

**Village of Cadott**  
**Chippewa County, Wisconsin**  
**REQUEST FOR PROPOSALS (RFP)**  
**For**  
**Grant Administration**

**Community Library Construction Project**

***A project funded by the State of Wisconsin  
Flexible Facilities Program (FFP)***

*(a U.S. Department of Treasury Capital Projects Fund (CPF) assisted program)*



January 9, 2025

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## 1.0 Invitation to Submit Proposal

### A. Introduction

The Village of Cadott, Wisconsin, and/or its designated representative is seeking proposals for consulting services for a New Library and Multi-Purpose Center Construction & Digital Technology Installation Project, for which the Village of Cadott has secured Flexible Facilities Program (FFP) Grant funding, awarded by the State of Wisconsin Department of Administration and federally assisted through the U.S. Department of Treasury's Capital Project Fund (CPF). Proposals will be accepted for grant administration services which will include environmental review services.

Minimum requirements include previous experience in grant administration and environmental reviews on similar state and/or federally funded projects. Proposals will be accepted from individuals, firms, or groups of firms with the demonstrated expertise and experience in these areas of practice.

### B. Contact Information

All interested persons and firms should contact April Bruhn, Village Clerk, between the hours of 8:00 AM to 12:00 PM and 1:00 PM to 4:30 PM, Monday-Friday at (715)289-4282, or [office@villageofcadott.com](mailto:office@villageofcadott.com) to request the RFP packet or additional information, as needed. The RFP packet is also available at [www.villageofcadott.com](http://www.villageofcadott.com).

Persons/firms that have accessed the RFP on the website listed above and/or intend to submit a proposal should send notification of intent to the Village of Cadott with the person's/firm's name and contact information in case of addenda or other changes. Additionally, the RFP may be sent to those persons/firms that are included on the Village of Cadott persons/firms that is specifically created for this RFP. Those who the Village of Cadott has sent an RFP, and those who have provided contact information through a request for a copy of the RFP or through a notification of intent, will receive all information regarding the RFP. The information may include, but is not limited to, any amendments to the RFP, answers to inquiries received regarding the RFP, or changes to the RFP schedule.

### C. Questions Regarding This RFP

This solicitation contains a description of the project and services required. Interested proposers have the responsibility of understanding what is required by this solicitation. During the review of the RFP, if the Proposer discovers any errors, omissions, or ambiguities within the RFP, they should identify them in writing and call them to the immediate attention of the Village of Cadott prior to the RFP submission deadline. The Village of Cadott shall not be held responsible for any person's/firm's lack of understanding of the project.

Questions for clarification concerning this RFP must be in writing and received via email to April Bruhn, Village Clerk at April Bruhn, Village Clerk at on or before Wednesday, January 22, 2025. After this date, questions involving the content or intent of the proposal will not be answered. All questions will be responded to by April Bruhn, Village Clerk, in writing via email, and provided to all parties requesting an RFP for which the Grantee has the contact information will receive copies of the Grantee's responses to questions via email, and treated as an addendum to the RFP packet.

The Village of Cadott makes no representations as to the conditions of the project other than those representations made herein, and no employee or any other representative of the Village of Cadott has the authority to make any oral or written representations as to the conditions of the project. Persons/firms should only contact the person designated above regarding this RFP and should not contact the Village President, any Village Board members, any library committee members, or any other Village of Cadott staff for clarification on this RFP.

Small business firms, minority-owned business enterprises (MBEs), women-owned business enterprises (WBEs), disabled veteran-owned businesses (DVBs) and labor surplus area firms are encouraged to submit a proposal for consideration.

## D. Addenda Interpretations

If it becomes necessary to revise any part of this RFP, a written addendum will be provided. The Village of Cadott is not bound by any oral clarifications changing the scope of the work for this project. All addenda issued by the Village of Cadott will become part of the official RFP and will be emailed to all Proposers of record based upon contact information on record at the original time of issuance or subsequently provided.

## 2.0 Proposal Requirements

### A. Directions for Submittal

Proposals must be received at the Village Hall. Direct submittals to April Bruhn, Village Clerk, Village of Cadott, labeled “ATTN: FFP Community Library Construction Project RFP Review Committee”, 110 Central Street, Cadott, WI 54727; or via email to [office@villageofcadott.com](mailto:office@villageofcadott.com), with the Subject of “ATTN: FFP Community Library Construction Project RFP Review Committee”, no later than 2:00 PM on Monday, January 27, 2025. The Village of Cadott reserves the right to reject any and all Proposals not meeting the requirements of this Request for Proposals for consulting services.

