

Request for Proposal
Replacement of Darlington High School West Parking Lot
for the
Darlington Community School District
Darlington, Wisconsin 53530

Date RFP released: May 1, 2019
Proposal Due: May 22, 2019 at 4:00 PM

The Darlington Community School District is receiving proposals for replacement of the west parking lot at Darlington High School. A pre-bid walk through meeting will be held on **May 8, 2019 at 9:00 AM**. For more information or to receive a copy of the request for proposal documents, please contact:

Denise Wellnitz, Superintendent
11630 Center Hill Road
Darlington, Wisconsin 53530
608/776-2006, option 3
wellnitzd@darlington.k12.wi.us

Project Overview

The Darlington Community School District is accepting proposals to remove and replace the west parking lot asphalt at Darlington High School, and to install a storm sewer system in place to evacuate all water from the west end of the building.

The objective of this Request for Proposal (RFP) is to identify the most qualified company to complete identified work to state specified codes.

It is strongly recommended that prospective contractors visit the work site. Interested bidders can visit the site during the site tour, which will be offered on **May 8, 2019 at 9:00 AM** at Darlington High School. During the site tour, interested bidders will be shown all building areas involved and will be able to view and photograph a full set of plans.

A. Minimum Project Requirements that must be Included in the Proposal

Scope: To remove and replace the west parking lot asphalt at Darlington High School, and to install a storm sewer system in place to evacuate all water from the west end of the building.

Details of asphalt/cement work to be done:

Option 1

- Remove existing asphalt
- Grade and compact surfacing area
- Pave hot mix asphalt compacted to a minimum thickness of 3 inches

- Layout and stripe with DOT compliant traffic paint. (District will provide locations of parking areas.)
- Provide pricing for a 15' x 200' cement pad, minimum thickness of 4", on northwest corner of lot for school bus drop off/pick up area
- Provide pricing for cement curb along north/northeast parking lot asphalt

Option 2

- Remove existing asphalt
- Grade and compact surface
- Pour concrete in place of asphalt to thickness to accommodate heavy traffic
- Layout and stripe with DOT compliant traffic paint. (District will provide locations of parking areas.)
- Provide pricing for cement curb along north/northeast parking lot asphalt

Details of storm sewer work to be done:

- Design, assemble, and install a rain storm sewer that would drain all downspouts on the west, southwest, and locker room parking away from the lot;
- All work to be designed to meet city, county, and state water management regulations
- Storm sewer water to be routed towards NE corner of parking lot next to front storm sewer drain outlet.

B. Contractor Requirements

- Contractor is responsible to complete construction in complete compliance with all Town of Darlington and State of Wisconsin building codes and is responsible for all required permits, plan review, and inspection fees required for occupancy.
- Preventive measures should be taken to limit the disturbance of landscaping.
- All bidders are encouraged to visit the site, and will receive a walk-through with the Head of Maintenance.
- After completion, a walkthrough for district administration is required detailing operation and preventative maintenance procedures.
- Contractor responsible for removal of scrap, garbage, and excess material

C. Code of Standards

- Contractor should meet or exceed all relevant site codes of the Town of Darlington and the State of Wisconsin.
- System installation must conform to Occupational Health and Safety Administration (OSHA) directives.
- System installation must conform to Wisconsin Department of Safety and Professional Service (WDSPS).

D. Warranty and Service Contract requirements

- Copies of manufacturer warranties on all relevant products as an attachment to the RFP.

E. Complete Scope of work which includes the following:

- Timeline of work beginning with start date and end date
- State approved engineered drawing
- Description of materials
- Break down of cost for project with overall costs
- Proof of Insurance
- Warranties on materials and workmanship
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F. References

Provide three references with at least one in the general area where client may view project.

PARKING AND STAGING AREAS

- Onsite parking and material staging areas will be provided for contractor by district.
- Restrooms are available onsite

REJECTION OF PROPOSALS

- DCSD reserves the right to accept or reject any and all proposals submitted. Failure to abide by the conditions outlined in this RFP will result in termination of business with winning vendor.

GENERAL RULES

1. **No Obligation** - This RFP does not obligate the customer to establish eligibility for any respondents, or to issue any subsequent RFPs or to enter into any agreements. The customer reserves the right to cancel or re-issue this RFP at any time, and to solicit qualifications through any other appropriate method.
2. **Rejection of Proposals**- The selection committee may reject any response that it deems to be incomplete, unresponsive, and significantly inaccurate in its representation or which is unacceptable.
3. **Substitutions**- Respondents may substitute or alter their responses subsequent to the submission date only if such changes are approved in writing to the Darlington Community School District Administrator.
4. **Cost of Proposal and Non Compensation** - Each respondent is solely responsible for all costs associated with responding to this RFP. There is no reimbursement for any costs to the RFP by the Darlington Community School District.
5. **Delivery of Proposals** - Each respondent is solely responsible for assuring a timely submittal of its response to the Darlington Community School District. Late responses will not be accepted.
6. **Withdrawal of Proposal** - Responses to this RFP may be withdrawn after submission by written request to Denise Wellnitz, Superintendent, Darlington Community School District.

7. **Disposition of Proposals**- All submittals and the information therein become the property of the customer upon submittal.

PROPOSAL EVALUATION

- Price is only one factor in the decision process; service, past experience with vendor, and references will also be determining factors.
- Proposals must be submitted by **4:00 p.m. on May 22, 2019** to:
Darlington Community School District
Attn: Dr. Denise Wellnitz
11630 Center Hill Road
Darlington, WI, 53530
 or
wellnitzd@darlington.k12.wi.us

Time Frame for Contractor Selection

It is the intent of the District to select a contractor according to the following schedule:

May 1, 2019	RFP is released.
May 22, 2019	Bids are due, opened and read aloud.
May 24, 2019	District administrators review bids for responsiveness and responsibility.
June 5, 2019	If requested, post-bid interviews to occur.
June 2019	Board Building & Grounds Committee review proposals.
July 2019	Board of Education may select a Contractor.
<u>TBD</u>	Contractor begins work.

Except for the due date for bids, the District may modify or eliminate any portion of the above schedule in its sole discretion and to the extent consistent with the law.

Any questions, regarding the scope of work, please contact the District Head of Maintenance, Lee T. Black, blackl@darlington.k12.wi.us, 608-482-1672.

