



PLANNING AND DEVELOPMENT

400 LA CROSSE STREET | LA CROSSE, WI 54601 | P: (608) 789-7512

Flood Hazard Mitigation Plan

Request for Proposals (RFP)

Introduction

The City of La Crosse, Wisconsin, has a population of 51,227 and is the largest city in Wisconsin along the Mississippi River. It is part of the Driftless Region, an area known for its river bluffs untouched by glaciers. The Black River and La Crosse River pass through the city. The river and bluff floodplains contain over twelve hundred nonconforming residential, commercial, and industrial structures.

The City is seeking the services of a qualified professional planning consulting firm or firms to prepare a Flood Hazard Mitigation Plan (FHMP) in accordance with a detailed Scope of Services and meeting the requirements of 44 CFR §201.6. These requirements are outlined in FEMA's *Local Mitigation Planning Handbook*. Interested firms must demonstrate qualifications and expertise in the preparation of such plans. The detailed Scope of Services pursuant to this Request for Proposals, and other pertinent documents, are available on the City of La Crosse's website: <https://www.cityoflacrosse.org/your-government/boards-committees/floodplain-advisory-committee>.

Interested consulting firms submitting proposals, or the team comprised of several firms, must have expertise and experience in the preparation of flood hazard mitigation plans in Wisconsin. Such expertise and experience must include data analyses, mapping capabilities, assessment of existing Flood Insurance Studies (FIS) and Flood Insurance Rate Maps (FIRM), land use, hydrogeology, and other relevant/pertinent conditions to plan development, goal formulation, implementation strategies, as well as extensive public engagement experience.

Tentative RFP Schedule

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| • Issue RFP | July 17, 2020 |
| • Written questions from consultants due | July 31, 2020 |
| • Responses from the City due | Aug. 7, 2020 |
| • Proposals due | Aug. 14, 2020 |
| • Proposal evaluation completed | Aug. 21 2020 |
| • Consultant Selection | Sep. 3, 2020 |

JASON GILMAN, AICP, PLANNING & DEVELOPMENT DIRECTOR
TIM ACKLIN, AICP, SENIOR PLANNER
ANDREA SCHNICK, ECONOMIC DEVELOPMENT PLANNER
LEWIS KUHLMAN, AICP, ENVIRONMENTAL PLANNER
JACK ZABROWSKI, ASSOCIATE PLANNER
ASHLEY MARSHALL, CLERK STENO III

CAROLINE GREGERSON, COMMUNITY DEVELOPMENT ADMINISTRATOR
DAWN REINHART, NEIGHBORHOOD HOUSING DEVELOPMENT ASSOCIATE
TARA FITZGERALD, PROGRAM COORDINATOR
KEVIN CLEMENTS, HOUSING SPECIALIST
KEVIN CONROY, HOUSING REHABILITATION SPECIALIST

Scope of Services

The work of the firm shall consist of five main Tasks as described below:

- **Task 1:** Preparation of all planning documents, studies, maps and other relevant material associated with, and the writing of, the Flood Hazard Mitigation Plan consistent with the requirements of 44 CFR §201.6;
- **Task 2:** Attendance at meetings with the FHMP, facilitation of discussion at said meetings, and review of work products and findings during the FHMP plan process;
- **Task 3:** Creation and management of the public engagement process, including the development and administration of online surveys and analysis of survey results/feedback;
- **Task 4:** Presentation of the FHMP document and findings to the City Plan Commission. Presentation may also be required to the City Council; and
- **Task 5:** Revisions to the Draft FHMP document which shall comprise the final document(s), and transmittal of all deliverables to the City.

Main Task Details

Task 1: Plan Preparation

The FHMP shall:

- Establish the planning area and resources. The municipal boundary shall serve as a starting point, but may contain areas outside where advantageous to planning efforts.
- Document the planning process
- Review community authorities, policies, programs, and resources available to accomplish mitigation, and participation in the National Flood Insurance Program
- Conduct a risk assessment
- Model stormwater and potential flood storage areas
- Develop a mitigation strategy, including goals, actions, implementation plan, updating the mitigation strategy, and communication. Goals may include elevating land, buildings, and utilities (at the block- and neighborhood-scale); floodplain preservation, restudying the floodplain based on models and methods used for Ebner Coulee, and studying the feasibility of levy certification, targeting houses for acquisition and replacement, differentiating between ground and surface water, and increasing La Crosse's Community Rating System score.
- Identify stakeholders including residents, elected officials, FEMA and State DNR, Army Corps, neighborhood associations, and more.
- Identify plan maintenance procedures and recommendations for continued public involvement