Persons requesting ADA assistance accommodations for hearing and speech impaired may contact April Bruhn, Village Clerk at (715)289-4282 or at the Village office during the hours of 8:00 AM to 12:00 PM and 1:00 PM to 4:30 PM, Monday-Friday or [office@villageofcadott.com](mailto:office@villageofcadott.com).

Individuals/firms interested in being considered for this project must submit a proposal detailing qualifications, technical expertise, management and staff capabilities, related prior experience, and a detailed cost estimate for the Scope of Services described above. The objective of the competitive process is to objectively select the firm that will provide high-quality, efficient, and cost-effective services. The selected person(s)/firm(s) will be invited to contract with the Village of Cadott for consulting services.

**Exhibit III**, attached to this RFP, represents the qualifications sought for the grant administration consulting services. These criteria have been established to assure the Community of professional expertise with adequate experience and capacity to ensure successful completion of the proposed project within the allocated time constraints.

**Exhibit IV**, attached hereto, is a Rating System that will be utilized for the selection of the consultant. This rating system will be employed by the community in determining which proposal best meets the needs as outlined in this RFP.

## B. Proposal Contents

1. Cover Letter.
2. Project scope statement describing the work to be undertaken, include the services outlined in the RFP, and any modifications or expansion of the scope provided in order to deliver the grant administration and environmental review consulting services.
3. Project work plan and coordination plan indicating mechanisms proposed to coordinate the work effort with the Village of Cadott.
4. Proposer's profile and a clear concise statement with:
  - a. Examples indicating past performance and familiarity with the type of work detailed in the RFP
  - b. Examples of implementation of the Proposer's work/services in other communities and noted successes
  - c. A list of client references for which Proposer provided similar services as described in the RFP.
5. Project team statement indicating the professional and technical qualifications of the key persons who will be assigned to the project. Resumes for key personnel should be included in the proposal appendices.
6. Fee schedule for personnel involved with the project.
7. Copy of professional services agreement.

## C. Proposal Format

The proposal must be submitted in typed format with the items to be included in the proposal placed in the same order as described in above. The proposal must be signed by the submitter or authorized representative and dated.

## D. Selection Process Schedule

The Village of Cadott anticipates authorizing a contract for this work in February 2025 with a notice to proceed no later than February 2025. The Village of Cadott's goal is to have the FFP Community Library Construction Project completed no later than September 30, 2026. Responding persons/firms should comment on the above schedule as part of their proposal and state how realistic it is to achieve substantial completion of the work by October 31, 2026.

## E. Other Conditions of Proposal Submittal

1. Only one proposal will be accepted from any person, firm or entity.
2. No proposal will be accepted from any person, firm or entity that is in arrears for any obligation to the Village of Cadott, is debarred from contracting for federally funded projects, or that otherwise may be deemed irresponsible or unresponsive by the Village of Cadott or Village staff.
3. All Proposals submitted become public information and may be reviewed by anyone requesting to do so at the conclusion of the evaluation process.
4. Requirements and conditions of employment and contracting to be observed for compliance with conflict of interest, lobbying, equal opportunity, and fair labor practice regulations and requirements that apply to this project.  
Refer to **Exhibit II** attachments for the FFP project requirements.
5. All activities for the project must comply with the FFP program regulations and policies set forth in the State of Wisconsin FFP *Implementation Handbook* referenced in **Exhibit II**.

### 3.0 Scope of Services & Deliverables

The Village of Cadott, Chippewa County, Wisconsin received federal funding from the U.S. Department of Treasury's Capital Projects Fund (CPF) through a grant awarded by the State of Wisconsin Department of Administration's Flexible Facilities Program (FFP) for the New Library and Multi-Purpose Center Construction & Digital Technology Installation.

The focus of the construction project is to build a new Library and Multi-Purpose Center including Digital Technology Installation in the Village of Cadott in Chippewa County, Wisconsin

#### **Village of Cadott Community & Project Area Description:**

FFP Application is included in Exhibit I which will provide project area description.

