

# REQUEST FOR PROPOSAL

## CLARK CREEK WATERSHED STUDY

Thursday, September 23, 2010

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- I. Point of contact: Joe Van Berkel, County Conservationist  
Sauk County West Square Building  
505 Broadway Street  
Baraboo, Wisconsin 53913  
(608) 355-3245  
jvanberkel@co.sauk.wi.us
- II. Proposal Due Date: Original and six (6) sealed copies of the proposal must be received and date stamped no later than 3:30 p.m., Monday, October 11, 2010. Faxes are not acceptable. Proposals or amendments received by Sauk County after that time will not be considered. Public Opening of RFP's will be conducted by the County Conservationist at 4:00 p.m., Monday, October 11, 2010 at the Sauk County West Square Building, Room Number 213. Final approval will occur at the October 19 meeting of the Sauk County Board of Supervisors.

III. **ALL PROPOSALS MUST BE ADDRESSED TO:**

County Clerk  
Sauk County West Square Building  
505 Broadway Street  
Baraboo, Wisconsin 53913

The words "**Clark Creek Watershed Study**" must be marked on the opaque, sealed envelope.

PART ONE  
INTRODUCTION AND GENERAL INFORMATION

1.0 INTRODUCTION

- 1.1 This document constitutes a request for competitive, sealed proposals from qualified firms to serve as consultant(s) for information gathering, analysis, review, evaluation and recommendations for addressing the flooding issues occurring in the Clark Creek watershed.

2.0 ORGANIZATION

- 2.1 This document, referred to as a Request for Proposal (RFP), has been divided into the following parts for the convenience of the vendor:

- 2.1.1 Part One - Introduction and General Information
- 2.1.2 Part Two - Specifications
- 2.1.3 Part Three - General Requirements - Contract Standard Terms and Conditions
- 2.1.4 Part Four - Proposal Submission Information
- 2.1.5 Part Five - Cost Proposal / Signature Page

3.0 DEFINITIONS

- 3.1 For the purpose of this RFP the vendor will be referred to as Vendor and Sauk County will be referred to as County.

4.0 BACKGROUND INFORMATION

- 4.1 Sauk County is one of 72 units of county government in the State of Wisconsin and is a municipal corporation existing pursuant to the authority of Chapter 59 of the Wisconsin Statutes. Sauk County encompasses 840 square miles including 22 towns, 14 villages, and 3 cities. The estimated population is 61,338.
- 4.2 Sauk County has available LiDAR data for use in the project. The data was generated from 2005 air photos and has a 95% confidence level of Vertical Accuracy to within 30 cm.
- 4.3 The FEMA Flood Insurance Rate Map for Clark Creek was prepared after the 2008 June flood event and was adopted by the County Board of Supervisors in December of 2010.

PART TWO  
SCOPE OF WORK  
PROFESSIONAL CONSULTING SERVICES

1.0 SPECIFICATIONS AND SERVICES TO BE PROVIDED:

1.1 Scope of Work to be Performed.

Sauk County is requesting proposals from qualified engineering firms to study and prepare a detailed hydrologic study of the Clark Creek watershed located in the Town of Greenfield in eastern Sauk County, Wisconsin. The watershed was severely impacted by a flood event in 1993 that caused considerable damage. Since then there has been recurrent flooding in the area by much smaller storm events including storm occurrences in 1996, 2000 and 2008. During the June 2008 storm event the creek was forced out of its regular channel and rerouted down to the Baraboo River causing extensive damage to several buildings in its new path.

The study will begin with a detailed analysis that will consider the natural setting of the watershed and how this setting has changed over time. This analysis shall include changes to the runoff and peak discharge from land use changes in the watershed over the last fifty year period. It should also include evaluation of erosion, sedimentation and stream channel location changes. The study shall evaluate the impacts of the 1993 flood to stream channel and the surroundings and whether the changes that resulted within the watershed are beginning to stabilize or whether they may be able to be stabilized by either structural measures or other means.

