

Town of Hudson, WI
Update of Town Comprehensive Plan and Map
Request for Proposals

This Request for Proposals (RFP) for the update of the Town Comprehensive Plan and Map shall be available to all interested on or before **June 5, 2021**, at the Hudson Town Hall or it can be sent electronically by making a request to the town's Clerk at (715) 386-4263 or by email at clerk@townofhudsonwi.com.

This is not a competitive bidding process. The Town reserves the right to reject any or all proposals and to decide whether to enter into a contract for **Update of the Town Comprehensive Plan and Map** with whom, the Town Board determines is in the best interest of the Town.

Project: Update the Town Comprehensive Plan and Map which was last updated in 2006 in accordance with Wisconsin State Statutes.

All meetings, planning sessions and necessary documents to accomplish the updated Town Comprehensive Plan

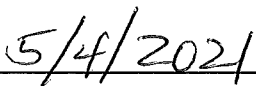
Proposal Submission: The proposals may contain additions or deletions from any item in the RFP. All proposals shall be detailed in the products provided and the services rendered. Any questions regarding the RFP shall be submitted in writing or via email to the Town Clerk. The mailing address is 980 County Rd A, Hudson, WI 54016.

The closing date for responses to the RFP is June 30, 2021. The clerk's office will be open that day at 9:00AM to 3:00PM.

The proposals will be considered by the Town Board. The proposal demonstrating the best practices as required by the Town may be announced at the July 5, 2021 Town Board meeting. Responders are encouraged to be present at this meeting to answer questions the Town Board might have concerning the proposals. The Town of Hudson reserves the right to reject any or all proposals the contractor may provide.



Tim Foster, Town of Hudson -Chair



Date

Town of Hudson
980 County Rd A
Hudson, WI 54016
715-386-4263

Town of Hudson Request for Update of Town Comprehensive Plan and Map

- I. Purpose: The Town of Hudson desires to contract with a provider that provides reliable and efficient service at a good value to Update of Town Comprehensive Plan and Map.
- II. Billing - An invoice for payment shall be submitted to the Clerk/Treasurer at least two weeks before the Town Board meeting at which time the invoice will be considered. The bill shall provide in detail the exact nature of the work done, supplies used, surcharges applied, etc.
- III. Insurance
- The contractor shall remain fully insured during the course of the contract and
 - present proof of such insurance at contract award and at each policy renewal or expiration if such policies renew or expire during the term of the contract.
 - Comprehensive general liability
 - a. i. This coverage shall be in the amount of not less than \$1,000,000 per occurrence, and shall include the Town as an additional insured party
 - Comprehensive automobile of not less than \$1,000,000 per accident (including Umbrella coverage if applicable) for the coverages of Bodily injury and Property damage (including Uninsured Motorists and Under-Insured Motorists) for all Owned, Non-Owned and Hired automobiles; and shall include the Town of Hudson as an additional insured.
 - Coverage for Employer's non-ownership liability coverage.
 - Worker's Compensation and Employers Liability (Statutory)
- IV. Indemnification - The contractor shall indemnify and hold harmless the Town of Hudson, its employees and agents for all claims, damages, losses and expenses, including but not limited to attorneys' fees, which they may suffer or for which they may be held liable as a result of the fault of the contractor, its employees or subcontractors in the performance of this contract.
- V. Contract
1. The term of this contract shall be for work performed from August 1, 2021 and completion no later than July 1, 2022 unless this date is extended by agreement of the Town Board and the contractor.
 2. This agreement may be terminated by either party given a 30-day written notice upon the other party's failure to timely perform its responsibilities under this agreement.
 3. The contractor may provide additional proposals and processes. The Town of Hudson reserves the right to consider or dismiss any proposal or additional proposal.

VI. References

The contractor shall provide references with contact information to the Town.

VII. Contact Information

1. Company Name:

2. Company Address: (If P.O. Box is used, please provide a business address in addition to P.O.Box)

3. Contact Person

4. Phone (General) (Cell)

5. Email address:

VIII. Services to be Provided - General Provisions (Items 1 & 2 **must** be completed by all responders.)

1. Please list any extra fees (other than those included on the following pages) that would be included on your invoice.

2. Has your company done this type of work before?

Provide a short description of projects

3. Cost Estimates –provide an itemized estimate

i. Costs per time?

ii. Other charges that might apply?

4. Other information you would like the Town to know about your business.

IX. Alternate Service Proposal Option

Contractor may provide an alternate proposal for any or all of the services requested above.

X. If awarded this RFP, an insurance certificate shall be provided prior to commencing the work.

All respondents must complete the general information portion of this RFP.

X. Signatures

Signature of Officer _____

Printed Name of Officer _____

Printed Title of Officer _____

Date: _____

This RFP is awarded to _____ on this _____ of July 5, 2021

Tim Foster, Chair

Attested by:

Vickie Shaw, Clerk