



Village Of Greenwood, Nebraska  
REQUEST FOR PROPOSAL (RFP)

VOG CIVIL ENGINEERING SERVICES  
(CALENDER YEAR 2025)  
**RFP ID: 202410-01**

Village Of Greenwood, Nebraska  
619 Main St  
Greenwood, Nebraska 68366  
Phone: 402-789-2300  
villageclerk@greenwoodne.gov

**Prepared By: Kevin Gerlach**  
**Date: October 4, 2024**

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REQUEST FOR PROPOSAL  
VOG CIVIL ENGINEERING SERVICES (CALENDER YEAR 2025)  
Greenwood - Nebraska

**RFP ID:** 202410-01

**PROPOSAL SUBMISSION DEADLINE:** December 6, 2024, Close of Business

**QUESTION SUBMISSION DEADLINE:** December4, 2024, Close of Business

Questions may be submitted in written form to:

**Contact Name:** Jasmine Greive  
**Contact Address:** 619 Main St  
Greenwood, Nebraska 68366  
**Telephone Number:** 402-789-2300  
**Email Address:** villageclerk@greenwoodne.gov

**INTRODUCTION**

Village Of Greenwood, Nebraska invites and welcomes proposals for the civil engineering services for The Village of Greenwood, Nebraska (Calendar Year 2025). Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.*

**PROJECT AND LOCATION**

The projects associated with this RFP shall be located within the corporate limits and jurisdictions of Greenwood, Nebraska 68366 as allowed by current laws and statutes.

**PROJECT MANAGER CONTACT INFORMATION**

The following individual(s) are the assigned contacts for the following:

For questions or information regarding this RFP, contact:

**Name:** Jasmine Greive  
**Title:** Village Clerk  
**Phone:** 402-789-2300  
**Email:** Villageclerk@greenwoodne.gov

**Name:** Don Wilken  
**Title:** Village Trustee, Chairman  
**Phone:** 402-440-1253  
**Email:** villagechairman@greenwoodne.gov

**PROJECT OBJECTIVE**

The objective and ultimate goal for this RFP is to install select a civil engineering firm to provide services to Village of Greenwood, Nebraska for the 2025 calendar year.

**PROJECT SCOPE AND SPECIFICATIONS**

The Project Scope and Specification are:

1. Provide an estimated hourly rate for a civil design services company to oversee projects as needed for village operations.
2. Projects shall be upon written request from Village of Greenwood board of trustees as required for village operations.

**SCHEDULED TIMELINE**

The following timeline(s) has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

<b>MILESTONE</b>	<b>DATE</b>
1. TBD:	TBD
2. TBD:	TBD

**PROJECT PENALTIES**

Projects shall be completed according to the milestones above or as projects are approved by village board. The Village of Greenwood shall allow a maximum of ten (10) days for weather-related delays. Each calendar day (24-hour period) past completion date shall result in a monetary penalty of \$500.00 reduction in payment to selected bidder.

**PROJECT CHANGE ORDERS**

If provisions in the RFP require contract amendments within the scope of the contract, the agency/contractor may request a change by providing a written explanation/justification. The agency letter must include the following, if applicable:

1. Statement that the change was unforeseen and within the scope of the original contract
2. Explain scope of change and proposed price for unforeseen change
3. Reasons for accepting the contractor's quote for the change
4. Advise if the change is based on cost proposed in the original contract
5. Recommendation on fair pricing and acceptability to their agency

The project manager shall review and provide a recommendation. No changes, enhancements, or modifications to any contract resulting from an RFP shall be made without the prior written approval of the project manager with Village Board of Trustees approval.

Changes to the contract include any change in a) compensation; b) beginning/ending date of contract; c) scope of work; and/or, d) contractor change through the Assignment of Contract process. Any such changes, once approved, will result in the issuance of the amendment to the contract.

## **PROPOSAL BIDDING REQUIREMENTS**

### **PROJECT PROPOSAL EXPECTATIONS**

Village Of Greenwood, Nebraska shall award the contract to the proposal that best accommodates the various project requirements. Village Of Greenwood, Nebraska reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

### **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by Village of Greenwood, Nebraska no later than Close of Business on December 6, 2024, for consideration in the project proposal selection process.

### **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

Village Of Greenwood, Nebraska reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

### **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

### **Summary of Bidder Background**

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Nebraska (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

### **Financial Information**

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

### **Proposed Outcome**

- Summary of timeline and work to be completed.

### **Equipment or Service**

- List any accommodation, services, or space required from Village of Greenwood, Nebraska, along with a brief explanation.

### **Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

### **Insurance**

- Details of any liability or other insurance provided with regard to the staff or project.