

**VILLAGE OF BELLWOOD, NEBRASKA
REQUEST FOR PROPOSAL FOR CONTRACTUAL SERVICES**

RETURN TO:

Name: Village Clerk
Address: PO Box 188
City/State/Zip: Bellwood, NE 68624
Phone: 402-538-4026

| | |
|----------------------------------------|-------------------------------|
| SOLICITATION NUMBER | RELEASE DATE |
| RFP 2023-01 | January 14, 2023 |
| OPENING DATE AND TIME | PROCUREMENT CONTACT |
| February 6, 2023, 3:00 pm Central Time | Village of Bellwood, Nebraska |

PLEASE READ CAREFULLY!

SCOPE OF SERVICE

The Village of Bellwood, Nebraska is issuing this Request for Proposal (RFP) Number 2023-01 for the purpose of selecting a qualified Contractor with considerable experience in community design, land use and environmental planning, economic analysis, and citizen engagement to provide consulting services related to a complete rewrite of the Village's Comprehensive Plan. A more detailed description of the community and the scope of work can be found in Sections II and III. The resulting contract may not be an exclusive contract as the Village reserves the right to contract for the same or similar services from other sources now or in the future.

The term of the contract will be one year, commencing upon execution of the contract by the Village and the Contractor. The Contract may include the option to renew for additional time periods upon mutual agreement of the parties, and the Village reserves the right to extend the period of this contract beyond the termination date if needed.

Public Record Notice

In furtherance of the State's public records statutes (Neb. Rev. Stat. § 84-712 et seq.), all proposals or responses received regarding this solicitation will be retained by the Village and considered public records.

This includes the entire proposal or response. Contractors must request that proprietary information be excluded from the record. The contractor must identify the proprietary information, mark the proprietary information according to state law, and submit the proprietary information in a separate section marked conspicuously using an indelible method with the words "PROPRIETARY INFORMATION". The contractor must submit a detailed written document showing that the release of the proprietary information would give a business advantage to named business competitors and explain how the named business competitors will gain an actual business advantage by disclosure of information. The mere assertion that information is proprietary or that a speculative business advantage might be gained is not sufficient. (See Attorney General Opinion No. 92068, April 27, 1992). CONTRACTOR MAY NOT ASSERT THAT THE ENTIRE PROPOSAL IS PROPRIETARY. COST PROPOSALS WILL NOT BE CONSIDERED PROPRIETARY AND ARE A PUBLIC RECORD IN THE STATE OF NEBRASKA. The City will then determine, in its discretion, if the interests served by nondisclosure outweighs any public purpose served by disclosure. (See Neb. Rev. Stat. § 84-712.05(3)). Contractor will be notified of the decision. Absent a determination that information is proprietary, the Village will consider all information a public record subject to release regardless of any assertion that the information is proprietary.

If the Village determines it is required to release proprietary information, the contractor will be informed. It will be the contractor's responsibility to defend the contractor's asserted interest in non-disclosure.

To facilitate any public records requests, with the exception of proprietary information, the Village reserves a royalty-free, nonexclusive, and irrevocable right to copy, reproduce, publish, post to a website, or otherwise use any contract, proposal, or response to this solicitation for any purpose and to authorize others to use the documents. Any individual or entity awarded a contract, or who submits a proposal or response to this solicitation, specifically waives any copyright or other protection the contract, proposal, or response to the solicitation may have and acknowledges that they have the ability and authority to enter into such waiver. This reservation and waiver is a prerequisite for submitting a proposal or response to this solicitation and award of a contract. Failure to agree to the reservation and waiver will result in the proposal or response to the solicitation being found non-responsive and rejected.

Any entity awarded a contract or submitting a proposal or response to the solicitation agrees not to sue, file a claim, or make a demand of any kind and will indemnify and hold harmless the Village and its employees, volunteers, agents, and its elected and

appointed officers from and against any and all claims, liens, demands, damages, liability, actions, causes of action, losses, judgments, costs, and expenses of every nature, including investigation costs and expenses, settlement costs, and attorney fees and expenses, sustained or asserted against the Village, arising out of, resulting from, or attributable to the posting or release of the contract or the proposals and responses to the solicitation, awards, and other documents.

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I. PROCUREMENT PROCEDURE

A. GENERAL INFORMATION

This solicitation is designed to solicit proposals from qualified Contractors who will be responsible for providing consulting services related to a complete rewrite of the village’s Comprehensive Plan at a competitive and reasonable cost. A Community Profile, Project Description and Scope of Work, and Proposal Instructions may be found in Sections II through IV.

Proposals shall conform to all instructions, conditions, and requirements included in this solicitation. Prospective contractors are expected to carefully examine all documents, schedules, and requirements in this solicitation and to respond to each requirement in the format prescribed. Proposals may be found non-responsive if they do not conform to this solicitation.

Contractors should complete Sections III and IV and any attached Forms as part of their proposal.

B. PROCURING OFFICE AND COMMUNICATION WITH VILLAGE STAFF AND EVALUATORS

Procurement responsibilities related to this solicitation reside with the Zoning Administrator. The point of contact (POC) for the procurement is as follows:

Name: Ray Sueper Telephone: 402-538-4026
Entity: Village of Bellwood E-Mail: permits@bellwoodne.com
Address: PO Box 188
Bellwood, NE 68624

From the date the solicitation is issued until an Intent to Award is issued, communication from contractors may only be directed to the POC listed above. After an Intent to Award is issued, Contractor may communicate with any individuals the Village has designated. No member of the village government, employee of the Village, or member of the Evaluation Committee is empowered to make binding statements regarding this solicitation. The POC will issue any answers, clarifications, or amendments regarding this solicitation in writing; however, only the Village Board can award a contract. Contractors shall not have any communication with or attempt to communicate with or influence any evaluator involved in this solicitation.

The following exceptions to these restrictions are permitted:

1. Contact made pursuant to pre-existing contracts or obligations.
2. Contact required by the schedule of events, or an event scheduled later by the solicitation POC; and,
3. Contact required for negotiation and execution of the final contract.

The Village reserves the right to reject a contractor’s proposal, withdraw an Intent to Award, or terminate a contract if it determines there has been a violation of these procurement procedures.

