

DODGE COUNTY



REQUEST FOR BIDS

**Site Prep Work for Prefabricated Precast Concrete Family Style Restroom/Shower Building at Astico Park
Land Resources & Parks Department, Dodge County, WI**

RFB NUMBER: #82 2024-07

Issued Date: October 10, 2024

RFB Opening

Friday, November 1, 2024 at 10:00 am

Dodge County Administration Building

Conference Room 3A – Third Floor

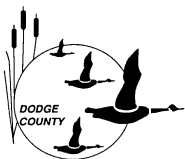
127 E Oak St

Juneau, WI 53039

Submit Sealed RFB's To:

Dodge County Clerk
Administration Building
127 E Oak St.
Juneau, WI 53039
(920) 386-3600

Office Hours: 8:00 am – 4:30 pm Monday through Friday



DODGE COUNTY CORPORATION COUNSEL

Purchasing Division

127 East Oak Street, Juneau, WI 53039

(920)386-4224

Email: tsteinbach@co.dodge.wi.us

Request for Bids (RFB)

Site Prep Work for Prefabricated Restroom/Shower Building at Astico Park

Land Resources & Parks Department, Dodge County, WI

RFB NUMBER: #82 2024-07

Dodge County is requesting sealed bids from qualified firms to perform the site prep work for the placement of a new prefabricated precast concrete family style restroom/shower building. In addition, the concrete aprons and approaches to be completed after the shower building is delivered and installed. The restroom/shower building will be installed, leveled and prepared for use by another vendor under a separate contract. The installation will take place at Astico Park located at N3620 County Road TT, Columbus, WI.

This project is being supported, in whole or in part, by federal award number RT84E76DK1Z1 awarded to the County of Dodge by the U.S. Department of the Treasury.

Request for bid packets will be available starting October 10, 2024, on the Dodge County website at <https://www.co.dodge.wi.gov/departments/departments-e-m/finance/request-for-proposals-bids> and may also be obtained on DemandStar at: www.demandstar.com.

Bids must be submitted to the Dodge County Clerk no later than 10:00 am CST on Friday, November 1, 2024. Bids must be submitted in a sealed envelope clearly marked "Site Prep Work for Prefabricated Precast Concrete Family Style Restroom/Shower Building at Astico Park". No faxed or emailed bids will be accepted and there is not an option to submit bids online.

A non-mandatory on-site visit is scheduled for Tuesday, October 22, 2024, at 10:00 am, at Astico Park, N3620 County Rd TT, Columbus, WI. This is an opportunity to see the project site, the site conditions, and to take measurements for this project.

Dodge County encourages the participation of minority, women-owned and disadvantaged business enterprises. Dodge County reserves the right to waive any informalities or technicalities and to reject any and all bids or parts thereof deemed to be unsatisfactory or not in the County's best interest. Furthermore, Dodge County reserves the right to cancel any order or contract for failure of the successful vendor/contractor to comply with the terms, conditions and specifications of the request and/or contract. Dodge County reserves the right to award this request to the vendor/contractor whose bid is overall the most advantageous to the County in the County's sole determination.

Trista Steinbach
Purchasing Agent

I. Request for Bid

Dodge County is requesting sealed bids for performing the site prep, site restoration and concrete work for the placement of a new prefabricated precast concrete family style restroom/shower building. The concrete aprons and approaches are to be installed within 2 weeks of the prefabricated restroom/shower building installation. The prefabricated restroom/shower building will be furnished, installed, and leveled by another vendor selected under a separate contract by Dodge County. Concrete aprons and approaches to be constructed per specifications identified in the Scope of Work below.

Job Address: Dodge County Astico Park, N3620 County Road TT, Columbus, WI.

