



REQUEST FOR PROPOSALS
Demolition of 126 and 132 South Broadway St.
City of De Pere, Wisconsin

**Development Services
Department**

Issued: October 27, 2025

Proposals Due: November 28, 2025 by 4:00PM

INTRODUCTION AND SUMMARY

The City of De Pere (hereinafter referred to as “City”) is seeking cost and qualified proposals from qualified individuals and firms interested in contracting with the City to provide abatement and demolition services for 126 and 132 South Broadway St. in the City of De Pere, Brown County, Wisconsin (the “Project”). The Project site area and structures are illustrated on the aerial maps and pictures attached.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the best candidate who best fits the needs of the City.

The City will consider proposals from qualified individuals and firms interested in providing services. Proposals must be received by the Development Services Department at City Hall, 335 S. Broadway St., De Pere, WI 54115 no later than 4:00pm on November 28, 2025.

The City reserves the 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 most favorable for the City.

A. PROJECT OVERVIEW

Site Location: 126 South Broadway Street property
Building Type: Commercial building with 1.5 stories and .5 basement
Parcel: Tax Parcel Number ED-789
Existing Structures: One structure

Site Location: 132 South Broadway Street property
Building Type: Commercial building with 1st floor commercial and 2nd floor residential
Parcel: Tax Parcel Number ED-790
Existing Structures: One structure

B. SCOPE OF WORK

The City seeks a firm to remove all identified structures on site which are two commercial building; removal includes exterior foundation walls, and removal of all other walls, partition walls, columns, piers, beams, or other projections, and all footings and foundations. In addition, miscellaneous shrubbery, fences, steps, flagpole bases, trees, etc. will be removed. All work to be provided subject to the following:

1. General Terms
 - a. The Contractor shall comply with all applicable laws, ordinances, rules, regulations and orders of any public authority having jurisdiction for the safety of persons and property, or to protect them from damages, injury, or loss.

- b. The Contractor shall erect and maintain, as required by existing conditions and progress of work, all reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards, protecting excavation with appropriate fences and/or barricades, promulgating safety regulations, and notifying owners and users of adjacent properties of intended work.
 - c. Razing and Lateral permits shall be filed with the City.
 - d. Contractor shall take necessary precautions to protect the City sidewalk and road.
 - e. Contractor shall also provide protection to overhead electric power poles and lines.
 - f. Contractors will remove the materials from the demolition site in accordance with all federal, state and local regulations. All rubbish, non-reusable fill, debris, equipment, etc. resulting from demolition work shall be removed from the premises during and or upon completion of work, leaving the site acceptable to the City. The contractor will provide receipts certifying disposal of materials at a legal landfill.
- 2. Environmental
 - a. Contractor shall be responsible for appropriate handling and disposal of hazardous materials on site. The work shall include abatement and or handling of asbestos containing material (ACM) and lead based paint.
- 3. Private Utility Disconnection
 - a. Contractor coordinate all required disconnects by private utility companies and obtain all demolition or other permits associated with these operations.
 - b. Contractor is responsible for all costs associated with disconnection of services. All service connections shall be properly disconnected prior to razing of the structures.
- 4. Lateral Disconnection
 - a. The water and sanitary sewer laterals shall be cut/capped at the transition between the private/public lateral. The private lateral beyond the cut/cap and all associated plumbing shall be removed from the site.
 - b. The Contractor shall provide lateral location information to the Engineering Division to update its record drawings.
- 5. Demolition
 - a. Remove all structures on site including foundations, basement material and footings. Removal includes foundation walls, and removal of all other walls, partition walls, columns, piers, beams, or other projections, and all footings. In addition, all miscellaneous shrubbery, fences, steps, flagpole base, etc will be removed.
 - b. Existing basement, pit, well or cistern shall be removed to an elevation of three feet (3') below the existing grade and all material remaining shall be removed from the voids to present a neat appearance for inspection, prior to backfilling.
 - c. No wall over ten feet high, without adequate lateral support of any width or length, shall remain standing after working hours.

- d. Backfilling. All excavated areas shall be filled. In case the excavation area or open basements are to remain unfilled for more than 24 hours, the contractor will be required to encircle the open area by a standard snow fence or equivalent fence.
- e. Upon completion of demolition, sufficient filling and grade shall be completed to bring the area up to a level to ensure positive drainage and conform to the surrounding area.
- f. Maintain overall drainage pattern of the lot.
- g. All fill to be supplied by contractor.
- h. Place and compact backfill material in excavated areas. Backfill material shall be clean fill.

6. Restoration

- a. All disturbed areas shall be graded to maintain the overall drainage pattern and the site restored to dust and erosion free condition.