Task 2: FHMP Steering Committee and City Staff Technical Advisory Committee Facilitation

A FHMP Steering Committee and City Staff Technical Advisory Committee will be established to assist in developing and making recommendations for the FHMP pursuant to Federal statutes. The firm shall prepare all necessary presentation material on findings and present said findings to the Steering Committee and City Staff Technical Advisory Committee for discussion and feedback. The firm should expect the Steering Committee and City

Staff Technical Advisory Committee to meet a maximum of 18 times during the contract period. The firm shall work with the Floodplain Manager to facilitate multi-jurisdictional planning coordination and engage local leadership. The Floodplain Manager shall administer the activities of the Steering Committee and City Staff Technical Advisory Committee.

Task 3: Public Engagement Process

Community involvement in the planning process, from FHMP inception through adoption, is a critical element that helps ensure achievement of goals. The firm shall propose and administer a community engagement and public participation process to maximize community participation and facilitate consensus throughout this planning process understanding the dynamics of planning for a multi-cultural community. The firm shall attend all public meetings as well as individual meetings with various neighborhoods, community groups, and other stakeholders unless otherwise determined by the Floodplain Manager. The firm shall also provide to the City information/data/material/findings related to the FHMP process for the City to upload onto its Web page as well as offer innovative measures for the communicating the findings of the FHMP process to keep the public informed. The lead project person responsible for the public engagement process shall possess and document significant public engagement experience.

Task 4: Presentation of the FHMP document and findings to the City Plan Commission, Common Council

The firm shall present the FHMP document and findings to the City Plan Commission. If warranted, as determined by the Floodplain Manager, the firm will also be expected to present the FHMP to the Common Council. Additional meetings with the City Plan Commission and Common Council may be necessary during the adoption process.

Task 5: Completion and Delivery of FHMP Document(s)

Deliverables shall include twenty (20) printed bound color copies of the FHMP document, including any appendices, in addition to electronic versions of each in a PDF format. All maps shall also be delivered to the City separately in both an ArcGIS and final PDF format. Raw data for stormwater models and flood storage areas shall be delivered separately.

Fee

The City has allocated up to \$150,000 to prepare the FHMP, including all reimbursables. The firm shall execute a lump sum contract for work outlined in the Scope of Services. The firm shall submit monthly invoices for the percentage of work completed under each Task. The City will not be held responsible for any costs incurred for work performed in preparation of a proposal, or for any work performed prior to the execution of a contract.

Schedule

Firm proposals must include a projected schedule outlining the Tasks of the FHMP process. Tasks 1-3 are expected to take approximately 18 months to complete once the firm is retained and a contract is executed with the City. Presentation of the FHMP to the Planning Commission as required by statutes, as well as any meeting with the City Council to present the Update, shall extend beyond such 18-month period. The firm shall revise the

FHMP document(s) to address comments during the adoption process, as directed by the Floodplain Manager, and complete and submit the final documents. The City expects the FHMP process, including the statutory adoption process, to be complete by the end of 2022. Firms may propose an alternate schedule, but in no case shall said schedule extend beyond the noted completion date. The schedule submitted by the firm shall provide projected dates for public meetings, surveys, and topics for discussion at each such meeting.

Firm Qualifications

The City seeks a firm with demonstrated experience and planning expertise in the preparation of flood hazard mitigation plans in communities similar in size to La Crosse as well as similar both demographically and geographically. The firm should not only have a working knowledge of major flood hazard mitigation plan themes but innovative approaches to the preparation of plans of conservation and redevelopment. The selected firm must have a strong track record in conducting public outreach including, but not limited to, facilitating public meetings, web surveys, social media, stakeholder interviews, meetings with committees, and reaching consensus in a diverse urban community.

The firm shall possess a broad range of planning professionals. Specific expertise must include floodplain management, GIS, civil engineering, urban planning, conservation practices, infrastructure, sustainability, statistics and demographic data, and community development. As noted, the firm and the personnel assigned to this project must have extensive and specific expertise in the preparation of plans of conservation and redevelopment, including technical knowledge and commensurate writing skills.

Proposal Format and Components

ALL PROPOSALS ARE DUE TO THE OFFICE OF THE PLANNING & DEVELOPMENT DEPT., CITY OF LA CROSSE BY 5:00 PM ON FRIDAY, AUGUST 14, 2020.

Interested firms shall submit seven (7) physical copies and one (1) electronic copy of its response to this Request for Proposals, inclusive of all required materials, to the Planning & Development Department, 400 La Crosse St. La Crosse, WI 54601, during normal office hours by no later than 5:00 p.m. on Friday, August 14, 2020.

