



**City of Wilton**  
**Request for Proposals**  
**Sidewalk Project 2024**

## **I) Summary**

The City of Wilton is accepting proposals and statements of qualifications from qualified contractors to replace and install new concrete sidewalk in the section to the South of the railroad tracks and East of Railroad Street in Wilton. The purpose of the Request for Proposal (RFP) is to solicit proposals from contractors, conduct a fair evaluation process based on the criteria listed and select a contractor who best fulfills the needs of the City of Wilton.

The work to be performed will be chosen by the City based on the selected contractor's unit price. Specifications and a map showing the locations are included as attachments.

Proposals will be received by:

Jeffrey Horne  
City of Wilton-Sidewalk Proposals  
104 East 4th Street  
P.O. Box 27  
Wilton, IA 52778  
[jhorne@wiltoniowa.gov](mailto:jhorne@wiltoniowa.gov)

Proposals must be received by May 23<sup>rd</sup>, 2024 at 3:00 pm.

The City of Wilton reserves then right to modify and waive any and all informalities or technicalities, or to reject any and all proposals and/or parts thereof, and to accept that proposal which it deems to be most favorable for the City.

## **II) Guidelines**

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 3:00 pm on Thursday, May 23<sup>rd</sup>, 2024. Any proposals received after that date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. All costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting must include a name and description of the organizations being contracted. A copy of the contractor's liability insurance shall be included in the bid proposal. No additional bonding is required.

All costs must be itemized to include an explanation of all fees and costs. Please supply a linear foot unit price cost for installation of concrete sidewalk.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the City Attorney and will include scope, budget, schedule and other necessary items pertaining to the project.

### **III) Project Purpose**

The City of Wilton is seeking cost and qualifications proposals for concrete sidewalk replacement and installation in the Northwest section of the City, North of 5<sup>th</sup> Street and West of Maurer Street in the City of Wilton.

### **IV) Project Scope**

- Specifications for the project are listed in City Code Section 11.09.080 and must be followed.

[https://library.municode.com/ia/wilton/codes/code\\_of\\_ordinances?nodeId=TIT11STSI\\_CH11.09SIRE\\_11.09.080SIST](https://library.municode.com/ia/wilton/codes/code_of_ordinances?nodeId=TIT11STSI_CH11.09SIRE_11.09.080SIST)

- Approximately 15,100' of sidewalk and 43 corner ramps. See location map

### **V) Request for Proposal and Project Timeline**

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than 3:00 pm CDT on May 23rd, 2024. All proposals shall be valid for a minimum of 90 days, pending the City's evaluation and award process.

The bid will be awarded at the May 28, 2024 city council meeting.

The completion date for this project is October 31st, 2024.

### **VI) Award**

The work included in this contract will be awarded based on the linear foot unit price shown in the proposal. All proposals must include costs to complete the tasks described in the project scope or specifications. The City reserves the right to modify the sidewalk replacement based on budget considerations.

### **VII) Bidder Qualifications**

Bidders should provide the following items as part of their proposal for consideration:

- Prospective bidders are required to meet all qualifications and specifications of this Request for Proposal in order to be considered for award. If a bidder does not clearly demonstrate and provide documentation substantiating that they are compliant with the qualifications and specifications of this Request for Proposal, they may be disqualified.
- All prospective bidders are to make written proposals that present the firm's qualifications and understanding of the work to be performed. Prospective bidders shall address each of the specific topics at a minimum. Failure to include any of the requested information may be cause for the proposal to be rejected.

## **VIII) Evaluation Criteria**

The City of Wilton will evaluate all proposals based on the qualifications of the bidder, the ability of the bidder to meet the schedule requirements, and cost. Each bidder must either submit a copy of their proposal within a single envelope, clearly indicating on the front of the envelope:

Proposal for: Concrete Sidewalk Project 2024

All proposals must be received by email or in person to the address below by May 23rd, 2024 at 3:00 pm CDT:

Jeffrey Horne – City Administrator  
City of Wilton  
104 East 4th Street  
P.O. Box 27  
Wilton, IA 52778  
Or email to: [jhorne@wiltoniowa.gov](mailto:jhorne@wiltoniowa.gov)

Non-disclosure of the data contained within the proposal cannot be guaranteed because of open records laws.

## **Terms and Conditions**

If for any reason the firm selected shall fail to fulfill the obligations in a timely manner, the City shall have the right to terminate the contract by specifying the date of termination in a written notice to the firm at least seven (7) days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for the work satisfactorily completed.

The successful bidder will be required to furnish, within five (5) days of award notification and before commencing work, a certificate of insurance. The certificate shall have the City, its officers and employees, as additional insured.

The agreement resulting from this RFP shall be required to contain the following:

“Provider agrees to indemnify, defend and hold harmless the City, its officers, officials, employees and agents from and against any and all liability, loss, damage expense, costs (including attorney fees) arising out of this agreement, caused in whole or in part by the Provider or anyone for whose acts any of them may be liable, except where caused by the sole negligence or willful misconduct of the City”

The contract resulting from the award of this RFP shall commence upon execution. The City reserves the right to reject any and all proposals, to waive technicalities, or to accept the proposal deemed to serve the City's best interest.

All cost associated with preparation, submittal and presentation of proposals shall be borne by the bidder.