The study will evaluate the entire watershed, determine runoff factors for each subarea of the watershed, estimate the runoff and peak discharge contributions from each segment and identify possible ways to reduce these factors. The study shall analyze this data for the 10, 25, 50 and 100 year storm events. The study will include an analysis of the hydrologic as well as the hydraulic components as well as both the physical and geological setting of the watershed and the impacts that they may have on the flooding. It will evaluate all bridges and culverts along the stream to determine the capability of each to handle the anticipated peak discharges from 10, 25, 50 and 100 year storm events and recommend any possible changes that would allow the structures to better accommodate these storm events. Culverts and bridges will also be evaluated for their accessibility during each of these identified storm events for the purpose of cleaning out any accumulated debris. All culverts and bridges shall also be evaluated for their present condition and their orientation in regard to stream flow and the impacts each of these items may have on storm related flow.

A Federal Emergency Management Agency report (available through the Land Conservation Department web site at [co.sauk.wi.us](http://co.sauk.wi.us)), completed after the 2008 flood identified the following potential mitigations that should be studied in more depth to determine their feasibility, cost and practical value in flood control. The study should evaluate each of these options alone and in combination to determine their feasibility to reduce flooding and sediment movement impacts. The study should also include at least two other possible mitigation or engineering solutions that the engineering firm shall propose to address the concerns.

**1. Stabilization of the Banks to Pre-1993 Conditions.** The 1993 flood event did considerable damage to the stream structure and conditions. Many high banks were eroded and the deposition has filled the stream channel. The study will look at the cost and feasibility of stabilizing these banks.

**2. Realignment of the Channel of Clark Creek.** Clark Creek has rerouted its channel several times since the 1993 flood including significant relocation of the main channel for part of its length in the 2008 flood event. There is also some historical record of the realignment of the channel. Landowners have promoted the possibility of realigning the channel to the east of its present course to eliminate the numerous crossings of roads and driveways and to move the path away from the development located along the stream. The study should evaluate the feasibility and estimated cost of a proposed realignment.

**3. Installation of Flow Diverters.** Flow diverters could reduce bank erosion in problem areas but will not address all of the problems. The study should look at the possibility of installing critical flow diverters, their cost and the impact they may have on the overall flooding.

**4. Construction of Sediment-catchment Basins along the Stream.** Sediment basins could reduce the amount of sediment delivered and impacting the lower reaches of the stream but would require regular clean-out and maintenance to provide long-term protection. The study should evaluate the best location for these basins, their scale, the estimated installation cost, sediment retention and impact on downstream properties and maintenance cost.

**5. Construction of a Dam at the Clark Creek Headwaters.** Residents have proposed a dam in the upper reaches to reduce peak flows and flooding impacts. The study should do an evaluation of the cost benefit of dam construction and address concerns regarding liability, maintenance and hazard mitigation that would need to be addressed to install a dam.

**6. Construction of an Emergency Spillway at Maxwell Farm.** In the 2008 flood the Creek reacted to a plugged culvert by creating its own emergency spillway along a new path through the Maxwell property before reconnecting to the original stream channel. Residents have suggested this natural spillway be altered to become an emergency spillway, rerouting the stream for its remaining length to the river. The study should look at the feasibility and cost of developing this emergency spillway to handle flood events that exceed a 10 year storm event.

**7. Realignment of Highway 113.** The study should evaluate the feasibility of relocating Highway 113 with Wisconsin Department of Transportation (DOT) engineering staff to evaluate the potential cost of this option against other flood mitigation strategies.

**8. Replacing Culvert at Maxwell Farm with a Bridge.** Replacing the existing box culvert with a larger cross-sectional area bridge could greatly increase flow capacity. The study should evaluate the cost of this option with DOT engineering staff to use as a comparison.

**9. Replacing Culvert at Maxwell Farm with a Low Water Crossing.** This option was identified in the FEMA report but is not likely to be an accepted approach for a state highway. The study contractor shall investigate this possibility with DOT engineering staff to evaluate its feasibility as an option.