Proposals from a team of firms will also be accepted. In such cases, a lead firm must be identified for contracting purposes, and the lead firm will be legally responsible to the City for performance under the total contract. The lead firm will be responsible for all payments to other firms or sub-consultants on its team. Qualifications must be submitted for each member of a team of firms and each firm must clearly identify who from their firm will work on the project. Each person assigned to work on this project from any firm must have expertise and experience to conduct such relevant work.

The proposal must include:

1. A cover letter detailing the interest of the firm and a description of current workload (to demonstrate capability to undertake the work as required);
2. An overview of the firm's proposal as well as name, title, phone number, and email address of the contact person to whom all questions concerning the proposal may be directed.
3. A company profile including firm size and length of time in business.

4. Identification of the project team, including the lead project manager and any sub-consultants, and their associated resumes. Experience of each individual team member must be provided as well as roles and responsibilities, and disclosure of any shared interests among the firm and proposed sub-consultants, e.g. parent-subsubsidiary, joint ventures, formal affiliations.
5. A description of related experience in the preparation of flood hazard mitigation plans including the submission of a minimum of two (2) examples of flood hazard mitigation plans prepared by the firm for a municipality similar to La Crosse, which the firm contends exemplifies its best work relative to preparation of a FHMP.
6. A proposed project schedule.
7. An outline of a proposed project approach to the preparation of the City of La Crosse's FHMP and a proposal for a public engagement process.
8. An overview of how the firm will ensure that the FHMP meets the requirements of 44 CFR §201.6.
9. At least three (3) references for work on a flood hazard mitigation plan and contact information.
10. A detailed budget breakdown by main Task as described herein, including the assignment of key personnel, and the total not to exceed budget.
11. Maximum length of thirty (30) pages, excluding resumes.

Proposals must be signed by a representative with legal authority to contract on behalf of the firm. Proposals shall be considered legal offers and must remain open for 90 days from the closing date of submissions.

During this Covid-19 pandemic, the City will continue to receive responses from prospective bidders via e-mail and the U.S. Postal Service or a private carrier/delivery service.

Please be aware that due to the Covid-19 health emergency, the U.S. mail and deliveries from private carriers/delivery services are not always received by the Planning & Development Department on a daily basis. Therefore, any prospective bidder submitting a bid response is encouraged to notify Lewis Kuhlman, Environmental Planner, via email at kuhlmanl@cityoflacrosse.org, or by phone at (608) 789-7361, that a bid response has been submitted by U.S. mail, or by a private carrier/delivery service.

Proposal Evaluation Criteria

Proposals will be vetted by a selection committee of City representatives using with the following criteria:

Qualifications & Experience

- Technical competence of the firm & qualifications of key project personnel (20 points).
- Experience in the preparation of FHMPs for municipalities comparable in size to La Crosse and in accordance with Federal Statutes (15 points).
- Thoroughness and clarity of approach demonstrating understanding of the FHMP process and City's objectives (15 points).
- Creative and established successful interactive public engagement experience (15 points).
- Demonstrated strength in expressing information in written and graphic form (20 points)

Schedule

- Capacity and ability to meet the project schedule with in the stated timeframe (10 points).

Financial

- Ability to complete the project within the proposed budget (5 points).

Based on the quality and quantity of RFP responses, the City will select no more than four (4) firms to be interviewed. It is required that the lead project manager, author of the document (if different), and the person who will lead the public engagement process be present at the interview. The interviews are anticipated to take place the week of August 24, 2020

The City of La Crosse reserves the right to accept or reject any and all submissions, and/or waive technical defects, irregularities and omissions, and award the contract to the firm deemed, in its sole discretion, to be in the City's best interest. The award of the bid is subject to negotiation of a contract the terms of which are in form and substance satisfactory to the City, including but not limited to, pertinent insurance provisions.

Contract Requirements

The firm selected to perform the work will be required to enter into a professional services contract with the City of La Crosse. The City's standard terms and conditions are attached as **Attachment A**. Please review Attachment A and forward the insurance requirements section to their insurance agents prior to submitting a proposal. The City requires the firm to provide certificates of insurance as described in the contract.

Freedom of Information

All materials submitted in response to this request for proposals are subject to the terms of State laws relative to freedom of information.

Questions Regarding RFP

Questions regarding this Request for Proposals must be directed to Lewis Kuhlman, AICP & CRM, Environmental Planner, Planning and Development Department, via email on or before Friday, July 31, 2020 at kuhlmanl@cityoflacrosse.org.

