



## Request for Proposal

### *City Connection Revision Project*

#### **Advertise:**

**February 1 & 8, 2018**

#### **Proposal Deadline:**

**February 22, 2018 @ 10:00 a.m. CST**

**Mandatory:** You must notify Owner if you plan to bid on the above mentioned project a minimum of two days prior to Proposal Due Date and Time. – February 20, 2018

#### **Request for Proposals**

The City of Watertown (OWNER) is accepting proposals for a design revision of the City's current *City Connection* biannual newsletter, as well as compiling, printing and distribution of the final product.

Word count and page count can vary by issue, for reference a current version of the *City Connection* is available here:

[http://www.ci.watertown.wi.us/residents/city\\_connection\\_newsletter.php#.WI4\\_U-SWxPY](http://www.ci.watertown.wi.us/residents/city_connection_newsletter.php#.WI4_U-SWxPY)

The City of Watertown is specifically seeking for the following items/services:

1. Prepare at least three versions of a redesign of the format of the *City Connection* and, upon selection, conduct such redesign work. Provide a template that is editable.
  - a. The City does have two statutorily required reports that need to be printed and made available to the public within the Water/Wastewater area. Please review the current versions for further detail on that content. Please consider this requirement in your design proposals.
2. Assist the City in compiling the content two times per year.
3. Print the *City Connection* (Estimated 11,500-12,000 pieces) biannually or subcontract to a printing service for such activity.
4. Deliver the printed documents to City Hall and the United States Post Office, both located in Watertown, WI biannually within a mutually agreed upon time structure.

#### **Other Details**

- Frequency: Printing twice per year (Spring and Fall)
- Color printing
- Please provide a price for each service (items 1-4 above)
- The City's goal is to have an updated, printed, and delivered *City Connection* by the Fall 2018 issuance.
- Please include word count/page count pricing parameters if they exist.

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### **Contract**

Information contained in the request for proposal shall become a part of the contract for *City Connection Revision Project*.

### **Inquires**

No oral interpretations will be made to any potential respondent as to the meaning of any Requirements specified with this Request for Proposal. In preparing its proposal, the Consultant shall rely only on what has been communicated in writing, and no oral communication shall become the basis for any subsequent protest of the selection process. No questions, written or emailed, will be answered after the close of business on **February 15, 2018**.

Any technical questions pertaining to this RFP shall be directed in **writing** to:

Jaynellen J. Holloway, P.E., City Engineer

City of Watertown

106 Jones Street

Watertown, WI 53094

Email: [jaynelleh@cityofwatertown.org](mailto:jaynelleh@cityofwatertown.org).

**No telephone questions will be answered.**

Following the closure of questions on **February 15, 2018**, a single response will be prepared for all questions received, and circulated to all recipients of this RFP on February 19, 2018.

### **Documents**

A current version of the *City Connection* is available here:

[http://www.ci.watertown.wi.us/residents/city\\_connection\\_newsletter.php#.WI4\\_U-SWxPY](http://www.ci.watertown.wi.us/residents/city_connection_newsletter.php#.WI4_U-SWxPY)

### **Defined Terms**

Terms used in these instructions. The term "Vendor" means one who submits a proposal directly to the OWNER.

### **Awarding Authority**

The Awarding Authority is the City of Watertown who shall reserve the right to reject any or all proposals, waive minor deviations, or award this proposal as deemed to be the best interest of the City.

### **Bonds**

The successful individual or firm who will be providing the printing services and delivery of the printed documents shall furnish a performance and a payment bond, each in an amount at least equal to the Contract Price, as security for the faithful performance and payment of all of Contractor's obligations under the Contract as called for in Article 6 – Bonds and Insurance Section C-700 General Conditions (Article 6 – Bonds and Insurance attached to this proposal).

### **Insurance**

The successful individual or firm who will be providing the design and the printing services, each shall have the minimum insurance coverage with the City of Watertown listed as an additional insured as called for in Article 6 – Bonds and Insurance,

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Section SC-6.03 Contractor's Liability Insurance (SC-6.03 attached to this proposal).

i. General Liability: Bodily Injury & Property

ii. Professional Liability; Errors & Omissions: \$1,000,000 each occurrence;

iii. Worker's Compensation: In accordance with Wisconsin State Law

### **Opening of Proposals**

All proposals shall be received at: the City of Watertown City Clerk's Office, First Floor, 106 Jones Street, Watertown, WI 53094.

Request for Proposal Due Date and Time: February 22, 2018 at 10:00 a.m. CST.

Vendor shall be notified within 30 days of approval.

### **Award of Contract**

The City reserves the right to accept or reject any or all proposals submitted, in whole or in part, and to waive any informalities or technicalities, which at the City's discretion is determined to be in the best interests of the City. Further, the City makes no representations that a contract will be awarded to any proposer responding to this request. The City expressly reserves the right to reject any and all proposals responding to this invitation without indicating any reasons for such rejection(s). The City reserves the right to postpone due dates and openings for its own convenience and to withdraw this solicitation at any time without prior notice. The above information is provided as a baseline of services needed and expected by the City of Watertown. The Vendors are encouraged to submit additional information and contract criteria.

### **Contract or Purchase Order Execution**

When the OWNER provides notice to the selected Vendor, the Vendor shall provide the OWNER with 3 Vendor contracts. The OWNER shall provide the successful Vendor with a purchase order for the amount specified in the proposal.

### **Sales and Use Taxes**

The OWNER is exempt from Wisconsin State Sales and Use Taxes on materials and equipment to be incorporated in the Work. Said taxes shall not be included in the proposal.

### **The Vendor shall:**

1. Provide an original and two copies of their proposal.
2. Sign and date the proposal by an authorized individual with the vendor.

### **Proposal Packet** (original & two copies) shall include the following information:

1. A proposal summarizing your fee/cost structure for:
  - i. Design, and
  - ii. Printing, and
  - iii. Delivery of printed documents to City Hall and the United States Post Office
2. Along with all supporting documentation.
3. Example of Vendor's standard contract.

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**Mandatory:**

You must notify Owner if you plan to bid on the above mentioned project a minimum of two days prior to Proposal Due Date and Time.

**EVALUATION:**

Below is the format for evaluation of proposals under this RFP:

Evaluation Criteria	Weight
Understanding of Project	25%
Proposed Scope of Work & Project Schedule	25%
Relevant Experience	25%
Cost	25%

**END OF SECTION**

Dated: February 1, 2018

Owner: City of Watertown, WI

Owner's Representative: Jaynellen J. Holloway, P.E.

Title: City Engineer