**10. Realignment of the Culverts.** Several culverts along the stream channel do not line up with the flow direction resulting in reduced flow rates and an increased propensity for plugging due to moving debris. The study should evaluate all culverts for flow capacity, proper sizing, proper directional flow and cost of replacement if recommended.

**11. Installation of Debris Barriers at Entrances to Culverts.** The movement of debris from the middle reaches of the stream has plugged culverts and caused the rerouting of the stream flow. Debris barriers could be installed to address this concern but would also need regular

inspection and clean out. The study should evaluate the cost of installation, most critical sites to install barriers and evaluate the long-term maintenance costs.

**12. Installation of Perforated Standpipes in Lieu of the Standard Culverts.** Perforated standpipes allow flow into the culverts while limiting the entry of debris. The study should investigate their feasibility in the stream, the cost of installation and the estimated cost of maintenance and reliability of these standpipes.

**13. Acquisition or Relocation of Threatened Structures.** There are several structures threatened by either severe bank erosion in the middle reaches of the stream channel or by deposition and the resulting channel relocation in the lowest reaches of the stream corridor. The study should identify and prioritize those structures most threatened by these factors and provide the estimated cost for either acquisition and removal or relocation of the buildings.

**14. Elevation / Flood-Proofing of Structures.** The structures located in the lower reaches of the stream corridor are impacted by sediment movement and deposition around the structures and the resultant relocation of the stream channel. The study should evaluate the potential for providing adequate protection to the structures and safety to the residents through elevation and flood proofing measures. The evaluation should include costs and comparison of both cost and safety versus acquisition and relocation.

**16. Debris Removal.** The middle section of the stream contains an abundance of large woody debris deposited into the channel by flooding and erosion events both by and since the 1993 flood. This debris has clogged culverts and caused more extensive damage when the stream reroutes around the obstruction. The study should estimate the extent, cost, and effectiveness of a debris removal effort and all consequences of this action.

**17. Other.** Based upon the knowledge and experience of the qualified contractor and the evaluation performed on Clark Creek to address these listed items it is expected that the selected engineering firm will evaluate, at the minimum, two (2) other viable options to address the concerns. These options should be identified in the report, evaluated for effectiveness and a cost estimate prepared to allow comparison against the measures identified above.

*Each of the above options are explained more thoroughly in the available FEMA Report on Clark Creek at co.sauk.wi.us*

The final Clark Creek Watershed Study report shall evaluate all options, alone and in combination, identify a cost benefit ratio for each and clearly identify the final recommendations for use by the local residents, Town of Greenfield, Sauk County, and the Departments of Natural Resources and Transportation to determine the next steps in their efforts to address the issues. The study shall evaluate the hydrology of the watershed using any scientific and engineering principles involved and incorporate these into any corrective action plans recommended.

- 1.2 Timeline. This consultancy should begin in October of 2010 and must be completed no later than February 28, 2011.
- 1.3 Consultant shall hold two public meetings for residents and other interested parties, one in conjunction with the regularly scheduled day-time meeting of the Land Conservation Committee and the other during an evening session, in January 2011 to report on preliminary findings and accept inputs from residents and others interested in the issue.

1.4 Final Products to be Provided.

- 1.3.1 A final Clark Creek Watershed Study report detailing the evaluation of the possible mitigation efforts, the cost versus benefit ratio for each, the anticipated benefits of combined initiatives, possible issues and limitations of each in regards to regulation, environmental considerations and other factors and the recommended options identified as most feasible by the consultant. The report shall be completed before February 28, 2011.
- 1.3.2 An executive summary highlighting key recommendations.
- 1.3.3 An electronic copy of the written report in PDF format.
- 1.3.4 A final oral report presented to the Land Conservation Committee regarding recommendations to be scheduled after submission of the final written report.