Attachment A – City of La Crosse Standard Terms and Conditions for Services Contracts

1. **DEFINITIONS.** In this section “Contracting Party” shall mean any party that is entering into this Agreement with the City of La Crosse. “La Crosse” shall mean the City of La Crosse. These definitions shall apply only to this document titled “Standard Terms and Conditions (Service Contracts)” and shall not replace, modify or supersede any definitions used in other sections of this Agreement.
2. **STANDARD OF PERFORMANCE.** Contracting Party agrees that the performance of the services, pursuant to the terms and conditions of this Agreement, shall be performed in a manner at least equal to the degree of care and skill ordinarily exercised by members of the same professions currently practicing under similar circumstances providing like services. Contracting Party agrees to abide by all applicable federal, state and local laws, regulations and ordinances, and all provisions of this Agreement.
3. **FULLY QUALIFIED.** Contracting Party represents that all personnel engaged in the performance of the services set forth in this Agreement shall be fully qualified and shall be authorized or permitted under all applicable state and local laws and any other applicable laws or regulations to perform the services.
4. **SCOPE OF SERVICES.** Contracting Party is required to perform, do and carryout in a satisfactory, timely, and professional manner the services set forth in this Agreement. The Contracting Party is required to furnish all services and labor necessary as indicated in, and reasonably inferable from, this Agreement, including without limitation materials, equipment, supplies, and incidentals. The scope of services to be performed shall include, without limitation, those services set forth in this Agreement. La Crosse may from time to time request the Contracting Party to perform additional services which are not set forth in this Agreement. In the event that such a request is made, the performance of such services shall be subject to the terms, conditions and contingencies set forth in this Agreement.
5. **CHANGE OF SCOPE.** The scope of service set forth in this Agreement is based on facts known at the time of the execution of this Agreement. The scope of service may not be fully definable during initial phases, and as the project progresses, facts discovered may indicate that the scope must be redefined. Contracting Party agrees to make any and all changes, furnish necessary materials, and perform the work that La Crosse may require, without nullifying this Agreement, at a reasonable addition to, or reduction from, the total cost of the project. Under no circumstances shall Contracting Party make any changes, either as additions or deductions, without the written consent of La Crosse, and La Crosse shall not pay any extra charges made by Contracting Party that have not been agreed upon in advance in writing. Disputed work shall be performed as ordered in writing by La Crosse, and the proper cost or credit breakdowns therefor shall be submitted without delay by Contracting Party to La Crosse.
6. **COMPENSATION.** Contracting Party will be compensated by La Crosse for the services provided under this Agreement and subject to the terms, conditions and contingences set forth herein. Payments to Contracting Party for services rendered under this Agreement will be based on itemized invoices submitted on a monthly basis by the Contracting Party to La Crosse. These invoices must be itemized to identify labor costs and the Contracting Party’s direct expenses, including subcontractor and supplier costs. In addition, such invoices shall show the hours worked by the Contracting Party’s staff and the amount of work completed as a percentage of the work to be performed. The final payment of the balance due the

Contracting Party for the completed service shall not be made until La Crosse, in its sole discretion, determines the work is complete and accepts the services performed by the Contracting Party under this Agreement. Without prejudice to any other right or remedy it may have, La Crosse reserves the right to setoff at any time any amount owing to it by Contracting Party against any amount payable by La Crosse to Contracting Party.

7. TAXES, SOCIAL SECURITY, INSURANCE AND GOVERNMENT REPORTING. Personal income tax payments, social security contributions, insurance and all other governmental reporting and contributions required as a consequence of the Contracting Party receiving payment under this Agreement shall be the sole responsibility of the Contracting Party.
8. TERMINATION FOR CAUSE. If, through any cause, the Contracting Party shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contracting Party shall violate any of the covenants, agreements, or stipulations of this Agreement, both as determined by La Crosse in its sole discretion, La Crosse shall thereupon have the right to terminate this Agreement by giving written notice to the Contracting Party of such termination and specifying the effective date. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports or other material related to the services performed by the Contracting Party under this Agreement for which compensation has been made or may be agreed to be made shall, at the option of La Crosse, become the property of La Crosse. Notwithstanding the foregoing, the Contracting Party shall not be relieved of liability to La Crosse for damages sustained by virtue of the Contracting Party's performance of this Agreement, and La Crosse may withhold any payments to the Contracting Party for the purpose of setoff until such time as the exact amount of damages due to La Crosse from the Contracting Party is determined.
9. TERMINATION FOR CONVENIENCE. La Crosse may terminate this Agreement for convenience at any time and for any reason by giving written notice to the Contracting Party of such termination and specifying the effective date. If this Agreement is terminated by La Crosse pursuant to this provision, Contracting Party will be paid an amount which bears the same ratio to the total compensation as the services actually and satisfactorily performed bear to the total services of the Contracting Party covered by this Agreement, less payments for such services as were previously made. The value of the services rendered and delivered by Contracting Party will be determined by La Crosse.
10. SAFETY. Unless specifically included as a service to be provided under this Agreement, La Crosse specifically disclaims any authority or responsibility for general job site safety, or the safety of persons or property.
11. DELAYS. If performance of Contracting Party's obligations under this Agreement is delayed through no fault of Contracting Party, as determined by La Crosse in its sole discretion, Contracting Party shall be entitled to a reasonable extension of time as proposed by Contracting Party and as accepted or amended by La Crosse in its sole discretion. If performance of La Crosse's obligations is delayed through no fault of La Crosse, as determined by La Crosse in its sole discretion, La Crosse shall be entitled to an extension of time equal to the delay.
12. USE OF LA CROSSE PROPERTY. Any property belonging to La Crosse being provided for use by Contracting Party shall be used in a responsible manner and only for the purposes provided in this Agreement. No changes, alterations or additions shall be made to the property unless otherwise authorized by this Agreement.