Scope of Work

Site Prep Work Location:

- Astico Park, N3620 County Rd. TT, Columbus, WI
 - One (1) Prefabricated concrete restroom/shower building
 - One (1) Open air shelter

Additional Requirements /Specifications

- Demolition and removal of nearby vault toilet. Fill hole to level grade.
 - Dodge County will have the toilet pumped, cleaned, and dry prior to demolition.
- Demolition and removal of existing shelter.
- Site prep area to receive new prefabricated concrete restroom/shower building per vendor recommendations. Building vendor TBD via separate bid. Including excavation, and compacted pea gravel bed with concrete footings similar to attached diagrams. (Exhibit A)
 - In preparing the site for the restroom/shower building, depth will be according to specific building specifications to achieve a 6" above grade floor level to prevent water or rainfall from flowing into the building.
 - The base fill material will be determined by Dodge County based on the restroom/shower building supplier recommendations. Example: compacted sand or pea gravel (pea gravel preferred).
- Contractor shall design and pour a foundation suitable for building to sit on. Foundation shall be level to within 1/4".
- Contractor shall rough in mechanicals according to mechanical rough in drawing provided by building manufacturer. Mechanicals shall be terminated at top of foundation. Final mechanical connections shall be done by contractor including floor drains.
- Provide onsite level pad as needed for crane and semi use to sit side by side under their own power. Working radius shall be 35' from center pin on crane or other specifications provided by restroom/shower building supplier.
- Provide backfill and finish grading around new restroom/shower building per specifications. Backfilling should be completed immediately after building placement.
- Coordinate efforts with the restroom/shower building provider who will be installing, leveling and preparing for use the restroom/shower building.
- Contractor must be on-site during placement of the restroom/shower building to assist in site adjustments as may be needed for final placement and levelling.

- Install concrete aprons around the new restroom/shower building.
 - Properly prepare site with a minimum of 4" compacted gravel.
 - Concrete surrounding the building with the following dimensions
Sides = 10' x 48' (x 2) = 960 sq. ft.
 - Front 22' x 10' = 220 sq. ft.
 - Back 22' x 4' = 88 sq. ft.
 - For a total of approximately 1,268 sq. ft. of 4" depth concrete around the perimeter of the building
(see below picture for reference)



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- Install concrete pad for the new open-air shelter
 - Prepare site with a minimum of 4" compacted gravel.
 - Pad shall be 28' x 44' x 5" depth. =1,232 sq. ft.
 - Footing depth at specific locations per contractor recommendations.
- Upon completion of the concrete walk/apron, approaches, and shelter pad, the contractor shall backfill, finish grade, seed and mulch. Topsoil to be added and finely graded at sufficient height to accommodate settling that will match concrete grade.
- ADA accessible.
- County will provide local permitting requirements.
- Contractor to provide proper utility locates.
- Contractor shall submit proposed service agreement / contract.

II. Project Timeline

Site Prep Work for the prefabricated restroom/shower building at Astico Park, depending on weather conditions:

• Project Start	April 1, 2025
• Site Prep Work	April 1, 2025
• Deliver and Install of Restroom/shower building	June, 2025
• Concrete Walk/Approaches and Aprons	July 15, 2025
• Project Complete	July 15, 2025

Final Completion of the project is required by July 15, 2025. This date will be reflected in the Contract for the project. A liquidated damages clause may be included in the contract.

III. Pre-Bid Meeting

A non-mandatory on-site visit is scheduled for Tuesday, October 22, 2024, at 10:00 am, at Astico Park, N3620 County Rd TT, Columbus, WI. This is an opportunity to see the project site, the site

conditions, and to take measurements for this project.

IV. Submittal Schedule

Task	Date
RFB Issued	October 10, 2024
Mandatory Pre-Bid Meeting	October 22, 2024, at 10:00 am
Deadline for questions: Questions must be emailed to: tsteinbach@co.dodge.wi.us	October 25, 2024
Final Addendum Issued	October 28, 2024
BID Submission Deadline & Public Opening	November 1, 2024, at 10:00 am
Review and Recommendation	November 2024
County Board Approval	November 2024
Contract Negotiation / Awarding of Contract	November/December 2024

V. Bid Opening

The Bid Opening will take place on Friday, November 1, 2024, at 10:00 am. at the Dodge County Administration Building, Conference Room 3A – Third Floor, 127 E Oak St, Juneau, WI 53039

Dodge County reserves the right to request any additional information that it deems necessary during the evaluation process.