#### **Project Background:**

Background information materials and project area/service area maps for the proposed New Library and Multi-Purpose Center Construction & Digital Technology Installation Project location are provided in **Exhibit I** attachments

#### **Grant Administration Services Required:**

The selected person(s)/firm(s) will serve as and perform the functions of the Grant Administrator for a FFP award, including the following:

- Preparing and submitting FFP contract and amendment documents, as applicable
- Managing the FFP Project records
- Preparing and submitting applicable Environmental Report documents for the FFP Project
- Coordinating community engagement activities for the FFP Project
- Updating the Grantee's Sustainability Plan for the FFP Project
- Completing compliance activities for FFP Project acquisition/relocation compliance as applicable
- Completing compliance activities for FFP Project fair labor practices and wage rate monitoring as applicable [Note: Davis-Bacon and federal wage rates are not required or applicable unless another federal funding source for the FFP project requires it. FFP requires some payroll records monitoring to ensure fair wages are paid in accordance with the specifications in *Chapter 7: Labor Standards* of the [FFP Implementation Handbook](#).]
- Preparing and submitting FFP reporting documents for the FFP Project, including but may not be limited to Quarterly Reports and Single Audit Statements.
- Preparing and submitting FFP monitoring documents and responding to monitoring requirements as applicable for the FFP Project.
- Managing financial records for the FFP Project and preparing and submitting FFP requests for payment and related required documentation.
- Attending and participating in Village of Cadott Board meeting and Library Committee meetings as necessary for the FFP Project.
- Preparing and submitting the FFP Project Completion Report and supporting documents.
- Complying with FFP regulations and policies applicable to the Project.

## 4.0 Evaluation and Selection

Final selection of the service provider will be based upon the maximum total points scored as set forth in the Rating System in **Exhibit IV**.

The Village of Cadott reserves the right to negotiate a contract with the services provider selected to perform the professional services required.

The Village of Cadott, Chippewa County, Wisconsin reserves the right to reject any and all responses submitted. If you have any questions regarding this Request for Proposals, please contact: April Bruhn, Village Clerk, between the hours of 8:00 AM to 12:00 PM and 1:00 PM to 4:30 PM, Monday-Friday at (715)289-4282, or [office@villageofcadott.com](mailto:office@villageofcadott.com).

## EXHIBIT I

### Project Background and Project Area/Service Area Maps

**REFER TO ATTACHMENTS FOR:**

**PROJECT BACKGROUND DOCUMENTS  
PROJECT AREA / SERVICE AREA MAPS  
FFP APPLICATION SUBMITTED BY GRANTEE  
FFP AWARD LETTER**



## EXHIBIT II

### State and Federal Regulatory Requirements for FFP-Assisted Projects

**REFER TO EXHIBIT II ATTACHMENTS FOR:**

1. FFP POTENTIAL CONFLICT OF DISCLOSURE FORM
2. FFP CONTRACT TERMS & REQUIREMENTS (CONTRACT INSERTION)
3. LOBBYING CERTIFICATION FORM
4. DISCLOSURE OF LOBBYING ACTIVITIES FORM

**THE FFP ATTACHMENTS LISTED ABOVE ARE FROM THE FFP IMPLEMENTATION HANDBOOK AND ARE AVAILABLE ON THE [FFP IMPLEMENTATION RESOURCES WEBSITE](https://energyandhousing.wi.gov/Pages/AgencyResources/FFP-Implementation-Resources.aspx) AT:**

<https://energyandhousing.wi.gov/Pages/AgencyResources/FFP-Implementation-Resources.aspx>

## EXHIBIT III

### Minimum Qualifications

- 1) The person(s)/firm(s) must have successfully provided Grant Administration services for a minimum of 5 similar type projects. The person/firm may not be selected if there have been any unresolved issues relative to the services provided.
- 2) The principal responsible for coordination of the Grant Administration must have a minimum 5 years of experience with this specific type of work.
- 3) The principal responsible for provided Grant Administration must have a minimum of 5 years of experience with the FFP Program **or** other federal/state funded programs or projects.
- 4) The person(s)/firm(s) must submit references as to their professional qualifications from a minimum of 3 previous clients for which the person(s)/firm(s) has/have performed work (include contact name, title, firm/organization/government name, email address, mailing address and telephone number).