13. INSURANCE. Unless otherwise specified in this Agreement, Contracting Party shall, at its sole expense, maintain in effect at all times during the Agreement, insurance coverage with limits not less than those set forth below with insurers and under forms of policies set forth below.
- a. Worker's Compensation and Employers Liability Insurance. Contracting Party shall cover or insure under the applicable labor laws relating to worker's compensation insurance, all of their employees in accordance with the laws of the State of Wisconsin. Contracting Party shall provide statutory coverage for work related injuries and employer's liability insurance with limits of at least for employer's liability of one hundred thousand dollars (\$100,000.00) per each accident, one hundred thousand dollars (\$100,000.00) per each employee and five hundred thousand dollars (\$500,000.00) total policy limit.
 - b. Commercial General Liability and Automobile Liability Insurance. Contracting Party shall provide and maintain the following commercial general liability and automobile liability insurance:
 - i. Coverage for commercial general liability and automobile liability insurance shall, at a minimum, be at least as broad as the following:
 1. Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001).
 2. Insurance Services Office (ISO) Business Auto Coverage (Form CA 0001), covering Symbol 1 (any vehicle).
 - ii. Contracting Party shall maintain limits no less than the following:
 1. General Liability. Two million dollars (\$2,000,000.00) per occurrence (\$2,000,000.00 general aggregate if applicable) for bodily injury, personal injury and property damage.
 2. Automobile Liability. Two million dollars (\$2,000,000.00) for bodily injury and property damage per occurrence covering all vehicles to be used in relationship to the Agreement.
 3. Umbrella Liability. Five million dollars (\$5,000,000.00) following form excess of the primary General Liability, Automobile Liability and Employers Liability Coverage. Coverage is to duplicate the requirements as set forth herein.
 - c. Professional Liability Insurance. When Contracting Party renders professional services to La Crosse under the Agreement, Contracting Party shall provide and maintain two million dollars (\$2,000,000.00) of professional liability insurance. If such policy is a "claims made" policy, all renewals thereof during the life of the Agreement shall include "prior acts coverage" covering at all times all claims made with respect to Contracting Party's work performed under the Agreement. This Professional Liability coverage must be kept in force for a period of six (6) years after the services have been accepted by the La Crosse.
 - d. Required Provisions. The general liability, umbrella liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:
 - i. La Crosse, its elected and appointed officials, officers, employees or authorized representatives or volunteers are to be given additional insured status (via ISO endorsement CG 2010, CG 2033, or insurer's equivalent for general liability coverage) as respects: liability arising out of activities performed by or on behalf of Contracting Party; products

and completed operations of Contracting Party; premises occupied or used by Contracting Party; and vehicles owned, leased, hired or borrowed by Contracting Party. The coverage shall contain no special limitations on the scope of protection afforded to La Crosse, its elected and appointed officials, officers, employees or authorized representatives or volunteers. Except for the workers' compensation policy, each insurance policy shall contain a waiver of subrogation endorsement in favor of La Crosse.