VI. Insurance Requirements

Minimum Scope and Limits

- A. Architects, Engineers, Other professionals – Errors & Omissions (Professional Liability) coverage, with a minimum limit of \$1,000,000 per claim, \$2,000,000 annual aggregate. This insurance is to be maintained for at least two years after completion of the project. If the vendor/contractor changes insurance carriers and this policy is provided on a “claims made” basis, the vendor/contractor will secure the appropriate coverage extension to provide coverage to the project for a period of at least two years following the completion of the project.
- B. Commercial General Liability coverage with limits of no less than the following:
 - 1. General aggregate limit per project \$2,000,000
(Other than Products-Completed Operations)
 - 2. Products-Completed Operations Aggregate per project \$1,000,000
 - 3. Personal and Advertising Injury Limit \$1,000,000
 - 4. Each Occurrence Limit \$1,000,000
 - 5. Fire Damage Limit-any one Fire \$ 50,000
 - 6. Medical Expense Limit-any one Person \$ 10,000
- C. Automobile Liability coverage with minimum limits of \$1,000,000 combined single limit per accident for bodily injury and property damage, provided on a Symbol 1- Any Auto basis.
- D. Worker’s Compensation and Employers Liability Insurance with sufficient limits to meet underlying Umbrella Liability Insurance requirements.

- E. Umbrella Liability providing coverage at least as broad as the underlying General Liability, Automobile Liability and Employers Liability coverages, with a minimum limit of \$2,000,000 each occurrence and \$2,000,000 annual aggregate, and a maximum self-retention of \$10,000.

Other Requirements

- A. Acceptability of Insurers. Insurance is to be placed with insurers who have a Best's Insurance Reports rating of no less than A and a Financial Size Category of no less than a Class VI, authorized as an admitted insurance company in the State of Wisconsin.
- B. Certificates of Insurance acceptable to Dodge County shall be submitted prior to commencement of the work. Certificates shall contain a provision that coverage afforded under the policies will not be cancelled until at least 30 days' prior written notice has been given to Dodge County.
- C. Dodge County, Dodge County's elected and appointed officials, and Dodge County employees shall be named as additional insureds on all liability policies for liability arising out of project work. Please provide a copy of this endorsement with your certificate of insurance.

VII. General RFB Information

- A. Dodge County requires a high level of service from any firm/contractor who is looking to do business with the County. Quality, service and price are all critical factors that Dodge County considers when doing business and in continuing business with firm/contractors. This is especially important when it comes to the requirements of this request. Dissatisfaction due to product or performance may result in Dodge County discontinuing service with a vendor/contractor.
- B. Dodge County is a tax-exempt municipality under Section 77.54(9a) (b), Wis. Stats.
- C. Successful firm/contractor(s) shall provide a certificate of insurance, including naming Dodge County, its officers, elected officials and employees as Additional Insureds, upon bid award.
- D. All bids shall be binding for ninety (90) calendar days following the bid opening date unless the firm/contractor(s), upon the request of the County, agrees to an extension.
- E. Payment for services will be made to successful firm/contractor(s) contingent upon County's acceptance and approval of all work done and/or products provided, or services rendered. Acceptance as herein means acceptance by the County of all work performed or products provided and services rendered, after the department's authorized agent has found it to be in compliance with the specification requirement. Fuel surcharges or surcharges of any kind will not be allowed.
- F. Firm/contractors may withdraw their bid at any time before the bid due date and time by written request for withdrawal to the Purchasing Agent and by presenting proper identification upon request. **Faxed and emailed bids will be rejected. Late bids will not be accepted.**
- G. Dodge County's Standard Terms and Conditions available at: <https://www.co.dodge.wi.gov/departments/departments-e-m/finance/purchasing-division> are applicable to this request and are hereby made a part of it.
- H. RFB packet, updates and addenda are available on the Dodge County Request for Proposals/Bids website, <https://www.co.dodge.wi.gov/departments/departments-e-m/finance/request-for-proposals-bids>, and may also be obtained on DemandStar at: www.demandstar.com. It is the firm/contractor's responsibility to view the RFB document and check the website for any updates and addenda prior to submitting a bid for this request. Failure to do so in no way obligates the County to issue addendum or other information concerning this request to the vendor/contractor.
- I. No reimbursement will be made by the County for any cost incurred in preparing responses to this solicitation, or for cost incurred before a formal notice to proceed is issued if a contract is awarded.
- J. Dodge County shall be the owners of any, and all of the reports, plans, specifications and documents resulting from this RFB and firm/contractor shall provide both digital and hard copies of all reports, plans and documents as indicated in this RFB to Owner in a format usable to the County. Awarded firm/contractor(s) shall also waive any rights to copyright