## SAUK COUNTY

### PART THREE - GENERAL REQUIREMENTS STANDARD TERMS AND CONDITIONS (REQUESTS FOR PROPOSAL)

- 1.0 SPECIFICATIONS: The specifications in this request are the minimum acceptable. Sauk County shall be the sole judge or equivalency. Contractors are cautioned to avoid bidding alternates to the specifications which may result in rejection of their proposal.
- 2.0 DEVIATIONS AND EXCEPTIONS: Deviations and exceptions from terms, conditions, or specifications shall be described fully, on the contractor's letterhead, signed, and attached to the request. In the absence of such statement, the proposal shall be accepted as in strict compliance with all terms, conditions, and specifications and the contractors shall be held liable.
- 3.0 ACCEPTANCE-REJECTION: Sauk County reserves the right to accept or reject any or all proposals, to waive any technicality in any proposal submitted, and to accept any part of a proposal as deemed to be in the best interests of Sauk County.
  - 3.1 Proposals MUST be date stamped by the County Clerk, on or before the date and time that the proposal is due. Proposals dated and time stamped in another office will be rejected. Receipt of a proposal by the mail system does not constitute receipt of a proposal by the Committee.
  - 3.2 Proposals shall be submitted on company letterhead and signed by an officer of the company. Mark sealed envelope "**CLARK CREEK WATERSHED STUDY**".
- 4.0 TAXES: Sauk County and its agencies are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise tax on alcoholic beverages which is excepted by State Statutes.
- 5.0 ENTIRE AGREEMENT: These Standard Terms and Conditions shall apply to any contract or order awarded as a result of this request except where special requirements are stated elsewhere in the request; in such cases, the special requirements shall apply. Further, the written contract shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the contracting authority.
- 6.0 APPLICABLE LAW: The contractor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work of its conduct. The Sauk County Circuit Court shall be the court of exclusive jurisdiction for any litigation between the parties arising out of the performance of this contract. This contract shall be interpreted in accordance with the laws of the State of Wisconsin. It is understood that

requirements of Wis. Stat. § 59.52(29) do not apply to this solicitation as the contract awarded will not involve "public work" as defined by Wisconsin law.

- 7.0 ASSIGNMENT: No right or duty in whole or in part of the contractor under this contract may be assigned or delegated without the prior written consent of Sauk County.
- 8.0 SUBCONTRACTORS: If subcontractors are planned to be used, this should be clearly explained in the proposal. Sauk County reserves the right to reject any subcontractor. However, the prime contractor will be responsible for contract performance whether or not subcontractors are used.
- 9.0 ARBITRATION/APPEALS PROCESS: Notice of intent to protest and protests of any award made must be made in writing and filed with Sauk County Clerk, Sauk County West Square Building, 505 Broadway, Baraboo, Wisconsin 53913, within five (5) calendar days after discussion and recommendation of award through action by the Land Conservation Committee. The provisions of Chapter 68 of the Wisconsin Statutes shall apply.
  - 9.1 Any dispute arising after award as to performance, quality and/or quantity shall be subject to arbitration as provided under Chapter 788 of the Wisconsin Statutes.
  - 9.2 Sauk County reserves the right to have claims, disputes, or other matters in question decided by litigation. If Sauk County waives its right to litigation, then the arbitration provisions shall apply.
- 10.0 NONDISCRIMINATION: In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
  - 10.1 Failure to comply with the conditions of this clause may result in the contractor becoming declared an "ineligible" contractor, termination of the contract, or withholding of payment.
- 11.0 SAFETY REQUIREMENTS: All materials, equipment, and supplies provided to Sauk County must comply fully with all safety requirements as set forth by the Wisconsin Administrative Code, Rules of the Industrial Commission on Safety, and all applicable OSHA Standards.
- 12.0 HOLD HARMLESS: Contractor agrees to indemnify, hold harmless, and defend Sauk County, its officers, agents and employees from any and all liability including claims, demands, losses, costs, expenses and damages of every kind arising out of or in



connection with services provided pursuant to this contract where such liability is founded upon or grows out of acts or omissions of any agents or employees of the contractor.