C. SCHEDULE OF EVENTS

The Village expects to adhere to the procurement schedule shown below, but all dates are approximate and may be subject to change:

| | ACTIVITY | DATE/TIME |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| 1. | Release Solicitation | January 14, 2023 |
| 2. | Last day to submit written questions | January 31, 2023 |
| 3. | Village responds to written questions through Solicitation “Addenda” or “Amendments” to be posted to the Village’s website: https://www.bellwoodnebraska.com | Ongoing until January 31, 2023 |
| 4. | Proposal Opening Location: Bellwood Village Auditorium 410 Taylor Street Bellwood, NE 68624 | February 6, 2023 3:00 PM Central Time |
| 5. | Review for conformance to solicitation requirements | February 6, 2023 |
| 6. | Evaluation period | February 7, 2023 to March 6, 2023 |
| 7. | Oral Interviews/Presentations or Demonstrations | TBA |
| 8. | Provide Notification of Intent to Award | March 7, 2023 |
| 9. | Contract finalization period | March 7, 2023 to March 31, 2023 |
| 10. | Contract award | April 3, 2023 |

D. WRITTEN QUESTIONS AND ANSWERS

Questions regarding the meaning or interpretation of any solicitation provision must be submitted in writing to the POC and clearly marked "RFP 2023-01 Questions". The POC is not obligated to respond to questions that are received late per the Schedule of Events. It is preferred that questions be sent via e-mail to permits@bellwoodne.com, but they may be delivered by hand or by U.S. Mail.

Contractors should present, as questions, any assumptions upon which the Contractor's proposal is or might be developed. Proposals will be evaluated without consideration of any known or unknown assumptions of a contractor. The contract will not incorporate any known or unknown assumptions of a contractor.

Written answers will be posted at:
<https://www.bellwoodnebraska.com>

E. SECRETARY OF STATE REGISTRATION REQUIREMENTS

All contractors must be authorized to transact business in the State of Nebraska and comply with all Nebraska Secretary of State registration requirements. The contractor who is the recipient of an Intent to Award will be required to certify that it has complied and to produce a true and exact copy of its current Certificate or Letter of Good Standing or, in the case of a sole proprietorship, to provide written documentation of sole proprietorship and complete the United States Citizenship Attestation Form provided by the Village. This must be accomplished prior to execution of the contract.

F. ETHICS IN PUBLIC CONTRACTING

The City reserves the right to reject proposals, withdraw an intent to award or an award, or terminate a contract if a contractor commits or has committed ethical violations, which include, but are not limited to:

1. Offering or giving, directly or indirectly, a bribe, fee, commission, compensation, gift, gratuity, or anything of value to any person or entity in an attempt to influence the bidding process;
2. Utilizing the services of lobbyists, attorneys, political activists, or consultants to influence or subvert the bidding process;
3. Being considered for, presently being, or becoming debarred, suspended, ineligible, or excluded from contracting with any state or federal entity;
4. Submitting a proposal on behalf of another party or entity; and
5. Colluding with any person or entity to influence the bidding process, submit sham proposals, preclude bidding, fix pricing or costs, create an unfair advantage, subvert the proposal, or prejudice the Village.

The Contractor shall include this clause in any subcontract entered into for the exclusive purpose of performing this contract. Throughout the bidding process, Contractor shall have an affirmative duty to report any violations of this clause caused by the Contractor or its potential subcontractors and, throughout the term of the resulting contract, for the successful Contractor and their subcontractors.

G. DEVIATIONS FROM THE REQUEST FOR PROPOSAL

The requirements contained in the solicitation (Sections III to V) will become a part of the terms and conditions of the contract resulting from this solicitation. Any deviations from the solicitation in Sections III to V must be clearly defined by the contractor in its proposal and, if accepted by the Village, will become part of the contract. Any specifically defined deviations must not be in conflict with the basic nature of the solicitation, requirements, or applicable local, state, or federal laws or regulations. Deviation, for the purposes of this solicitation, means any proposed changes or alterations to either the contractual language or deliverables within the scope of this solicitation. The Village discourages deviations and reserves the right to reject proposed deviations.

H. SUBMISSION OF PROPOSALS

Contractors must submit one proposal marked "ORIGINAL", six hard copies, and one digital copy. Contractors are solely responsible for any variance between the copies submitted. Proposal responses should include all completed forms. Proposals must reference the RFP number and be sent to the specified address. If a recipient phone number is required for delivery purposes, 402-538-4026 should be used. The RFP number should be included in all correspondence.

The Village will not furnish packaging and sealing materials. It is a contractor's responsibility to ensure the solicitation is sent in a sealed envelope or container and submitted by the date and time indicated in the Schedule of Events. The outside of any packaging or container must state the company's name and include the words "Proposal for Comprehensive Plan" and the RFP number. Sealed proposals must be received by the date and time of the proposal opening per the Schedule of Events. No late proposals will be accepted.

The Request for Proposal form must be manually signed in an indelible manner and returned by the proposal opening date and time along with the contractor's Request for Proposal and any other requirements as stated herein in order for the contractor's response to be evaluated.

It is the responsibility of the contractor to check the Village's website for all information relevant to this Request for Proposal to include addenda or amendments issued prior to the opening date. Website address is as follows:
<https://www.Bellwoodnebraska.com>

Emphasis should be concentrated on conformance to the solicitation instructions, responsiveness to requirements, completeness, and clarity of content. If the contractor's proposal is presented in such a fashion that makes evaluation difficult or overly time-consuming, the Village reserves the right to reject the proposal as non-conforming.

The Technical and Cost Proposals should be presented in separate sections (loose-leaf binders are preferred) on standard 8 ½" x 11" paper, except that, charts, diagrams, and the like may be on foldouts which, when folded, fit into the 8 ½" by 11" format. Pages may be consecutively numbered for the entire proposal or may be numbered consecutively within sections. Figures and tables should be numbered consecutively within sections. They should be placed as close as possible to the referencing text and referenced in the text by their respective numbers.

The Technical Proposal should not contain any reference to dollar amounts. However, information such as data concerning labor hours and categories, materials, subcontracts and so forth, shall be considered in the Technical Proposal so that the contractor's understanding of the scope of work may be evaluated. The Technical Proposal shall disclose the contractor's technical approach in as much detail as possible, including, but not limited to, the information required by the Technical Proposal instructions.