protection so Owner may reproduce, distribute and use all reports, plans, specifications and documents as it so chooses.

- K. Any bid/response and any, and all supporting materials submitted in conjunction with this request may become a public record, subject to public inspection.
- L. Firm/contractors responding to this request shall include with the bid a proposed contract covering all the terms, conditions and specifications for the performance of all work for this request. Proposed contract shall incorporate at a minimum the County's terms and conditions and the contract requirements contained herein.
- M. Bidders shall list any consultants or subcontractors that may be used to complete this project.
- N. All questions resulting in further clarification or modification to this (RFB) document will be handled by written addenda. Questions shall be directed to the Purchasing Agent via email to tsteinbach@co.dodge.wi.us. Questions must be asked at least three (3) business days prior to the bid due date. Questions received after this time may not be answered. Any changes as a result of issues raised will be made by written addenda and posted on the Dodge County website at <https://www.co.dodge.wi.gov/departments/departments-e-m/finance/request-for-proposals-bids>, and may also be obtained on DemandStar at: www.demandstar.com. It is the firm/contractor's responsibility to check the website for addenda prior to submitting your bid. Oral and other interpretations or clarifications will be without legal effect.
- O. Dodge County assumes no responsibility or liability for any error or omission in any part of this RFB or resulting design. Prior to the deadline for questions, a firm/contractor shall notify Dodge County of any error for any error or omission in any part of this RFB or resulting design. Prior to the deadline for questions, a firm/contractor shall notify Dodge County of any error, omission, inconsistency or other factor which requires clarification that is discovered while reviewing the documents or preparing a bid. Such notification shall be made in writing to Dodge County Purchasing Agent.
- P. Confidentiality and Security – This document or any portion thereof may not be used for any purpose other than the submission of bids. The successful firm/contractor must agree to maintain security standards consistent with the confidentiality and security policies of Dodge County and any applicable state or federal laws or regulations. These include strict control of access to secure areas, sensitive data and maintaining confidentiality of information gained while carrying out their contractual obligations. The successful firm/contractor will be required to ensure that all firm/contractor's personnel providing services to the County which require access to secure and confidential Dodge County information or facilities, meet the criteria for personal security clearance prescribed by Dodge County. Dodge County reserves the right to deny access to any individual that is not fully compliant with security criteria without disruption to timeline or adjustment to project cost.
- Q. Dodge County reserves the right to require background checks for any employee or subcontractor employee involved in this project from the awarded firm/contractor(s).
- R. Unpublished information pertaining to Dodge County, or its employees obtained by the firm/contractor as a result of participation in this RFB or resulting contract is confidential

and must not be disclosed without written authorization from Dodge County Corporation Counsel or pursuant to a court order.