- ii. For any claims related to this Agreement, Contracting Party's insurance shall be primary insurance with respect to La Crosse, its elected and appointed officials, officers, employees or authorized representatives or volunteers. Any insurance, self-insurance, or other coverage maintained by La Crosse, its elected and appointed officers, officials, employees or authorized representatives or volunteers shall not contribute to the primary insurance.
 - iii. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to La Crosse, its elected and appointed officers, employees or authorized representatives or volunteers.
 - iv. Contracting Party's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
 - v. Each insurance policy required by this Agreement shall state, or be endorsed so as to the state, that coverage shall not be canceled by the insurance carrier or the Contracting Party, except after sixty (60) days (ten (10) days for non-payment of premium) prior written notice by U.S. mail has been given to La Crosse.
 - vi. Such liability insurance shall indemnify La Crosse, its elected and appointed officials, officers, employees or authorized representatives or volunteers against loss from liability imposed by law upon, or assumed under contract by, Contracting Party for damages on account of such bodily injury, (including death), property damage personal injury, completed operations, and products liability.
 - vii. The general liability policy shall cover bodily injury and property damage liability, owned and non-owned equipment, blanket contractual liability, completed operations. The automobile liability policy shall cover all owned, non-owned, and hired vehicles.
 - viii. All of the insurance shall be provided on policy forms and through companies satisfactory to La Crosse, and shall have a minimum AM Best's rating of AVIII.
- e. Deductibles and Self-Insured Retentions. Any deductible or self-insured retention must be declared to and approved by La Crosse. At the option of La Crosse, the insurer shall either reduce or eliminate such deductibles or self-insured retentions.
 - f. Evidences of Insurance. Prior to execution of the Agreement, Contracting Party shall file with La Crosse a certificate of insurance (Accord Form 25-S or equivalent) signed by the insurer's representative evidencing the coverage required by this Agreement. Such evidence shall include an additional insured endorsement signed by the insurer's representative. Such evidence shall also include confirmation that coverage includes or has been modified to include all required provisions as detailed herein.
 - g. Sub-Contractor. In the event that Contracting Party employ other contractors (subcontractors)

as part of this Agreement, it shall be the Contracting Party's responsibility to require and confirm that each sub-contractor meets the minimum insurance requirements specified above.

- h. Amendments. La Crosse may amend its requirements for insurance upon sixty (60) days written notice. Contracting Party shall procure updated insurance to comply with the new requirements of La Crosse. Contracting Party may appeal any requirement to amend the insurance coverage to La Crosse's City Council who may, in its sole discretion, mutually agree to waive such changes.

14. INDEMNIFICATION. To the fullest extent allowable by law, Contracting Party hereby indemnifies and shall defend and hold harmless, at Contracting Party's expense, La Crosse, its elected and appointed officials, committee members, officers, employees, authorized representatives and volunteers, from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, losses, interest, reasonable attorney (including, without limitation, in-house counsel legal fees) and professional fees and costs, costs and expenses of whatsoever kind, character or nature (including, without limitation, the cost of enforcing any right to indemnification hereunder and the cost of pursuing any insurance providers) whether arising before, during, or after completion of the Agreement hereunder and in any manner directly or indirectly caused or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive of Contracting Party, or of anyone acting under its direction or control or on its behalf in connection with or incident to the performance of this Agreement, regardless if liability without fault is sought to be imposed on La Crosse. Contracting Party's aforesaid indemnity and hold harmless agreement shall not be applicable to any liability caused by the willful misconduct of La Crosse, its elected and appointed officials, officers, employees or authorized representatives or volunteers. Contracting Party's obligation to indemnify, defend and hold harmless shall not be restricted to insurance proceeds, if any, received by La Crosse, its elected and appointed officials, officers, employees, authorized representatives or volunteers.

Nothing in this Agreement is intended or shall be construed to be a waiver or estoppel of La Crosse or its insurer (or otherwise affect or alter their ability) to rely upon the limitations, defenses and immunities contained within Wis. Stat. §§ 345.05 and 893.80, or other applicable law. To the extent that indemnification is available and enforceable against La Crosse, (a) La Crosse or its insurer shall not be liable in indemnity, contribution, or otherwise for an amount greater than the limits of liability of municipal claims established by applicable Wisconsin or federal law; and (b) La Crosse's obligations under this Agreement are further conditioned upon the following: (i) the indemnified party shall promptly notify La Crosse in writing of any such claims, demands, liabilities, damages, costs and expenses within five days of discovery; (ii) La Crosse shall have sole control of, and the indemnified party shall reasonably cooperate in all respects, in the defense of the claims, demands, liabilities, damages, costs and expenses and all related settlement negotiations; and (iii) the indemnified party shall not make any admission or disclosure or otherwise take any action prejudicial to La Crosse except as required by law. Neither party shall be liable for indirect, special, exemplary, consequential or incidental damages, including, without limitation, any damages for lost profits, revenue or business interruption. The parties represent that, as of the effective date, neither party has any notice or knowledge of any claims, demands, liabilities, damages, costs and expenses asserted or threatened by any third party with respect to the matters contemplated in this Agreement. This indemnity provision shall survive the termination or expiration of this Agreement.