By signing the "Request for Proposal for Contractual Services" form, the contractor guarantees compliance with the provisions stated in this solicitation.

I. METHOD OF SUBMISSION

Proposals may be delivered in person, via U.S. Mail or private carrier/courier, or by email. The Village will not accept proposals by fax, voice, or telephone.

J. PROPOSAL CORRECTIONS

A contractor may correct or withdraw a proposal prior to the time of opening by giving written notice to the Village of intent to withdraw the proposal for modification or to withdraw the proposal entirely. Changing a proposal after opening may be permitted if the change is made to correct a minor error that does not affect price, quantity, quality, delivery, or contractual conditions. In case of a mathematical error in extension of price, unit price shall govern.

K. LATE PROPOSALS

Proposals received after the time and date of the proposal opening will be considered late proposals. Late proposals will be returned unopened if requested by the contractor and at contractor's expense. The Village is not responsible for proposals that are late or lost regardless of cause or fault.

L. PROPOSAL OPENING

The opening of proposals will be public, and the contractors will be announced. Proposals **WILL NOT** be available for viewing by those present at the proposal opening. Proposals will be posted to the Village's website once an Intent to Award has been posted. Information identified as proprietary by the submitting contractor, in accordance with this solicitation and state law, will not be posted. If the Village determines submitted information should not be withheld, in accordance with the [Public Records Act](#), or if ordered to release any withheld information, said information may then be released. The submitting contractor will be notified of the release, and it shall be the obligation of the submitting contractor to take further action if it believes the information should not be released. Contractors may contact the Village to schedule an appointment for viewing proposals after the Intent to Award has been posted to the website. Once proposals are opened, they become the property of the Village of Bellwood and will not be returned.

M. INITIAL REVIEW OF PROPOSAL REQUIREMENTS

The proposals will first be examined to determine if all requirements listed below have been addressed and whether further evaluation is appropriate. Proposals not meeting the requirements may be rejected as non-responsive. The requirements are:

1. Original Request for Proposal for Contractual Services form signed using an indelible method;
2. Clarity and responsiveness of the proposal;
3. Completed Corporate Overview;
4. Completed Sections III through V;
5. Completed Technical Approach; and
6. Completed Cost Proposal.

N. EVALUATION COMMITTEE

Proposals will be evaluated by members of an Evaluation Committee. The Evaluation Committee will consist of individuals selected at the discretion of the Village. Names of the members of the Evaluation Committee will not be published prior to the intent to award.

Any contact, attempted contact, or attempt to influence an evaluator that is involved with this solicitation may result in the rejection of the contractor's proposal and further administrative actions.

O. EVALUATION OF PROPOSALS

All complete proposals will be evaluated. Each evaluation category will have a maximum point potential. The Village will conduct a fair, impartial, and comprehensive evaluation of all proposals in accordance with the criteria set forth below. Areas that will be addressed and scored during the evaluation include:

1. Overall proposal quality and its responsiveness to the RFP, including but not limited to:
 - a. completeness, clarity, and conciseness;
 - b. comprehension of the scope of work and meeting the stated purpose and needs of the Village;
 - c. uniqueness or innovativeness;
2. Corporate Overview should include but is not limited to:
 - a. the ability, capacity, and skill of the contractor to deliver and implement the system or project that meets the requirements of the solicitation;
 - b. the character, integrity, reputation, judgment, experience, and efficiency of the contractor;
 - c. whether the contractor can perform the contract within the specified time frame;
 - d. the quality of performance on prior contracts;
 - e. the ability of the contractor to identify and assist in procuring outside funding possibilities to further enhance the project while leveraging existing funding;
 - f. the ability of the contractor to successfully collaborate with village staff and representatives;
 - g. such other information that may be secured and that has a bearing on the decision to award the contract;
3. Technical Approach; and,
4. Cost Proposal.

Proposals will be evaluated and ranked based on the above criteria as determined by the Village. The Village will afford equal opportunity to all those who submit proposals and will not discriminate in its selection of consultants on the grounds of race, sex, color, physical handicap, or national origin.

Neb. Rev. Stat. §81-161 allows the quality of performance of previous contracts to be considered when evaluating responses to competitively bid solicitations in determining the lowest responsible bidder. Information obtained from any prior performance reports may be used in evaluating responses to solicitations for goods and services to determine the best value for the Village.

P. ORAL INTERVIEWS/PRESENTATIONS OR DEMONSTRATIONS

The Village may determine after the completion of the Technical and Cost Proposal evaluations that oral interviews/presentations or demonstrations are required. Not every contractor will be given an opportunity to interview/present or give demonstrations; the Village reserves the right, in its discretion, to select only the top scoring contractors to present/give oral interviews. The scores from the oral interviews/presentations or demonstrations will be added to the scores from the Technical and Cost Proposals. The presentation process will allow the contractors to demonstrate their proposal offering and to explain or clarify any unusual or significant elements related to their proposals. Contractors' key personnel, identified in their proposal, may be requested to participate in a structured interview to determine their understanding of the requirements of this solicitation, their authority and reporting relationships within their firm, and their management style and philosophy. Only representatives of the Village and the presenting contractor will be permitted to attend the oral interviews/presentations or demonstrations. A written copy or summary of the presentation and any demonstrative information (such as diagrams, briefing charts, etc.) may be offered by the contractor, but the Village reserves the right to refuse or not consider the offered materials. Contractors will not be allowed to alter or amend their proposals.

Once the oral interviews/presentations or demonstrations have been completed, the Village reserves the right to make an award without any further discussion with the contractors regarding the proposals received.

Any costs incidental to the oral interviews/presentations or demonstrations shall be borne entirely by the contractor and will not be compensated by the Village.

Q. BEST AND FINAL OFFER

If best and final offers (BAFO) are requested by the Village and submitted by the contractor, they will be evaluated (using the stated BAFO criteria), scored, and ranked by the Evaluation Committee. The Village reserves the right to conduct more than one Best and Final Offer. The award will then be granted to the highest scoring contractor; however, a contractor should provide its best offer in its original proposal. Contractors should not expect that the Village will request a best and final offer.

