

**REQUEST FOR PROPOSALS  
CITY OF OCONTO  
PARK AND RECREATION DEPARTMENT  
HOLTWOOD CAMPGROUND SHOWER BUILDING**

**LEGAL NOTICE**

The City of Oconto Parks and Recreation Department is requesting sealed proposals for the purchase of professional engineering services for the Holtwood Campground Shower Building Project. These services include all necessary design and specifications for the project.

Proposals will be accepted until Friday, March 30, 2018 at 4:00 pm local time. Proposals will not be publicly opened.

Proposals shall be sealed and clearly marked on the outside "Proposal for Holtwood Campground Shower Building," and shall be delivered to the City of Oconto Administrator's office located at 1210 Main Street, Oconto, Wisconsin. Proposals that are faxed or emailed will not be accepted.

Questions regarding this Request for Proposals shall be directed to John Bostedt, Parks and Recreation Director at [ocontoparks@cityofoconto.com](mailto:ocontoparks@cityofoconto.com). RFP documents are available at Oconto City Hall, 1210 Main Street, Oconto, Wisconsin or online at [www.cityofoconto.com](http://www.cityofoconto.com). All proposers are responsible for addendums.

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Oconto Parks and Recreation Department  
By: John Bostedt  
Parks, Recreation & Forestry Director

**REQUEST FOR PROPOSALS  
CITY OF OCONTO  
PARK AND RECREATION DEPARTMENT  
HOLTWOOD CAMPGROUND SHOWER BUILDING**

1) The City of Oconto Parks and Recreation Department will receive sealed Statements of Qualifications from Design Firms until 4:00 p.m., of March 30, 2018, in the office of the City Administrator for the Holtwood Campground Shower Building Project.

2) Project Description/Intent

The City of Oconto Parks and Recreation Department has applied for and is receiving grant funding from the Wisconsin Department of Natural Resources to construct a shower/laundry building at Holtwood Campground. The project is located within the floodplain and requires the completion of a floodplain analysis to determine impacts to the regional flood elevation. The proposed scope of work will include floodplain modeling, building design, and construction administration.

3) Proposal Requirements

- a. History/Experience: A brief history of the firm including size and experience with similar projects.
- b. Project Personnel: Identify key staff persons proposed to perform the scope of services requested with a description of education, training, and relevant experience.
- c. Statement of Understanding: A statement of the firm's understanding of the project and any assumptions used in the preparation of the proposal. Include the firm's knowledge of the project history to date.
- d. Project Schedule: Include a schedule identifying approximate timelines for all phases of the design process from initial contract to construction completion.
- e. Proposal Documents: Submitted proposals shall become the property of the City of Oconto and may be disseminated as deemed necessary. Proposals will not be returned. Proposals postdated or received after the designated date and time for submission will not be considered. The City of Oconto Parks and Recreation Department reserves the right to accept and/or reject any or all proposals.
- f. Liability Insurance: Proposals shall include coverage limits for general and professional liability.
- g. The City of Oconto Parks and Recreation Department Reserves the right to request additional information from any and all respondents, if necessary to clarify contents of the proposals.
- h. The City of Oconto Parks and Recreation Department reserves the right to negotiate directly with any and all proposers concerning any matter related to the proposals.

- i. The City of Oconto Parks and Recreation Department reserves the right to accept or reject any proposals based on the specifications of this RFP.

4) All proposals submitted in response to this RFP must be in writing and delivered to:

City of Oconto  
Attn: John Bostedt  
1210 Main Street  
Oconto, WI 54153

Proposals received after the deadline mentioned above shall not be considered and will be returned unopened.

If you have any questions please contact:

John Bostedt  
Park, Recreation, & Forestry Director  
1210 Main Street  
Oconto, WI 54153  
[ocontoparks@cityofoconto.com](mailto:ocontoparks@cityofoconto.com)