C. SUBMITTAL QUESTIONS

All questions shall be submitted in written form to the contact information provided below by Friday, November 7, 2025. Answers will be provided, via the City website as a part of addenda to the RFP as they become available. Multiple addenda may be released. Please email questions to:

Quasan Shaw
Economic Development Planner
gshaw@deperewi.gov

D. PROPOSAL REQUIREMENTS

The City wishes to evaluate each proposal under the same uniform review standards. Proposals for this project should be organized in the following order and contain all of the following information: Respondent shall submit one (1) electronic copy in PDF format through the City's online portal linked below. In order to be considered, proposals must be received no later than 4:00 PM, Central Time, November 28, 2025.

[Economic Development / De Pere, Wisconsin \(deperewi.gov\)](https://deperewi.gov/EconomicDevelopment/DePereWisconsin)

Proposals received after the deadline will not be accepted. Faxed, mailed, delivered, or emailed proposals will not be accepted. The City will not be responsible for any errors or omissions in the proposals or any delivery delays.

Proposals should include the following information, presented in a clear, comprehensive, and concise manner, to illustrate the project teams' capabilities and technical approach to the work. Each proposal must include the following information:

1. Title Page and/or Cover Letter. Show the proposal title, the name of the organization, address, telephone number(s), email address, name of the primary contact person, the date, and other relevant company information. Provide the name(s) of the person(s) authorized to make

representations for your team, their title(s), address, email address, and telephone number(s). Include a list of and contact information for any proposed sub-consultants and the work they will perform.

2. Statement of Qualifications. Brief introduction of the Project Team organization. Summary of your understanding of the project and why your team is best suited to complete the scope of work.
3. Key Staff. Identify the designated project manager or primary contact and key supporting staff. Include resumes for each of the individuals and identify any sub-Contractors.
4. Scope and Approach. State the services your team is proposing to provide. Describe the process and timeline that would be utilized to complete the project.
5. Schedule. Illustrate the Scope and Approach including a breakdown of tasks, timeline, meetings, deliverables, and task responsibility.
6. Experience and Examples. Describe your team's experience in the required areas of expertise, and its ability to provide the services needed for the City. Include at least three examples in the last five years. List a minimum of three references related to similar work; references matching the three examples are preferred but not required.
7. Cost. Provide a fee computation broken down by the major tasks listed in Section 4 and for each building. Include the maximum fee not to be exceeded for the services to be rendered.

Failure to complete the above documentation may be grounds to declare an RFP non-responsive and the City may reject the statement of qualifications in whole or in part.

E. EVALUATION CRITERIA

Proposals will be evaluated based on the overall approach, team experience and qualifications, budget, organizational structure, methodology, schedule and fit with the City of De Pere. Proposals will be evaluated according to the following:

1. Project approach and scope. (20 points).
2. Qualifications of the project team and individual members. Particular attention will be given to the experience and the demonstrated ability of the project manager to complete all project tasks. (20 points).
3. Project Team experience and examples (20 points).
4. Understanding of required project work. (20 points).
5. Project cost. (20 points).

F. SELECTION PROCESS

The Project Team selection process will involve the following primary steps.

1. Proposal Review. The proposal review will be based on a comparative assessment and scoring of each document in accordance with the Evaluation Criteria. The City will then select one or more finalist Project Teams to advance in the selection process. During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarification from proposing teams, or to allow corrections of errors or omissions. The City reserves the right to verify any information contained in proposals.
2. Finance/Personnel Committee Review. Based on the results of the selection process, the City's selection team will recommend to the Finance/Personnel Committee and the Common Council for approval. The final contract must be approved by the Common Council.
3. Award of Contract. The City will enter into negotiations with a team based on the City's selection team recommendations. Negotiations will be conducted beginning with the team ranked first. If a contract that is satisfactory and advantageous to the City can be negotiated at a price considered fair and reasonable, the award will be made to that team. Otherwise, negotiations with the team ranked first will be formally terminated and negotiations conducted with the team ranked second, and so on until a contract can be negotiated at a fair and reasonable price. The City reserves the right to reject any and all proposals submitted.

G. TENTATIVE TIMELINE

The following is the conceptual timeline for the process (subject to change):