R. REFERENCE AND CREDIT CHECKS

The Village reserves the right to conduct and consider reference and credit checks and to use third parties to conduct such checks. By submitting a proposal in response to this solicitation, the contractor grants to the Village the right to contact or arrange a visit in person with any or all the contractor's clients. Reference and credit checks may be grounds to reject a proposal, withdraw an intent to award, or rescind the award of a contract.

S. AWARD

The Village reserves the right to evaluate proposals and award contracts in a manner utilizing criteria selected at the Village's discretion and in the Village's best interest. After evaluation of the proposals, or at any point in the solicitation process, the Village may take one or more of the following actions:

1. Amend the solicitation;
2. Extend the time of or establish a new proposal opening time;

3. Waive deviations or errors in the Village's solicitation process and in contractor proposals that are not material, do not compromise the solicitation process or a contractor's proposal, and do not improve a contractor's competitive position;
4. Accept or reject any portion of or all of a proposal;
5. Accept or reject all proposals;
6. Withdraw the solicitation;
7. Elect to rebid the solicitation;
8. Award single lines or multiple lines to one or more contractors; or,
9. Award one or more all-inclusive contracts.

The solicitation does not commit the Village to award a contract. Once an intent to award decision has been determined, it will be communicated to the contractor and posted on the Village's website at: <https://www.bellwoodne.com>

T. ALTERNATE/EQUIVALENT PROPOSALS

Contractors may offer proposals that are at variance from the express specifications of the solicitation. The Village reserves the right to consider and accept such proposals if, in the judgment of the Zoning Administrator, the proposal will result in goods or services equivalent to or better than those which would be supplied in the original proposal specifications.

If this solicitation is for specific goods, materials, or equipment, Contractors must indicate on the solicitation the alternate manufacturer's name and part numbers and shall submit with their proposal sketches, descriptive literature, and complete specifications. Reference to literature submitted with a previous proposal will not satisfy this provision. Proposals which do not comply with these requirements are subject to rejection. In the absence of any stated deviation or exception, the proposal will be accepted as in strict compliance with all terms, conditions, and specifications, and the Contractor shall be held liable therefore.

U. LUMP SUM OR "ALL OR NONE" PROPOSALS

The Village reserves the right to purchase item-by-item, by groups, or as a total when the Village may benefit by so doing. Contractors may submit a proposal on an "all or none" or "lump sum" basis but should also submit a proposal on an item-by-item basis. The term "all or none" means a conditional proposal that requires the purchase of all items that are offered and Contractor declines to accept award on individual items; a "lump sum" proposal is one in which the Contractor offers a lower price than the sum of the individual proposals if all items are purchased but agrees to deliver individual items at the prices quoted.

V. PROPOSAL PREPARATION COSTS

The Village shall not incur any liability for any costs incurred by contractors in replying to this solicitation, in participating in the demonstrations or oral presentations, or in any other activity related to bidding on this solicitation.

W. FAILURE TO COMPLY WITH REQUEST FOR PROPOSAL

Violations of the terms and conditions contained in this solicitation or any resultant contract, at any time before or after the award, shall be grounds for action by the Village, which may include, but is not limited to, the following:

1. Rejection of a contractor's proposal;
2. Withdrawal of the Intent to Award;
3. Withdrawal of the Award;
4. Negative Performance Reports;
5. Termination of the resulting contract;
6. Legal action; and,
7. Suspension of the contractor from further bidding with the Village for a period of time relative to the seriousness of the violation, such period to be within the sole discretion of the Village.

X. REJECTION OF PROPOSALS

The Village reserves the right to reject any or all proposals, wholly or in part, in the best interests of the Village.

Y. RESIDENT BIDDER

Pursuant to Neb. Rev. Stat. §§ 73-101.01 through 73-101.02, a Resident Bidder may be allowed a preference against a Nonresident Bidder from a state which gives or requires a preference to Bidders from that state. The preference shall be equal to the preference given or required by the state of the Nonresident Bidders. Where the lowest responsible bid from a Resident Bidder is equal in all respects to one from a Nonresident Bidder from a state which has no preference law, the Resident Bidder shall be awarded the contract. The provision of this preference shall not apply to any contract for any project upon which federal funds would be withheld because of the provisions of this preference.

II. COMMUNITY PROFILE

The Village of Bellwood is a diverse, thriving community with a proud heritage and over 500 residents and is located approximately 14 miles southeast of Columbus, Nebraska. In order to preserve Bellwood's quality of life, while continuing to attract new businesses, investments, and residents to the community, the Village must carefully plan for its future. The new Comprehensive Plan that results from this project will be the framework for ensuring orderly, efficient, and manageable growth of the community.

Geography

Bellwood is in the northwest corner of Butler County, approximately 6.5 miles east of Polk County and 2.5 miles south of Platte County. It sits along the Burlington railroad track, which flows south from Platte County down into Lincoln. Most of the Village is located west of the tracks, including the Village's flagship recreational area, Bell Park.

Demographics

As of 2022 there are 401 people.

Economy

Bellwood has a local Tavern with keno available, a grain elevator Coop, a Bank of the Valley, a Cenex convenience store, and Romscheck Seed sales company.

Thanks to its economic diversity, Bellwood's economy remains strong despite downturns in many similarly sized municipalities throughout the United States. Located in or near the Village is our major industry, the COOP, which employ a portion of the area's population.

Because of the Village's proximity to Columbus, it serves as a commuter town for residents who live in town and travel to Columbus or David City for work. The Village touts a growing skilled and Factory labor pool.

The Village has had a general static annual growth over the past 15 years as the area offers low-cost opportunities for commercial development that are considered attractive to new businesses and residents. Within the past decade, Bellwood has experienced an increase in development that has provided numerous challenges to existing infrastructure and current and future land use planning. Existing retail and commercial development are primarily located in the city center on Esplanade Street stretching to the north from Highway 64. As the population continues to expand, other formerly agricultural land is quickly developing in the northeast along the railroad tracks, in the southwest along Pioneer Street. Additional growth may come in from new development to the north of the village around existing recreational sandpits.

Much of the new development is spotty, uncontrolled, and random as developers prioritize land availability and cost over planned growth, which has resulted in new residential and commercial development challenges.