- 13.0 **INSURANCE RESPONSIBILITY:** The contractor performing services for Sauk County shall comply with the insurance requirements contained herein.
- 13.1 Provide own insurance, countersigned by an insurer licensed to do business in the State of Wisconsin, covering the period of the agreement/contract indicating that Contractor is insured under professional liability insurance in an amount not less than minimum amounts reasonably necessary and sufficient within the profession.
- 13.2 Provide insurance certificates indicating required coverage, countersigned by an insurer licensed to do business in Wisconsin, covering the period of the agreement/contract. The insurance certificate is required to be presented prior to the issuance of the purchase order or before commencement of the contract.
- 14.0 **CANCELLATION:** Sauk County reserves the right to cancel any contract in whole or in part without penalty due to non-appropriation of funds, or for failure of the contractor to comply with the terms, conditions, and specifications of this contract.
- 15.0 **AUDIT:** During the term of the contract, the contractor shall, upon the request of the Sauk County Controller, make available at reasonable times and places, such information as may be required for the purpose of auditing submitted bills for the service provided under the contract.
- 16.0 **INDEPENDENT CONTRACTOR STATUS:** None of the officers, employees, or agents of the contractor are employees of Sauk County for any purpose, including but not limited to compensation, fringe benefits, or insurance coverage.
- 17.0 **PUBLIC RECORDS ACCESS:** It is the intention of the county to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities.
- 17.1 Bid/proposal openings are public unless otherwise specified. Records may not be available for public inspection prior to issuance of the notice of intent to award or the award of the contract.
- 18.0 **PROPRIETARY INFORMATION:** Any restrictions on the use of data contained within a request, must be clearly stated in the proposal itself. Proprietary information submitted in response to a request will be handled in accordance with applicable Sauk County procurement regulations and the Wisconsin public records law. Proprietary restrictions normally are not accepted. However, when accepted, it is the Contractor's responsibility to defend the determination in the event of an appeal or litigation.

- 18.1 Data contained in a proposal, all documentation provided therein, and innovations developed as a result of the contracted commodities or services cannot be copyrighted or patented. All data, documentation, and innovations become the property of the Sauk County.
- 18.2 Any material submitted by the proposer in response to this request that the proposer considers confidential and proprietary information and which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats., or material which can be kept confidential under the Wisconsin public records law, must be identified. Proposal prices cannot be held confidential.
- 19.0 DISCLOSURE: If a public official (s. 19.42, Wis. Stats.), a member of the public official's immediate family, or any organization in which a public official or a member of the official's immediate family owns or controls a ten percent (10%) interest, is a party to this agreement, and if this agreement involves payment of more than three thousand dollars (\$3,000.00) within a twelve (12) month period, this contract is voidable by the county unless appropriate disclosure is made according to s. 19.45(6), Wis. Stats., before signing the contract.
- 20.0 MATERIAL SAFETY DATA SHEET: If any item(s) on an order(s) resulting from this award(s) is a hazardous chemical, as defined under 29 CFR 1910.1200, provide one (1) copy of Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy with the invoice(s).
- 21.0 TERMINATION FOR CONVENIENCE: Sauk County reserves the right to terminate this contract for convenience upon 60 days notice.
- 22.0 TERMINATION FOR DEFAULT: Sauk County reserves the right to terminate the contract for default if, after twenty days written notice to cure default, contractor fails to satisfactorily cure the default.

PART FOUR  
PROPOSAL SUBMISSION INFORMATION

1.0 SUBMISSION OF PROPOSALS

- 1.1 Proposals must be signed, sealed, and returned (with all necessary attachments) to the address on the first page of this request, by the proposal receipt date and time so specified.
  - 1.1.1 In addition to the original proposal, the proposer should include one (1) original and six (6) copies of his/her proposal.
  - 1.1.2 The proposer shall not submit a proposal by fax machine because only sealed proposals are acceptable in response to this RFP.
- 1.2 The proposer must respond to the RFP by submitting all data required herein in order for his/her proposal to be evaluated and considered for award. Failure to submit such data shall be deemed sufficient cause for disqualification of the proposal from further consideration for award.
- 1.3 To facilitate the evaluation process, the contractor is encouraged to organize his/her proposal into distinctive sections that correspond with the individual evaluation categories described herein.
  - 1.3.1 Each distinctive section should be titled with each individual evaluation category and all material related to that category should be included therein.
  - 1.3.2 A letter constituting a signed acknowledgment of the original RFP and all signed amendments should be placed at the beginning of the contractor's proposal.

