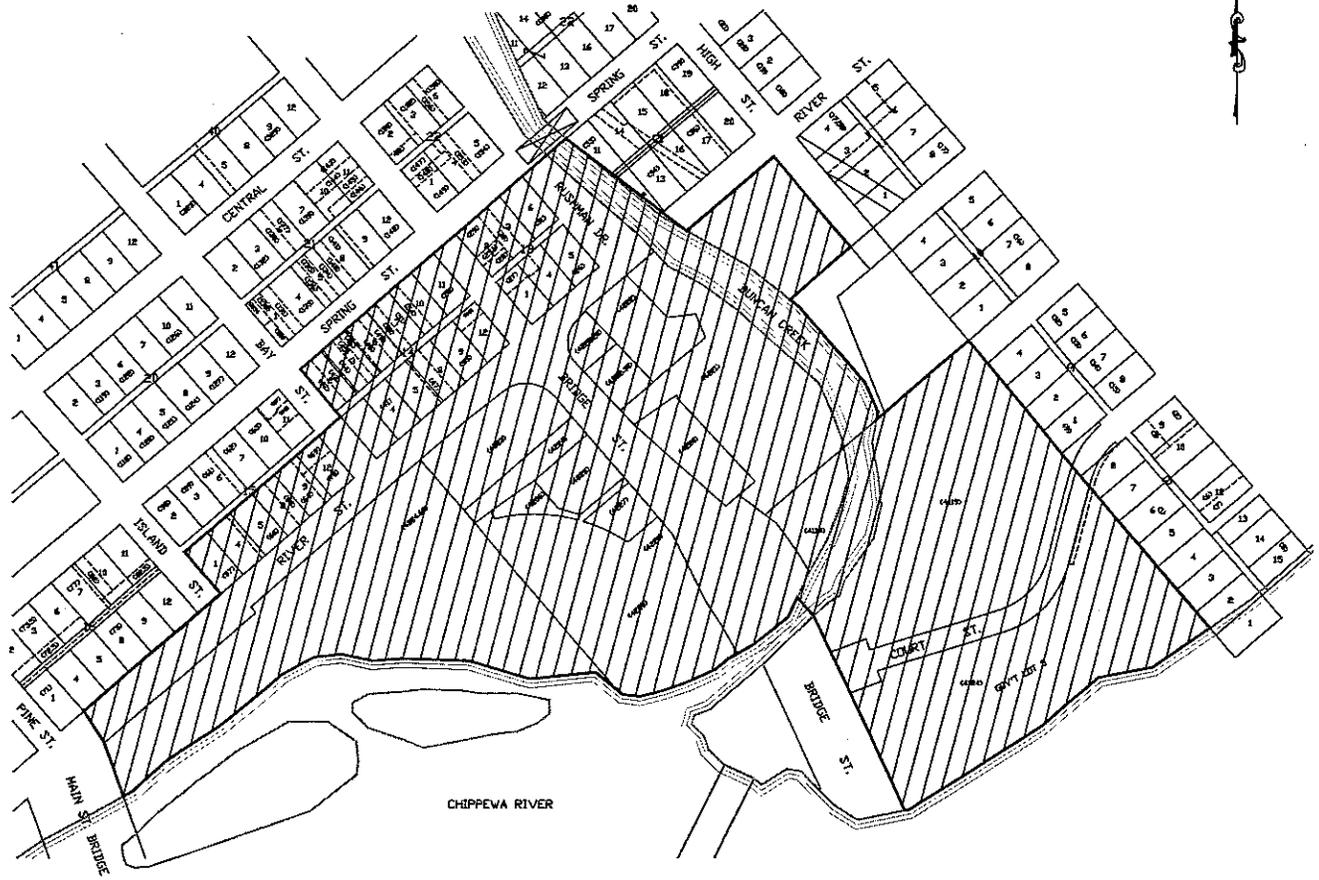
**FOR  
DESIGN AND ENGINEERING SERVICES  
DOWNTOWN CHIPPEWA FALLS RIVERFRONT PLAN**

	<u>LEVEL OF EFFORT HOURS</u>	<u>COST (LUMP SUM)</u>
A. Downtown Chippewa Falls Riverfront Plan Design	_____ Hours	\$ _____
B. Downtown Chippewa Falls Riverfront Plan Engineering	_____ Hours	\$ _____
C. Citizen Participation	_____ Hours	\$ _____
D. Maintenance/Management Plan	_____ Hours	\$ _____
E. Implementation Strategy	_____ Hours	\$ _____
<b>TOTAL</b>	_____ Hours	\$ _____

EXHIBIT D

PLANNING AREA MAP

EXHIBIT 'D'  
PLANNING AREA MAP



PLANNING AREA   
PUBLICLY-OWNED PROPERTIES 



PROJECT LOCATION