Public Services

Public Utility Office, Two Churches, Post Office, Local Fire and Ambulance Services, Agricultural Depot for local farmers at the Coop, a village auditorium available to rent for special events. The Village provides water, and sewer services. The Village holds an annual "Clean-Up Days", which is a free service for local resident to dispose of unwanted items at no cost to citizens. A public compost/burn pile north of town is available at no costs to residents. The Village also provides Road maintenance and Snow removal services throughout the year.

Education

The Village is especially proud of the quality of education provided by Bellwood's K-6th School system. The school has recently made improvements related to parking and playground updates and security.

Government

The government for the Village of Bellwood is structured as a nonpartisan mayor-Village Board form of government. The Mayor and the Board members are elected at-large. The Village Board guides the development of, and ultimately enacts, the laws, rules, regulations, and policies of the Village. The Village's Mayor is responsible for the general oversight of the Village's administrative departments and guides the implementation of the laws, rules, regulations, and policies enacted by the Board.

The Village has 2 full-time employees, including a full-time Utility Superintendent, and City Clerk. In addition, the Village retains several contract or part time/seasonal employees; This includes a Contracted Police Service, an appointed Zoning Administrator, a City Attorney, Village Engineer, a Street Superintendent, and seasonal maintenance help. The Village Clerk is appointed by the Mayor and exercises many executive powers including overseeing the day-to-day operations of Village government. An appointed, volunteer Planning Commission assists the Village Board and Village staff in developing and implementing land use and development policies. The Rural Electric Administration, (REA), leases the existing electric infrastructure by contract, which they agree to maintain as part of that agreement.

Recreation

Bell Park and the Ball Club events, the downtown volleyball court, and tennis court. Recreational Sandpits and Platte River nearby.

Planning History

The Village first enacted zoning regulations in 1980's, which created zoning districts and basic restrictions on land use. The first major Comprehensive Plan, and its accompanying zoning regulations, was done in 1999. Over the years, this Comprehensive Plan has been updated and amended, and the last full update was adopted in 2010.

Over the last decade, the Planning Commission has managed growth using three basic planning tools:

- 1) the Comprehensive Plan.
- 2) Zoning ordinances and regulations; and,
- 3) Subdivision regulations.

As described above, the Village's geography, its current economy, and changing demographics and technologies create new development issues and challenges for the community. Rewriting the Comprehensive Plan will address these challenges and hopefully will help the Village achieve smart growth going forward. The issues facing the community must be met with new, innovative ideas and continued expansion in the following areas:

- A revision of the goals and objectives for smart growth;
- A focus on the redevelopment and revitalization of downtown Bellwood;
- The preservation of the Village's historic assets and natural resources;
- The development of an overall improvement strategy;
- The development of natural conservation, recreational, and historic districts;
- The establishment of a unified development code;
- The establishment of a robust economic development strategy;
- The establishment of a Downtown or Mainstreet Economy.

A stakeholder team will be created as an additional source of information gathering. This advisory team will include a wide variety of elected/appointed officials, local business leaders, and public citizens, all of whom will be considered major shareholders in the development of this long-range planning document.

It is the Village's goal that the resulting new Comprehensive Plan will fit the everchanging needs of our community well into the future.

A. PROJECT OVERVIEW

This Request for Proposals seeks to establish a relationship with a qualified contractor to assist in the Village's Comprehensive Plan rewrite. The Plan shall define a vision for the community, which shall address the desired balance of land uses, their location, design character and density as applied to undeveloped, underdeveloped, and redevelopment areas, and the interconnection among land use, the natural environment, the socioeconomic environment, and the built environment. The overall theme of the Plan shall be smart growth to create long-term sustainability, a unique sense of community and place, and a broader range of employment and housing choices and to preserve and enhance the Village's natural and economic resources.

The contractor shall initiate the overall study, examine existing conditions, identify needs and opportunities, and prepare implementation strategies for the Village. The contractor is expected to analyze existing conditions to update the Comprehensive Plan components. The analysis must identify emerging trends and the suitability of existing land use regulations, public/private facilities, and services to meet the growing and changing needs of the population. The Plan shall also explore where public or private initiatives would be necessary to maintain and improve services and facilities.

The contractor shall use information contained in prior planning analyses and reports to assist with the development of the new Comprehensive Plan. It is expected that the Plan's long-term outlook shall be 25 years. The Village's existing conditions shall be analyzed through a public participation process to formulate community goals and objectives that represent the collective desires of the public. In addition to Bellwood residents, the process may include the surrounding municipalities, the county, and non-resident citizens, as well as various regional agencies.

The Plan shall outline development or redevelopment strategies that consider preferred future land use patterns and the infrastructure improvements required to support such land use patterns. Economic, social, and environmental impacts shall be addressed as well. The implementation strategies shall identify projects that can be pursued to implement the goals of the Plan.

B. PROJECT BUDGET

The project budget has not been established and is negotiable based on the different plans and reports included in the scope of work. Contractors must provide a practical budget for undertaking each portion of the project scope of work. Contractors should keep in mind current economic conditions and be as efficient as possible in this process.

C. PROJECT REQUIREMENTS

The overall timeline for the development of the Comprehensive Plan is approximately nine to twelve months. As part of the proposal response, Contractors must submit a project schedule of anticipated tasks showing key task target dates, including public meetings and hearings, and the estimated duration of each task. Variations from the Village's intended timeline may be negotiated.

D. SCOPE OF WORK

The scope of the project is to complete a new Comprehensive Plan and redefine a community-based vision based upon public participation. The Plan may follow the structure of the existing Comprehensive Plan or innovate a new approach. Desirable modifications include: updating the future land use plan and map; introducing environmentalism, sustainability, and smart growth as themes and goals; suggestions, guidance, and plans for downtown revitalization and redevelopment, affordable and workforce housing, walkability and connectivity, enticing new residents, businesses, and industries to relocate, and making Bellwood a destination; plans for new development; and, plans for the Downtown corridor.

Demographic and Socioeconomic Analysis and Report

The Plan shall reflect current and projected demographic and socioeconomic trends and their implications on land use patterns and public services planning. Contractor shall endeavor to obtain current and accurate demographic and socioeconomic data upon which policy recommendations can be based.