2.0 CLARIFICATION OF REQUIREMENTS

- 2.1 Proposers are strongly encouraged to read the "General Requirements" carefully prior to the submission of a proposal.
- 2.2 Any and all questions regarding specifications, requirements, competitive procurement process, etc., must be directed to the contact person as indicated on the first page of this RFP.

- 2.3 Proposers are cautioned not to contact the officers or employees of the County concerning this procurement during the competitive procurement and evaluation processes.
- 2.4 The proposer is advised that the only official position of Sauk County is that position which is stated in writing and issued by the contact person. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.

### 3.0 SUBMISSION REQUIREMENTS

- 3.1 A title page, showing the name of the individual/firm submitting this information and proposing to perform the work on this project.
  - 3.1.1 List the name, title and telephone number and e-mail addresses of that principal who will serve as the point of contact. Such an individual must be empowered to speak for the individual/firm on policy and contractual matters and should be familiar with the programs and procedures of the individual/firm.
- 3.2 Provide a comprehensive resume of the individual who will be assigned primary responsibility to serve as project manager on this project. Changes in the person listed here will not be allowed without permission from Sauk County, which shall not be unreasonably denied.
- 3.3 Resumes of other key personnel who will be assigned to this engagement.
- 3.4 A table of contents, including a clear and complete identification of the materials submitted by section and page number, if applicable.
- 3.5 A letter of transmittal including the following:
  - 3.5.1 A brief statement of understanding of the services to be provided.
  - 3.5.2 A commitment to perform the work if awarded the contract.
  - 3.5.3 A statement indicating the period for which the proposal is a firm and irrevocable offer.
  - 3.5.4 A statement detailing how the tasks described in Part Two, Section 1.1 will be accomplished.
- 3.6 A profile of the firm, detailing the experience of the firm and the experience and qualifications of the persons who will primarily be responsible for the work.

- 3.7 List projects of similar scope and size which demonstrate the individual/firm's competence to perform the work required on this project. Provide the name and telephone number of a contact person from at least three of these previous projects, if available.
- 3.8 A list of additional references. Of particular interest are other flood and watershed evaluation studies performed.
- 3.9 Any additional information not specifically requested that the proposer considers essential to this proposal.

#### 4.0 EVALUATION PROCESS

- 4.1 After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the comparative assessment of the relative benefits and deficiencies of the proposal in relationship to evaluation criteria shall be made by using subjective judgment. Critical components of the evaluation criteria shall be the information provided in Section 3.0 Submission Requirements, Section 6.0 Cost, Section 7.0 Reputation and Reliability, and Section 8.0 Proposed Method of Performance. Previous experience of Sauk County with the firm will also be a factor of consideration. The award of a contract resulting from this Request for Proposal shall be based on the lowest and best proposal received in accordance with the submission requirements.
- 4.2 After an initial screening process, a technical question and answer conference or interview may be conducted with selected firms, to clarify or verify the contractor's proposal and to develop a comprehensive assessment of the proposal. Only firms which Sauk County determines to meet its criteria will be invited to the conference and interview.
- 4.3 Sauk County reserves the right to consider historic information, whether gained from the contractor's proposal, question and answer conferences, references, or any other source, in the evaluation process.
- 4.4 The Contractor is cautioned that it is the contractor's sole responsibility to submit information and that Sauk County is under no obligation to solicit such information if it is not included with the contractor's proposal. Failure of the Contractor to submit such information may cause an adverse impact on the evaluation of the Contractor's proposal.
- 4.5 Sauk County reserves the right to negotiate the terms and conditions, including the price, as proposed in a Contractor's proposal. In addition, as part of such negotiations, Sauk County reserves the right to require supporting cost, pricing and other data from the Contractor in order to determine the reasonableness and acceptability of the proposal.