- S. INDEMNIFICATION Dodge County requires any contract or agreement to contain an indemnification clause in which firm/contractor holds harmless Dodge County, its officers, elected officials and employees harmless from and against any and all claims arising from contracts between the firm/contractor and third parties made to effectuate the purposes of this RFB. Dodge County will not agree to mutual indemnification or to indemnify firm.
- T. NON-COLLUSIVE STATEMENT Each firm/contractor, by submitting a response, certifies that it is not a party to any collusive action with Dodge County personnel and/or firm/contractors. Each firm/contractor also certifies that it is not a party to any collusive action with any other party submitting a bid in response to this solicitation.
- U. Dodge County reserves the right to reject any or all bids or parts thereof, to waive any technicality in any bid and accept any bid deemed to be the most advantageous to the County. It is possible that multiple awards may be made through this RFB process.
- V. This request and possible resulting contract shall be interpreted under the laws of the State of Wisconsin. Any disputes or claims that arise under this contract shall be litigated in the Circuit Court of Dodge County, WI.

VIII. Bonds

Bid Bond/Performance Bond: A bid bond must be submitted with your bid. The bid bond must be in the form of Cashier's Check or Certified Check in the amount of five percent (5%) of the total bid amount. Cashier's Check or Certified Check will be returned within 45 days of the bid opening after the project is awarded. All projects estimated to cost over \$50,000 will require a 100% Performance and Payment Bond to be obtained by the selected contractor and provided to Dodge County prior to commencement of work.

IX. Bid Form

We, the undersigned, propose to conduct site work to Dodge County, Wisconsin, for a prefabricated restroom/shower building to Astico Park in accordance with this RFB # 82 2024-07 and specifications hereto at the prices identified for the Primary Bid below.

RFB #82 2024-07		BID Form	
Site Prep Work for Prefabricated Precast Concrete Family Style Restroom/Shower Building at Astico Park			
	Sq. Ft.	Unit Price	Total Price
Site Work	N/A		\$ _____
Restroom/Shower Building Concrete Apron	1,268		\$ _____
Open Air Shelter Concrete Pad	1,232		\$ _____
Total Cost (NOT TO EXCEED)			\$ _____
Price for addition Concrete apron / path approach work if needed beyond Bid specifications above, to be provided at: _____ per sq. ft.			

Dodge County reserves the right to award this project, reject any or all bids or parts thereof, to waive any technicality in any bid and accept any bid deemed to be the most advantageous to the County.

X. Location Map

DODGE CO. WI



XI. Statement of Acknowledgment

Site Prep Work for Prefabricated Restroom/Shower Building at Astico Park
Land Resources & Parks Department, Dodge County, WI
RFB NUMBER: #82 2024-07

Complete this page and include it with your sealed response to the request.

I have read this Request for Bid (RFB), all the attachments, addenda (if any) and exhibits issued for this project and understand the contents and requirements.

Binding Signatures:

The undersigned vendor/contractor, submitting their bid, hereby declares and agrees to be bound, and to perform the work in accordance with all the terms, conditions and requirements of this Request for Bid, the within and foregoing bid, the contract, the applicable specifications, special provisions, and the schedule of prices as hereby submitted and made part of their bid submission.

Company: _____

Address: _____

Original Signature: _____

Name (Print/Type) _____

Title_____Date_____

Phone Number:_____Fax Number: _____

E-mail:_____

XII. Addenda Acknowledgement

I/we hereby acknowledge receipt of the following addenda(s):