Future Land Use Plan

The Future Land Use Plan shall incorporate residential, commercial, and industrial development and the review of a potential expansion of the Village's corporate limits and extraterritorial jurisdiction. This element shall also provide an outlook projection based on recent development and economic trends. The Plan shall address the relationship between the environment and human activities. A general inventory of the Village's natural resources shall be established and measured against current development policies and practices. This element shall address the interconnectivity of the built and natural environments and provide policy recommendations that shall improve the state of balance.

Community Character and Urban Design Plan

The Plan shall set out policies that address community gateways, community image, integration of major roadway corridors, and the preservation of community attributes. Development densities shall be an important focus of this element. This element shall be a tool to direct the continuing use or further development of existing design standards and guidelines, potentially expanding into a unified smart development code.

Housing and Neighborhood Development and Redevelopment Plan

The housing element provides an opportunity to set policy direction relative to the range of housing products offered in the Village and to address housing affordability, diversity, and density. This element shall look beyond housing as an independent module and toward cohesive neighborhood planning. Must include a review of Residential Parking regulations and swimming pool regulations.

Transportation Plan

The Plan shall use the 2010 Comprehensive Plan Update as a basis to evaluate changes in the Village's existing transportation system as this was thoroughly analyzed. The Plan shall assess multi-modal and multi-purpose transportation options, with special attention given to a second phase of the Master Sidewalk Plan.

Economic and Community Development Plan

The Plan shall address a range of policies that preserve and strengthen business, commerce, and industry in the Village. This element shall characterize the unique attributes of local business districts and industrial tracts and provide an evaluation of under-utilized commercial, retail, and industrial space and opportunities within the Village. Projected employment and ratios of employment to housing units shall be discussed.

Parks, Open Space, and Natural Environment Plan

The Plan shall examine, analyze, and propose ways of expanding facility inventories, trail connectivity, and park accessibility and of achieving the recreational goals that have been identified by the Village, including maintaining and expanding open space and potentially adding an area for a splash pad or small public swimming pool.

Public Facilities and Utilities Plan

The Plan shall address a wide range of governmental services including how to successfully expand infrastructure and community-based services to achieve the overall themes and goals of the Comprehensive Plan. The Plan shall address maintaining the high standards of public safety and crime prevention in the Village, and the service capacities of village utilities shall be central to this element, in addition to being an important part of the direction and phasing of the future land use element. Master water and wastewater plans shall be discussed and shall consider any impacts on existing and planned public facilities.

Energy Plan

The Plan shall provide recommendations related to energy conservation, alternative energy, alternative transportation, public health, density, and building requirements.

Blight and Substandard Study

The Village is choosing to retain and continue to use their existing Blight and Substandard Study. Please do not include this in your proposal.

E. WORK PLAN

The Village considers citizen input essential. The Comprehensive Plan process shall be structured to maximize citizen involvement and participation. The contractor shall be responsible for designing a public participation strategy and working closely with a Comprehensive Plan study advisory team. The contractor is encouraged to propose a process that is both creative and interactive for soliciting input from a diverse participant pool with the goal of channeling this input into realistic alternatives for consideration by the public, the Planning Commission, and the Village Board.

The contractor shall conduct community surveys that assess attitudes and visions for the growth of the community. The surveys shall identify the community's perception of and satisfaction with existing services. Additionally, the survey results shall yield conclusions based on the community opinions regarding future policies on issues such as land use patterns, transportation, economic development, housing (including underserved housing areas), public safety, parks, community facilities, and environmental issues. The citizen participation process shall specifically gauge the public's acceptance of sustainable practices.

The contractor shall maintain a project web page to communicate the project schedule, upcoming meeting dates, and links to various contact persons. The use of other forms of social media is desirable. The contractor shall post and provide web ready graphics and maps as they are produced.

F. PROJECT PLANNING AND MANAGEMENT

The contractor shall work closely with the Village's Comprehensive Plan study advisory team for all aspects of project planning and management and shall analyze and incorporate additional elements from studies, reports, and other additional resources the Village has acquired.

Additional Resources

Additional material for background gathering:

- Existing Zoning Map
- Aerial Photography
- Parks and Recreation Plans
- Utilities Plans
- Bicycle/Pedestrian Plans
- Floodplain Development Policy

Additional material that may be available upon request:

- Bellwood Area Schools Facilities Plan

G. DELIVERABLES

The Comprehensive Plan format shall consist of both digital files (Microsoft Word; Adobe PDF) and hard copies printed in an 8 ½ by 11 (vertically oriented) three ring binder format that lends itself to amendments. Maps shall be produced in ArcGIS v9 or higher format of 36" by 60" and with the capability of being legibly reduced to 11 by 17 for inclusion into the binder. The contractor shall deliver the draft and final documents in both hard copy and electronic formats to allow for reproduction, revision, and direct web posting.

- Prepare Key Plan Element drafts for citizens and Planning Commission review.
- Digitize new maps, input data and create new ArcGIS layers, and incorporate selected maps from existing work products to produce ArcGIS and or AutoCAD maps.
- Prepare Comprehensive Plan
- Produce all materials for public presentations.
- Provide digital, web ready drafts of the Plan for posting on the Village’s website as well as the required Study website.
- Produce final copies for approval and adoption by the Village Board.
- Provide the Village with a reproducible hard and digital copy of the adopted Plan. Digital documents and maps shall be easily editable and provided in the following file formats:
 - Comprehensive Plan text and maps must be provided in Adobe PDF.
 - Comprehensive Plan text must also be provided in Microsoft Word format.
 - All final maps and overlays must be delivered in a geodatabase using ArcGIS v9 or higher, AutoCAD Map 2011 or higher, along with map templates generated throughout the process. All final maps and source data files must be provided to the Village.

IV. PROPOSAL INSTRUCTIONS

This section documents the requirements that should be met by contractors in preparing the Technical and Cost Proposal. Contractors should identify the subdivisions of Project Description and Scope of Work clearly in their proposals; failure to do so may result in disqualification. Failure to respond to a specific requirement may be the basis for elimination from consideration during the Village’s comparative evaluation.

