



**TOWN OF ROME  
ADAMS COUNTY, WISCONSIN**

**REQUEST FOR PROPOSAL (RFP) ARCHITECT/DESIGNER  
FOR ROME TOWN CENTER PARK**

Issued by the Town of Rome  
All required bid documents/copies must be submitted no later than  
November 6, 2020 at 12:00 PM CST to:

Town of Rome  
c/o Brad Martinson, Director of Public Works  
1156 Alpine Drive  
Nekoosa, WI 54457

**LATE BIDS WILL BE REJECTED**

There will be a public opening of the bids on November 6, 2020, at 12:15 PM CST  
Location: Town of Rome, 1156 Alpine Drive, Nekoosa, WI 54457

For further information regarding this RFP  
Contact: Brad Martinson, Director of Public Works  
(715) 325-8017  
[martinson@romewi.com](mailto:martinson@romewi.com)

*Positively applying the tools of government to serve and protect our people, strengthen our community  
and promote prosperity.*

## Architect/Designer for the Rome Town Center (RTC) Park

**Scope of Work:** Provide Architect/Design Services for the Bandshell/Restrooms/Pavilion Building (hereafter 'Building') from the ideas submitted by the Parks and Recreation Committee. The Building must conform with the Rome Town Center Design Guidelines and match an Olde World Alpine theme. The Building design should be a no maintenance design and include all drawings necessary to construct, including, but not limited to footings, elevations, structure, electrical, HVAC, plumbing and mechanical requirements. The Parks and Recreation Committee has estimated a cost of construction for the Building at \$90,000, not including foundation, and the design provided should reflect this cost estimate. Bids will be in the form of rate per hour and estimated number of hours to perform these services, as well as the cost to produce copies of the design in 3' x 5' black and white format.

**Performance Qualifications:** Architect/Designer must have a minimum of five years' experience in design and provide examples of his/her work within 75-miles for inspection and performance qualification.

**Pre-Qualifications:** All bidders must submit a list of equipment, operators, and any subcontractors to be used on the project.

**Completion:** Completion date is estimated to be March 1, 2021, contingent on final design approval by the Parks and Recreation Committee. Initial sketches/design will be submitted to the committee by January 1, 2021, with second draft returned by February 1, 2021. Final detailed design will be submitted 30-days after committee approval or March 1, 2021. A penalty shall be imposed of \$100.00 for each day beyond agreed to completion date. A waiver will be provided by the Parks and Recreation Committee if delayed because events beyond the contractor's control.

**Qualification or Contractor:** Contractor must at all times under this Contract be bonded and maintain in full force and effect insurance per owner's specifications. Contractor shall require all subcontractors, if any, to comply with the same insurance requirements.

### **General Liability**

\$2,000,000 General Aggregate  
\$2,000,000 Products  
\$1,000,000 Personal and Advertising  
\$1,000,000 Each Occurrence  
\$50,000 Fire Damage  
\$5,000 Medical Expense

### **Worker's Compensation and Employer's Liability**

\$100,000 each accident  
\$500,000 Disease-Policy limit  
\$100,000 Disease-each employee

### **Automobile Liability**

\$1,000,000 Combined Single Limit

**Property Damage**

\$1,000,000 Property Damage

**Umbrella Liability**

\$2,000,000 Minimum Limit Each Occurrence

\$2,000,000 Aggregate Limit

\$10,000 Maximum Self Retention

The Contractor shall provide the Town with certificate(s) of insurance showing the type, amount, effective dates, and expiration dates of required policies upon execution of the Contract, and prior to commencing work.

The Town reserves the right to reject any and all proposals and to accept the proposal most advantageous to the Town, even if that proposal is not the lowest in cost. All proposals will become the property of the Town of Rome and are subject to Wisconsin Open Records Statutes. Any and all costs incurred in preparing and submitting a response for the estimate are the sole responsibility of the submitting firm.

This proposal, submitted by the undersigned bidder to the Town of Rome, is in accordance with the advertised request for proposals. The bidder is to furnish and deliver all materials, and to perform all work for the improvement of the designated project in the time specified, in accordance with the appended proposal requirements and conditions.

\_\_\_\_\_  
Bidder Signature

\_\_\_\_\_  
Print Bidder Name

\_\_\_\_\_  
Bidder Title