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

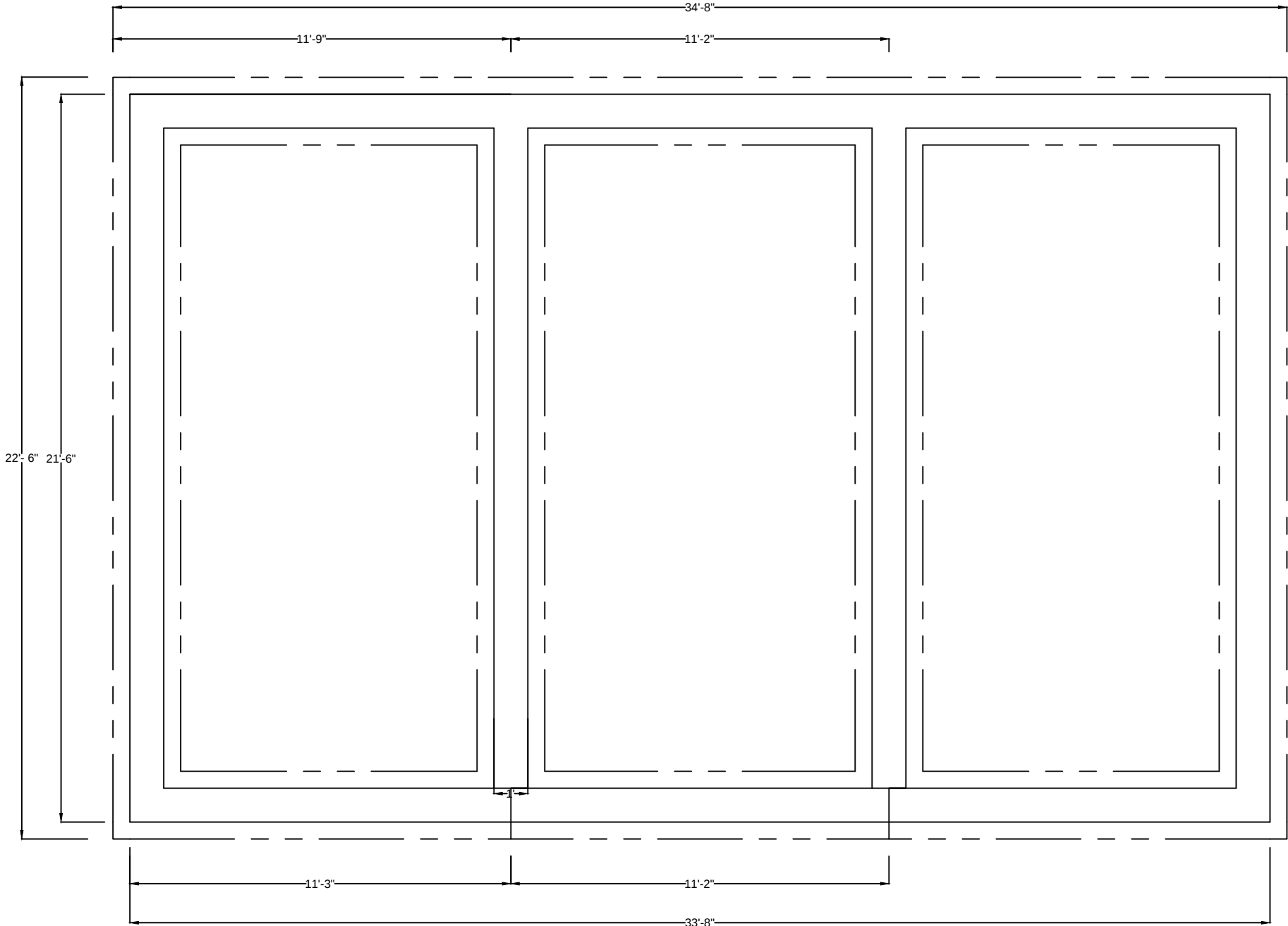
I/we further certify that no agreement has been entered into to prevent competition for said work and that I/we carefully examined the plans, specifications, form of contract and all other contract documents.

I/we further agree to enter into the contract, as provided in the contract documents, under all the terms, conditions and requirements of those documents.

If no addenda were issued, the vendor/contractor shall so indicate and sign this document.