Proposals must demonstrate that the Contractor has the professional capabilities to accomplish the project and should contain any relevant and helpful information that indicates the Contractor’s ability to successfully complete all aspects of the Project Description and Scope of Work. Completed proposals should be no longer than twenty-five (25) pages and are due by the date and time shown in the Schedule of Events. Content requirements for the Technical and Cost Proposal are presented separately in the following subdivisions, format, and order:

A. TECHNICAL PROPOSAL CONTENTS

1. CORPORATE OVERVIEW

The Corporate Overview section of the Technical Proposal should consist of the following subsections:

a. Contractor Identification and Information

The contractor should provide the full company or corporate name, address of the company's headquarters, entity organization (corporation, partnership, proprietorship), state in which the contractor is incorporated or otherwise organized to do business, year in which the contractor first organized to do business and whether the name and form of organization has changed since first organized.

- i. If any change in ownership or control of the company is anticipated during the twelve months following the proposal due date, the contractor should describe the circumstances of such change and indicate when the change will likely occur. Any change of ownership to an awarded contractor will require notification to the Village.

b. Office Location

The contractor’s office location responsible for performance pursuant to an award of a contract with the Village should be identified.

c. Relationships with the Village

The contractor should describe any dealings with the Village over the previous ten years. If the organization, its predecessor, or any party named in the contractor’s proposal response has contracted with the Village, the contractor should identify the contracts or provide any other information available to identify such contracts. If no such contracts exist, so declare.

If any party named in the contractor's proposal response is or was an employee of the Village within the past ten years, identify the individuals by name, job title or position held with the Village, and separation date. If no such relationship exists or has existed, so declare. If any employee of the Village is employed by the contractor or is a subcontractor to

the contractor, as of the due date for proposal submission, identify all such persons by name, position held with the contractor, and position held with the Village (including job title and agency). Describe the responsibilities of such persons within the proposing organization. If, after review of this information by the Village, it is determined that a conflict of interest exists or may exist, the contractor may be disqualified from further consideration in this proposal. If no such relationship exists, so declare.

d. Summary of Contractor's Experience

The contractor should provide project summaries for a minimum of three of the contractor's previous projects similar to this solicitation in size, scope, and complexity. The Village will use no more than five (5) narrative project descriptions submitted by the contractor during its evaluation of the proposal.

The contractor should address the following:

- i. Provide narrative descriptions to highlight the similarities between the contractor's experience and this solicitation. These descriptions should include:

- a) The time period of the project;
 - b) The scheduled and actual completion dates;
 - c) The Contractor's responsibilities;
 - d) For reference purposes, a customer name (including the name of a contact person, a current telephone number, and e-mail address); and
 - e) Each project description should identify whether the work was performed as the prime contractor or as a subcontractor. If a contractor performed as the prime contractor, the description should provide the originally scheduled completion date and budget, as well as the actual (or currently planned) completion date and actual (or currently planned) budget.
- ii. Contractor and subcontractor experience should be listed separately. Narrative descriptions submitted for subcontractors should be specifically identified as subcontractor projects.
- iii. If the work was performed as a subcontractor, the narrative description should identify the same information as requested for the Contractors above. In addition, subcontractors should identify what share of contract costs, project responsibilities, and time period were performed as a subcontractor.

e. Summary of Contractor's Proposed Personnel and Management Approach

The contractor must identify the specific professionals who will work on the project if their company is awarded the contract, with a summary or matrix of the team's shared project experience. The names and titles of each member of the team proposed for assignment to the project should be identified in full, with a description of the team leadership, interface and support functions, and reporting relationships. The primary work assigned to each member should also be identified along with a description, in sufficient detail to permit an evaluation of each team member's ability to complete their tasks within the project timeline, of the current commitments each team member has to other work.

The contractor should provide resumes for all personnel proposed by the contractor to work on the project. The Village will consider the resumes as a key indicator of the contractor's understanding of the skill mixes required to carry out the requirements of the solicitation in addition to assessing the experience of specific individuals. Resumes should not be longer than three pages and should include, at a minimum, academic background and degrees, professional certifications, relevant project experience, understanding of the process, and at least three references (name, address, and telephone number) who can attest to the competence and skill level of the individual. Any changes in proposed personnel shall only be implemented after written approval from the Village.

The contractor should present a project organizational chart, including key staff to be assigned, and a detailed description of its proposed approach to the management of the project.

f. Subcontractors

If the contractor intends to subcontract any part of its performance hereunder, the contractor should provide:

- i. name, address, and telephone number of the subcontractors;
- ii. key personnel and support staff of each subcontractor;
- iii. specific tasks for each subcontractor;
- iv. percentage of performance hours intended for each subcontract;
- and
- v. total percentage of subcontractor performance hours.

g. Prior Contract Performance

If the contractor or any proposed subcontractor has had a contract terminated for default during the past ten years, all such instances must be described as required below. Termination for default is defined as a notice to stop performance delivery due to the contractor's non-performance or poor performance, and the issue was either not litigated due to inaction on the part of the contractor or litigated and such litigation determined the contractor to be in default.

It is mandatory that the contractor submit full details of all termination for default experienced during the past ten years, including the other party's name, address, and telephone number. The response to this section must present the contractor's position on the matter. The Village will evaluate the facts and will score the contractor's proposal accordingly. If no such termination for default has been experienced by the contractor in the past ten years, so declare.

If at any time during the past ten years, the contractor has had a contract terminated for convenience, non-performance, non-allocation of funds, or any other reason, describe fully all circumstances surrounding such termination, including the name and address of the other contracting party.

2. TECHNICAL APPROACH

The technical approach section of the Technical Proposal should consist of the following subsections:

a. Understanding of the Project Requirements

b. Proposed Development Approach

A description of the proposed operation plan including an explanation of technical approaches and a detailed outline of the proposed services for executing all of the project tasks.

c. Technical Considerations

d. Detailed Project Work Plan and Schedule

A comprehensive work task plan that details specific tasks included within each phase and element.

A corresponding graphic calendar or text schedule must be included that shows the proposed timeline for each task and milestone dates. The schedule should include the amount of time in months, and as a percentage of total workload, for each component of the citizen participation phase, the individual elements of the Comprehensive Plan,

e. Deliverables and Due Dates

B. COST PROPOSAL CONTENTS

1. ITEMIZED COST

The cost for each subpart of the project should be itemized to allow the Village to prioritize and choose subparts based on a cost/benefit analysis and to aid in cost comparisons between potential contractors.