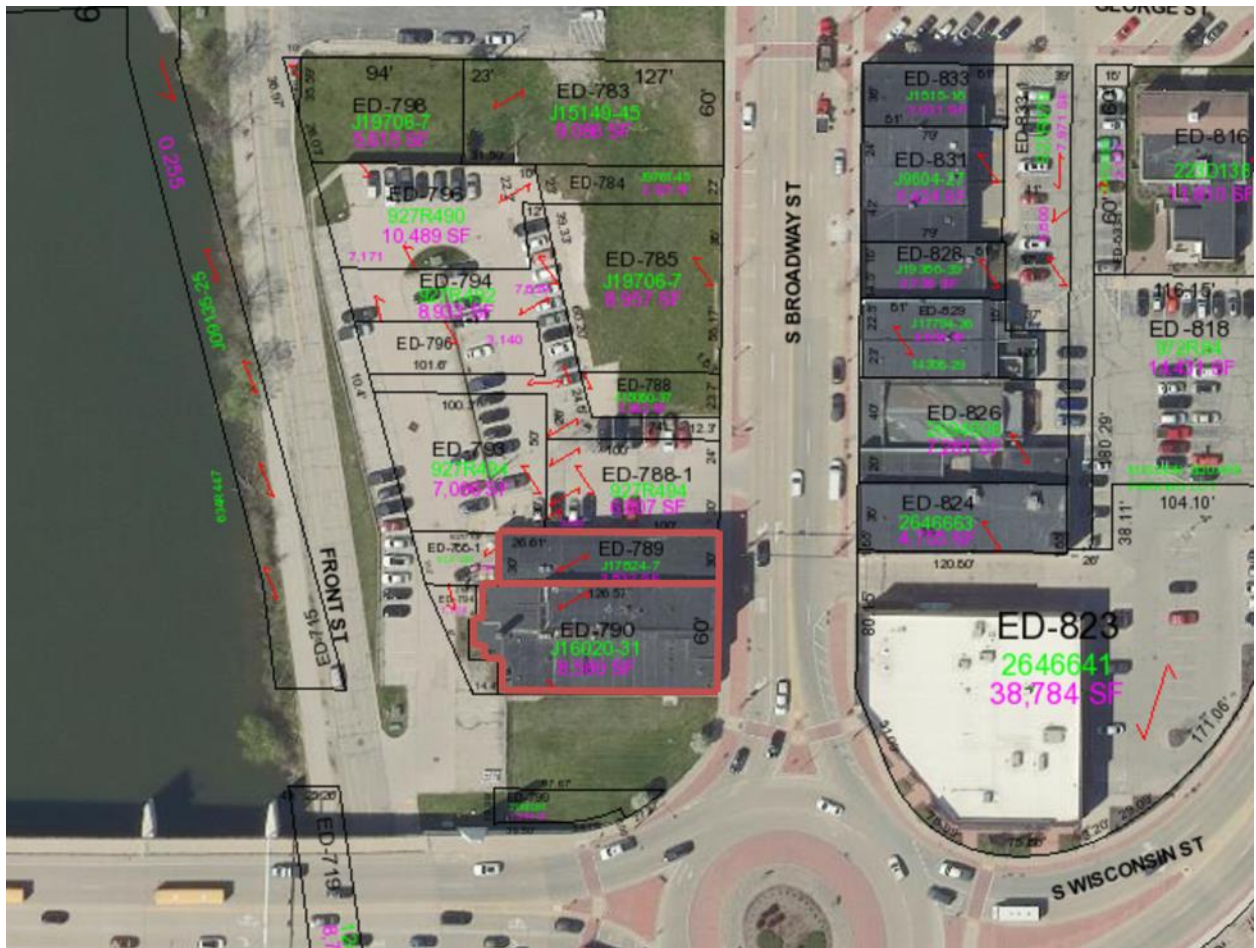
Release of Request for Demolition Proposal	October 27, 2025
Site walk through	November 5, 2025
Written questions submitted to gshaw@deperewi.gov	November 7, 2025
Reponses to questions available	November 14, 2025
Proposal Submission deadline by 4:00 p.m.	November 28, 2025
Recommendation to Finance/Personnel Committee	December 9, 2025
Common Council	TBD

H. MISCELLANEOUS AND GENERAL PROVISIONS

1. **Non-Discrimination Statement:** The City of De Pere does not discriminate on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.
2. **Rejection of Proposals:** The City reserves the right to reject any or all proposals, to divide responsibilities among one or more applicants or firms, to waive formalities, and to select the individual or firm which, in the City's sole judgment, can best perform the scope of services required.

3. Withdrawal of Proposals: the proposer upon submission of a written request may withdraw Proposals.
4. Ownership of all data, material, and documentation originated and prepared for the City pursuant to the RFP shall belong to the City and be subject to public inspection in accordance with the Wisconsin Public Records Law. Trade secrets or proprietary information submitted by the Project Team shall not be subject to public disclosure under Wisconsin Public Records Law unless otherwise required by law or a court.
5. The City is not liable for any costs incurred by any Project Team in connection with this RFP or any response by any Project Team to this RFP. The expenses incurred by a Project Team in the preparation, submission, and presentation of the proposal are the sole responsibility of the Project Team and may not be charged to the City, regardless of whether or not a Project Team's Proposal is ultimately selected by the City for completion of the work detailed in this RFP.
6. Each Project Team should carefully read and review all such items and should address such items in its proposal. However, the final description of the services and/or specifications to be provided to the City under this RFP is subject to negotiations with the successful Project Team, and final approval of the City.
7. The Project Team shall maintain, during the life of the Agreement, public liability and property damage insurance to cover claims for injuries, including accidental death, as well as from claims for property damages that may arise from the performance of work under the Agreement.

I. SITE LOCATION



J. BUILDING PHOTOS

