

**REQUEST FOR PROPOSALS
CITY OF OCONTO
HARBOR COMMISSION
CITY DOCKS HANDICAPPED FISHING PLATFORM/DECK**

LEGAL NOTICE

The City of Oconto Harbor Commission is requesting sealed proposals for the purchase of professional engineering services for the City Docks Handicapped Fishing Platform/Deck Project. These services include all necessary design and specifications for the project.

Proposals will be accepted until Tuesday, December 18th, 2018 at 4:00 p.m. local time. Proposals will not be publicly opened.

Proposals shall be sealed and clearly marked of the outside "Proposal for City Docks Handicapped Fishing Platform/Deck", 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. Request for Proposal documents are available at Oconto City Hall, 1210 Main Street, Oconto, Wisconsin or online at www.cityofoconto.com. All proposers are responsible for addendums.

Published by the Authority of
Oconto Parks and Recreation Department
By: John Bostedt
Parks, Recreation, & Forestry Director

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HARBOR COMMISSION
CITY DOCKS FISHING PLATFORM**

- 1) The City of Oconto Harbor Commission will receive sealed Statements of Qualifications from Design Firms until 4:00 p.m. local time, of December 18, 2018 in the office of the City Administrator for the City Docks Fishing Platform Project.

- 2) Project Description/Intent
The project is located at City Docks Park at the corner of Spies Road and Park Street in the City of Oconto. The proposed project will replace the existing deteriorated concrete stepped fishing area with a wooden platform fishing dock over the Oconto River.

- 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 Harbor Commission 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 Harbor Commission 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 Harbor Commission reserves the right to negotiate directly with any and all proposers concerning any matter related to the proposals.
 - i. The City of Oconto Harbor Commission 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