2. TOTAL BUDGET

The total budget should reflect the estimated cost for the entire project. If the proposal includes work that will be done by subcontractors, the cost for each subcontractor should be delineated. Indirect costs listed in the budget must be substantiated if the proposal is selected.

Because of budget constraints and appropriations of funds, additional funding is unlikely. Contractors should not anticipate budget expansions unless alternate means of funding are identified and procured.

C. SIGNATURE/CERTIFICATION

The proposal must be signed by an official authorized to bind the offer and must contain a statement that the proposal is a firm offer for a ninety (90) day period from the proposal opening date.

The proposal must also provide the following information: name, title, address, and telephone number of the individual with authority to contractually bind the company. This information may be included in the Request for Proposal for Contractual Services Form or in Form A.

REQUEST FOR PROPOSAL FOR CONTRACTUAL SERVICES FORM

CONTRACTOR MUST COMPLETE THE FOLLOWING

Mark any that apply:

| |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>_____ RESIDENT BIDDER AFFIDAVIT: Bidder hereby attests that bidder is a Nebraska Contractor. "Nebraska Contractor" shall mean any bidder who has maintained a bona fide place of business and at least one employee within this state for at least the six (6) months immediately preceding the posting date of this Solicitation.</p> |
| <p>_____ I hereby certify that I am a Resident disabled veteran or business located in a designated enterprise zone in accordance with Neb. Rev. Stat. § 73-107 and wish to have preference, if applicable, considered in the award of this contract.</p> |
| <p>_____ I hereby certify that I am a blind person licensed by the Commission for the Blind & Visually Impaired in accordance with Neb. Rev. Stat. §71-8611 and wish to have preference considered in the award of this contract.</p> |

By signing this Request for Proposal for Contractual Services form, the contractor guarantees compliance with the procedures stated in this Solicitation and agrees to the terms and conditions unless otherwise indicated in writing

FORM MUST BE SIGNED USING AN INDELIBLE METHOD (NOT ELECTRONICALLY)

| | | |
|-------------------------------|--|--|
| FIRM: | | |
| COMPLETE ADDRESS: | | |
| TELEPHONE NUMBER: | | |
| FAX NUMBER: | | |
| DATE: | | |
| SIGNATURE: | | |
| TYPED NAME & TITLE OF SIGNER: | | |

GLOSSARY OF TERMS

Acceptance Test Procedure: Benchmarks and other performance criteria, developed by the Village or other sources of testing standards, for measuring the effectiveness of products or services and the means used for testing such performance.

After Receipt of Order (ARO): After Receipt of Order

Automated Clearing House: (ACH) Electronic network for financial transactions in the United States

Best and Final Offer (BAFO): In a competitive proposal, the final offer submitted which contains the contractor's most favorable terms for price.

Bid Bond: An insurance agreement, accompanied by a monetary commitment, by which a third party (the surety) accepts liability and guarantees that the contractor will not withdraw the bid.

Change Order: Document that provides amendments to an executed purchase order or contract.

Confidential or Proprietary Information: Proprietary trade secrets, academic and scientific research work which is in progress and unpublished, and other information which if released would give advantage to business competitors and serve no public purpose (see Neb. Rev. Stat. §84-712.05(3)). In accordance with Nebraska Attorney General Opinions 92068 and 97033, proof that information is proprietary requires identification of specific, named competitors who would be advantaged by release of the information and the specific advantage the competitors would receive.

Deviation: Any proposed changes or alterations to either the terms and conditions or deliverables within the scope of the written solicitation or contract.

Invalid Proposal: A proposal that does not meet the requirements of the solicitation or cannot be evaluated against the other proposals.

Late Proposal: An offer received after the Opening Date and Time.

Opening Date and Time: Specified date and time for the public opening of received, labeled, and sealed formal proposals.

Performance Report: A report completed by the Village documenting products or services delivered or performed which exceed or fail to meet the terms or specifications of a purchase order, contract, or solicitation.

Point of Contact (POC): The person designated to receive communications and to communicate.

Pre-Proposal Conference: A meeting scheduled for the purpose of clarifying a written solicitation and related expectations.

Project: The total scheme, program, or method worked out for the accomplishment of an objective, including all documentation, commodities, and services to be provided under the contract.

Public Proposal Opening: The process of opening correctly submitted offers at the time and place specified in the written solicitation and in the presence of anyone who wished to attend.

Responsible Contractor: A contractor who has the capability in all respects to perform fully and lawfully all requirements with integrity and reliability to assure good faith performance.

Responsive Contractor: A contractor who has submitted a proposal which conforms to all requirements of the solicitation document.

Specifications: The detailed statement, especially of the measurements, quality, materials, and functional characteristics, or other items to be provided under a contract.

Subcontractor: Individual or entity with whom the contractor enters a contract to perform a portion of the work awarded to the contractor.

Trade Secret: Information, including, but not limited to, a drawing, formula, pattern, compilation, program, device, method, technique, code, or process that (a) derives independent economic value, actual or potential, from not being known to, and not being ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use; and (b) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy (see Neb. Rev. Stat. §87-502(4)).

Form A Contractor Proposal Point of Contact Request for Proposal Number 2021-01

Form A should be completed and submitted with each response to this solicitation. This is intended to provide the Village with information on the contractor's name and address, and the specific person who is responsible for preparation of the contractor's response.

| | |
|----------------------------------------------------|--|
| Preparation of Response Contact Information | |
| Contractor Name: | |
| Contractor Address: | |

| | | |
|------------------------------|--|--|
| Contact Person & Title: | | |
| E-mail Address: | | |
| Telephone Number (Office): | | |
| Telephone Number (Cellular): | | |
| Fax Number: | | |

Each contractor should also designate a specific contact person who will be responsible for responding to the Village if any clarifications of the contractor's response should become necessary. This will also be the person who the Village contacts to set up a presentation/demonstration.

| | | |
|-----------------------------------------------------------|--|--|
| Communication with the Village Contact Information | | |
| Contractor Name: | | |
| Contractor Address: | | |
| Contact Person & Title: | | |
| E-mail Address: | | |
| Telephone Number (Office): | | |
| Telephone Number (Cellular): | | |
| Fax Number: | | |