- 4.6 Submission of a proposal constitutes acceptance by the individual/firm of the conditions contained in this RFP.
- 4.7 There is no expressed or implied obligation for Sauk County to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.
- 5.0 CONTRACT AWARD
  - 5.1 Any award of a contract resulting from this RFP will be made only by written authorization from the Sauk County Administrative Coordinator.
- 6.0 COST
  - 6.1 The contractor must provide individual/firm cost proposal data for the services required from this contract. (Cost Proposal / Signature Form).
  - 6.2 In the evaluation of the contractor's proposal, Sauk County reserves the right to consider the value of money and any other economic impact factors as deemed appropriate and in the best interests of Sauk County.
- 7.0 REPUTATION AND RELIABILITY
  - 7.1 Reputation and reliability of the proposer's organization are considered in the evaluation process. Therefore, the proposer is advised to submit any information which documents successful and reliable experience in past performance related to the requirements of this RFP.
  - 7.2 The qualifications of the personnel proposed by the contractor to perform the requirements of this RFP will be considered in the evaluation. Therefore, the contractor should submit information related to the experience and qualifications of the staff proposed.
- 8.0 PROPOSED METHOD OF PERFORMANCE:
  - 8.1 The Contractor will be expected to be extremely responsive to the programmatic needs of Sauk County. The Contractor should detail specifically how they intend to carry out the responsibilities of the contract including the Contractor's ability to work with governmental clients.

PART FIVE  
COST PROPOSAL/SIGNATURE FORM

The submission of a proposal shall be considered as a representation that the proposer has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required.

The proper submission of this form by the proposer will be considered as the proposer's offer to enter into a contract in accordance with the provisions herein set forth.

If your proposal is accepted and a contract issued, then this Request for Proposal and all documents attached hereto including any amendments, the Contractor's price proposals and any other written offers/clarifications made by the Contractor and accepted by the County, will be incorporated into the entire contract between the County and the Contractor, and it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be deemed to exist or bind any of the parties hereto.

Acceptance will take place only upon award by the County, execution of this document by the proper County officials, and delivery of the fully-executed contract to the successful proposer. The contract may only be amended by written agreement by the Contractor and Sauk County.

**ATTACH YOUR COST PROPOSAL TO THIS FORM AND RETURN THE ORIGINAL AND SIX COPIES IN ACCORDANCE WITH THE INSTRUCTIONS AS NOTED IN THE REQUEST FOR PROPOSAL.**

CONTRACTOR (To be signed by a person authorized to legally bind your firm to this contract)

All proposal conditions and prices submitted shall remain firm for 90 calendar days following opening.

Proposer's Firm \_\_\_\_\_ Telephone No. (    ) \_\_\_\_\_

Address \_\_\_\_\_ Fax No. (    ) \_\_\_\_\_

City & State \_\_\_\_\_ E-mail \_\_\_\_\_

Web Site \_\_\_\_\_

BY: \_\_\_\_\_ Name: \_\_\_\_\_

(Manual Signature Required)

(Typed or Printed)

TITLE: \_\_\_\_\_ Date: \_\_\_\_\_

# COST PROPOSAL FOR SAUK COUNTY CONSULTING SERVICES REQUEST FOR PROPOSAL

## SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

NOTE: The proposer guarantees these rates from \_\_\_\_\_ to \_\_\_\_\_.

	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners	_____	\$ _____	\$ _____	\$ _____
Managers	_____	\$ _____	\$ _____	\$ _____
Supervisory Staff	_____	\$ _____	\$ _____	\$ _____
Staff	_____	\$ _____	\$ _____	\$ _____
Other (specify): _____	_____	\$ _____	\$ _____	\$ _____
Subtotal				\$ _____
Out-of -pocket expenses:				
Meals and Lodging:				\$ _____
Transportation:				\$ _____
Other (Specify): _____				\$ _____
Total compensation proposal for consulting services				\$ _____
Attach the Cost Proposal/Signature Form to this document.				