15. NO PERSONAL LIABILITY. Under no circumstances shall any trustee, officer, official, commissioner, director, member, partner or employee of La Crosse have any personal liability arising out of this Agreement, and Contracting Party shall not seek or claim any such personal liability.
16. TIMELINESS OF CLAIMS. All causes of action against La Crosse arising out of or relating to this Agreement shall expire unless brought within one (1) year of the date of the first date of performance or breach which, in whole or in part, gives rise to the claim.
17. INDEPENDENT CONTRACTORS. The parties, their employees, agents, volunteers, and representative shall be deemed independent contractors of each other and shall in no way be deemed as a result of this Agreement to be employees of the other. The parties, their employees, agents, volunteers, and representatives are not entitled to any of the benefits that the other provides for its employees. The parties shall not be considered joint agents, joint venturers, or partners.
18. GOVERNING LAW. This Agreement and all questions and issues arising in connection herewith shall be governed by and construed in accordance with the laws of the State of Wisconsin. Venue for any action arising out of or in any way related to this Agreement shall be exclusively in La Crosse County, Wisconsin. Each party waives its right to challenge venue.
19. JURY TRIAL WAIVER. The parties hereby waive their respective rights to a jury trial on any claim or cause of action based upon or arising from or otherwise related to this Agreement. This waiver of right to trial by jury is given knowingly and voluntarily by the parties and is intended to encompass individually each instance and each issue as to which the right to a trial by jury would otherwise accrue. Each party is hereby authorized to file a copy of this section in any proceeding as conclusive evidence of this waiver by the other party.
20. NOTIFICATION. Contracting Party shall: (1) As soon as possible and in any event within a reasonable period of time after the occurrence of any event of default by either party, notify La Crosse in writing of such default and set forth the details thereof and the action which is being taken or proposed to be taken by Contracting Party to cure or mitigate the default. (2) Promptly notify La Crosse of the commencement of any litigation or administrative proceeding that would cause any representation and warranty of Contracting Party contained in this Agreement to be untrue. (3) Notify La Crosse, and provide copies, immediately, upon receipt, of any notice, pleading, citation, indictment, complaint, order or decree from any federal, state or local government agency or regulatory body, asserting or alleging a circumstance or condition that requires or may require a financial contribution by Contracting Party or any guarantor or an investigation, clean-up, removal, remedial action or other response by or on the part of Contracting Party or any guarantor under any environmental laws, rules, regulations, ordinances or which seeks damages or civil, criminal or punitive penalties from or against Contracting Party or any guarantor for an alleged violation of any environmental laws, rules, regulations or ordinances.
21. SEVERABILITY. The provisions of this Agreement are severable. If any provision or part of this Agreement or the application thereof to any person or circumstance shall be held by a court of competent jurisdiction to be invalid or unconstitutional for any reason, the remainder of this Agreement and the application of such provision or part thereof to other persons or circumstances shall not be affected thereby.
22. ASSIGNMENT, SUBLET, AND TRANSFER. Contracting Party shall not assign, sublet, or transfer its interests or obligations under the provisions of this Agreement without the prior written consent of La Crosse. This Agreement shall be binding on the heirs, successors, and permitted assigns of each party hereto. Contracting Party shall provide not less than forty-five (45) days advance written notice of request to