## EXHIBIT IV

### Selection Rating System

1. Project Coordinator/Lead's Experience	<u>Maximum 20 Points</u>
A. 5 or more years experience with FFP or other federal/state programs	20 Points
B. 4 years experience	15 Points
C. 3 years experience	10 Points
D. Less than 2 year experience	5 Points
E. No experience	0 Points
2. Firm's Project Completion Background	<u>Maximum 20 Points</u>
A. Completion of 5 or more previous, similar type projects within proposed time frame & budget	20 Points
B. Completion of 4 similar projects	15 Points
C. Completion of 3 similar project	10 Points
D. Working on 2 similar project; not completed	5 Points
E. No work on a similar project	0 Points
3. References from Similar Projects	<u>Maximum 20 Points</u>
A. Respondent lists 3 previous clients with similar projects and all references give excellent response on quality of service	20 Points
B. Respondent lists 2 previous clients	15 Points
C. Respondent lists 1 previous client	10 Points
D. Respondent lists no previous references	0 Points
4. Firm's Familiarity with Community Needs	<u>Maximum 10 Points</u>
A. Firm is thoroughly familiar with community(ies) with similar population and characteristics to Village of Cadott	10 Points
B. Firm is somewhat familiar with community(ies) with similar population and characteristics to Village of Cadott	5 Points
C. Firm is unfamiliar with community(ies) with similar population and characteristics to Village of Cadott	0 Points
5. Responsiveness to Specifications of Project/RFP	<u>Maximum 20 Points</u>
A. Needs of project are fully addressed in Proposal	20 Points
B. Needs of project are somewhat addressed in Proposal	10 Points
C. Needs of project are not addressed/resolved in Proposal	0 Points
6. Cost Effectiveness	<u>Maximum 10 Points</u>
A. Budget/proposal includes 3 or more cost effectiveness Components	10 Points
B. Budget/proposal includes 1-2 cost effectiveness components	5 Points
C. Budget/proposal does not include cost effectiveness components	0 Points

7. Budget	<u>Maximum 10 Points</u>
A. Budget within Village Cadott's capacity as proposed	10 Points
B. Budget slightly above Village of Cadott 's capacity as proposed; potentially feasible with modest adjustment	5 Points
C. Budget not reasonably within Village of Cadott's capacity as proposed; would require extensive adjustment to be feasible	0 Points
8. Minority or Women Business Enterprise or Disabled Veteran-Owned firm or small business*	<u>Maximum 5 Points</u>
A. Firm is MBE, WBE or DVB firm	5 Points
B. Firm is not MBE, WBE or DVB firm	0 Points
9. Small Business Firm or Labor Surplus Area (LSA) firm	<u>Maximum 5 Points</u>
A. Firm is a small business or LSA firm	5 Points
B. Firm is not a small business or LSA firm	0 Points

**MAXIMUM TOTAL POINTS: 120 POINTS**

**Note to Responders of RFP:**

***Proposal submittals are to be organized to address the submittal specifications listed in the RFP and the evaluation criteria listed above.***

*\*FIRM CLASSIFICATION DEFINITIONS:*

- Minority-Owned Business Enterprise (MBE) – Business with at least 51% ownership and control held by minority person(s).
- Woman-Owned Business Enterprise (WBE) – Business with at least 51% ownership and control held by a woman or women.
- Disabled Veteran-Owned Business (DVB) – Business with at least 51% ownership and control held by person(s) classified as a service-disabled veteran(s).
- Small Business – Business with the revenue and employment levels specified by the U.S. Small Business Administration and North American Industry Classification System (NAICS) codes as being a small business in their industry (see [SBA table](#)).
- Labor Surplus Area (LSA) Firm – Business with operations located in a geography designated by the U.S. Department of Labor as a labor surplus area (see [USDOL LSA website](#) to access the list, which is updated annually).

**GRANT ADMINISTRATION SERVICES  
 PROVIDER SELECTION CERTIFICATION  
 BY Village of Cadott**

FFP Cadott Community Library PROJECT  
 Village of Cadott  
 Chippewa County, Wisconsin

**TOTAL POINTS**

CRITERIA		POINTS AWARDED			
	<b>Firm Name:</b>				
1.	Project Coordinator's/Lead Person's Experience				
2.	Firm's Project Completion Background				
3.	References from Similar Projects				
4.	Firm's Familiarity with Community Needs				
5.	Responsiveness to Project/RFP Specifications				
6.	Cost Effectiveness				
7.	Budget				
8.	MBE/WBE/DBE Firm				
9.	Small Business Firm				
10.	Labor Surplus Area Firm				
	<b>TOTAL POINTS:</b>				

*Signed Upon Completion of Proposal Review and Selection:*

Certification: I hereby certify that the Village of Cadott, Chippewa County, Wisconsin, reviewed the qualifications of the most qualified firm or firms that responded based on the information available. The selection committee evaluated and ranked all firms and persons that responded based on the criteria set forth above.

\_\_\_\_\_ Date \_\_\_\_\_  
 Randy Kuehni, Village President  
 Village of Cadott

**[Click on the Table of Contents at the beginning of this RFP document to "Update Fields" when finished with customizing the document for the Grantee's project.]**