Vendor/Contractor

Representative Signature



General Notes

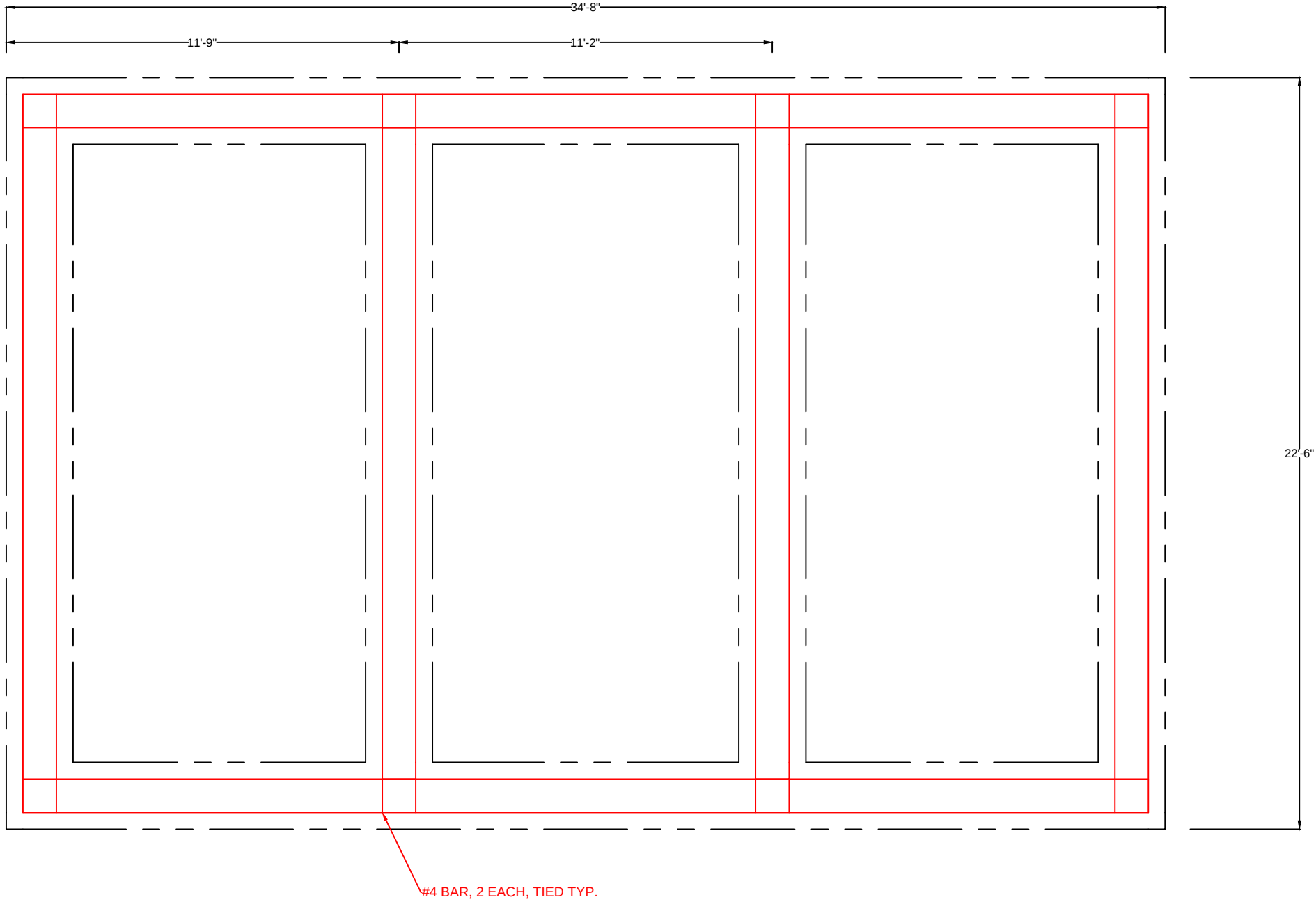
FOUNDATION EXAMPLE
NOT FOR CONSTRUCTION

No.	Revision/Issue	Date

Print Name and Address

Project Name and Address

Project	Sheet 001
Date	
Scale	



General Notes

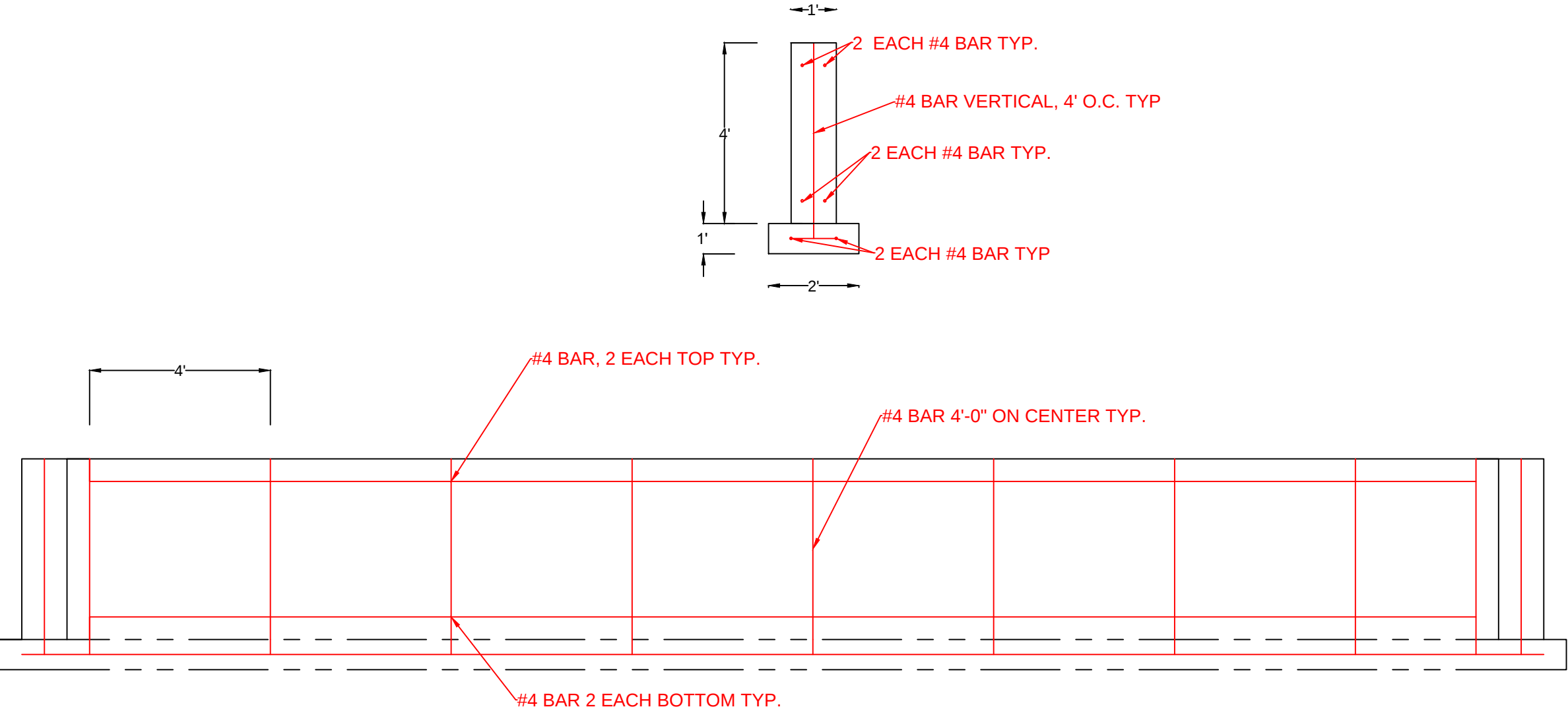
FOUNDATION EXAMPLE
NOT FOR CONSTRUCTION

No.	Revision/Issue	Date

Client Name and Address

Project Name and Address

Project	Sheet
Date	002
Scale	



General Notes

FOUNDATION EXAMPLE
NOT FOR CONSTRUCTION

No.	Revision/Issue	Date

Project Name and Address

Project Name and Address

Project	Sheet
Date	003
Scale	