



Department of Development and Land Services
Planning & Zoning | GIS & Land Information
320 S. Walnut St. | Appleton, WI 54911
Outagamie County Government Center, 3rd Floor
Phone: (920) 832-5255 Fax: (920) 832-4770
www.outagamie.org

OUTAGAMIE COUNTY
REQUEST FOR PROPOSAL
FOR
I-41 INTERCHANGE LANDSCAPING PLANS
(FINAL DESIGN)

1.0 Description & Specifications

The Outagamie County Development & Land Services Department (*the Department*) is requesting proposals for **Interchange Landscaping Plans & Final Design Services** related to the I-41 corridor expansion project.

Associated scope of services description and proposal are included as **Attachment A**. Upon review of the proposal documents, complete and return a proposal to the Department contact listed below. If there is any deviation from the requested scope of services and project description, it must be listed and included with the submitted proposal.

2.0 Indemnification

Refer to **Attachment B**. Each responsive supplier and/or vendor must complete **Attachment B** and return with their completed proposal response.

3.0 Contact Person

Direct any questions or requests for additional information to:

Kevin Englebert
Director, Development and Land Services
(920) 832-6034
kevin.englebert@outagamie.org

4.0 Clarification and/or Revisions to the Specifications and Requirements

Proposer shall examine the proposal documents carefully and completely before submitting a proposal. Proposer may request from the Department's contact person(s) additional information or seek clarification. A Proposer's failure to request additional information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error.

The Department will issue responses to inquiries and/or any other corrections or amendments it deems necessary in written addendum prior to the proposal due date. Proposers should rely only on the representations, statements or explanations that are contained in this RFP and any written addendums to this RFP. Where there appears to be a conflict between the RFP and any addendum issued, the latest addendum shall prevail.

It is the Proposer's responsibility to assure receipt of all addenda. The Department will post any addenda online at <https://www.outagamie.org/government/f-through-m/financial-services/rfp-postings>. Upon posting, such addenda shall become part of the RFP and binding on Proposer.

5.0 Reservation

The Department reserves the right to accept or reject, any or all proposals, in whole or in part, as deemed in the best interest of Outagamie County.

- a. This proposal request does not commit the Department to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- b. The proposal will become part of the Department's files without any obligation on the Department's part.
- c. The Proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose.
- d. The supplier and/or vendor shall report to the Department any manufacturer product price reductions, model changes, and/or product substitutions. No substitutions shall be allowed without prior approval from the Department. A substitution request does not imply approval.
- e. The Department has the sole discretion and reserves the right to cancel this request for proposals and to reject any and all proposals received prior to award, to waive any or all informalities and/or irregularities, or to re-advertise with either an identical or revised request.
- f. The Department reserves the right to request clarification(s) for any proposal.
- g. The Department reserves the right to select individual elements or items from different proposals and combine and/or consolidate them in any way deemed to be in the best interest of the Department.

6.0 Closing Date

Sealed proposals will be received up to 5:00 p.m. CST on **Friday, March 1, 2024.**

7.0 Proposal Submittal Address

Submit electronic proposals to: Kevin.Englebert@outagamie.org

Submittals will be accepted by email attachment only to this address. Refer to Attachment A for additional submittal instructions.

8.0 Taxes

Outagamie County is exempt from Federal Excise Tax (FIN 39-6005724), Wisconsin Sales Tax (ES 41005), but if there is a tax, such as local or county, it must be shown in the proposal.

9.0 Method of Procurement

The method for this procurement is competitive proposal, pursuant to Chapter 22 of the Outagamie County Code of Ordinances.

10.0 Venue

This agreement will be governed and construed according to the laws of the State of Wisconsin. This agreement is performable in Outagamie County.

11.0 Status of Proposal

Upon selection, proposals will be considered public record and details will be posted online at www.outagamie.org under [RFP Postings - Awarded](#).