- assign, sublet or transfer any services provided under this Agreement. The decision to allow an assignment by Contracting Party rests solely with La Crosse, in its discretion.
23. **NO WAIVER.** The failure of any party to insist, in any one or more instance, upon performance of any of the terms, covenants, or conditions of this Agreement shall not be construed as a waiver, or relinquishment of the future performance of any such term, covenant, or condition by any other party hereto but the obligation of such other party with respect to such future performance shall continue in full force and effect.
24. **SUBCONTRACTING.** None of the services to be performed under this Agreement shall be subcontracted without the prior written approval of La Crosse. If any of the services are subcontracted, the performance of such services shall be specified by written contract and shall be subject to each provision of this Agreement. Contracting Party shall be as fully responsible to La Crosse for the acts and omissions of its subcontractors and of person either directly or indirectly employed by them, as it is for acts and omissions of persons directly employed by it.
25. **CONFLICTS OF INTEREST.** Contracting Party covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. Contracting Party further covenants that in the performance of this Agreement no person having any conflicting interest shall be employed. Any interest on the part of Contracting Party or its employee must be disclosed to La Crosse.
26. **NON-DISCRIMINATION.** Pursuant to law, it is unlawful and Contracting Party agrees not to willfully refuse to employ, to discharge, or to discriminate against any person otherwise qualified because of race, color, religion, sex, sexual orientation, age, disability, national origin or ancestry, lawful source of income, marital status, creed, or familial status; not to discriminate for the same reason in regard to tenure, terms, or conditions of employment, not to deny promotion or increase in compensation solely for these reasons; not to adopt or enforce any employment policy which discriminates between employees on account of race, color, religion, sex, creed, age, disability, national origin or ancestry, lawful source of income, marital status or familial status; not to seek such information as to any employee as a condition of employment; not to penalize any employee or discriminate in the selection of personnel for training, solely on the basis of race, color, religion, sex, sexual orientation, age, disability, national origin or ancestry, lawful source of income, marital status, creed or familial status. Contracting Party shall include or cause to be included in each subcontract covering any of the services to be performed under this Agreement a provision similar to the above paragraph, together with a clause requiring such insertion in further subcontracts that may in turn be made.
27. **POLITICAL ACTIVITIES.** Contracting Party shall not engage in any political activities within the City of La Crosse while in performance of any and all services and work under this Agreement.
28. **GOVERNMENTAL APPROVALS.** Contracting Party acknowledges that various of the specific undertakings of La Crosse described in this Agreement may require approvals from the City of La Crosse Council, City of La Crosse bodies, and/or other public bodies, some of which may require public hearings and other legal proceedings as conditions precedent thereto. Contracting Party further acknowledges that this Agreement is subject to appropriation by the La Crosse Common Council. La Crosse's obligation to perform under this Agreement is conditioned upon obtaining all such approvals in the manner required by law. La Crosse cannot assure that all such approvals will be obtained, however, it agrees to use good faith efforts to obtain such approvals on a timely basis.

- 29. ENTIRE AND SUPERSEDING AGREEMENT. This writing, all Exhibits hereto, and the other documents and agreements referenced herein, constitute the entire Agreement between the parties with respect to the subject matter hereof, and all prior agreements, correspondences, discussions and understandings of the parties (whether written or oral) are merged herein and made a part hereof. This Agreement, however, shall be deemed and read to include and incorporate such minutes, approvals, plans, and specifications, as referenced in this Agreement, and in the event of a conflict between this Agreement and any action of La Crosse, granting approvals or conditions attendant with such approval, the specific action of La Crosse shall be deemed controlling. To the extent that any terms and conditions contained in this Agreement, all Exhibits hereto, and the other documents and agreement referenced herein conflict with these Standard Terms and Conditions, the Standard Terms and Conditions shall take precedence.
- 30. AMENDMENT. This Agreement shall be amended only by formal written supplementary amendment. No oral amendment of this Agreement shall be given any effect. All amendments to this Agreement shall be in writing executed by both parties.
- 31. IMPLEMENTATION SCHEDULE AND TIME OF THE ESSENCE. Any and all phases and schedules which are the subject of approvals, or as set forth herein, shall be governed by the principle that time is of the essence, and modification or deviation from such schedules shall occur only upon approval of La Crosse. The Mayor, or in the Mayor’s absence, the Council President, shall have the ability to postpone any deadline listed herein, up to a maximum of ninety (90) days.
- 32. TIME COMPUTATION. Any period of time described in this Agreement by reference to a number of days includes Saturdays, Sundays, and any state or national holidays. Any period of time described in this Agreement by reference to a number of business days does not include Saturdays, Sundays or any state or national holidays. If the date or last date to perform any act or to give any notices is a Saturday, Sunday or state or national holiday, that act or notice may be timely performed or given on the next succeeding day which is not a Saturday, Sunday or state or national holiday.
- 33. NOTICES. Any notice, demand, certificate or other communication under this Agreement shall be given in writing and deemed effective: a) when personally delivered; b) three (3) days after deposit within the United States Postal Service, postage prepaid, certified, return receipt requested; or c) one (1) business day after deposit with a nationally recognized overnight courier service, addressed by name and to the party or person intended as follows:

To the City:	Attn. City Clerk City of La Crosse 400 La Crosse Street La Crosse, WI 54601	Copy to:	Attn. City Attorney City of La Crosse 400 La Crosse Street La Crosse, WI 54601
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Contracting party shall identify in writing and provide to La Crosse the contact person and address for notices under this Agreement.

- 34. INCORPORATION OF PROCEEDINGS AND EXHIBITS. All motions adopted, approvals granted, minutes documenting such motions and approvals, and plans and specifications submitted in conjunction with any and all approvals as granted by La Crosse, including but not limited to adopted or approved plans or specifications on file with La Crosse, and further including but not limited to all exhibits as referenced herein, are incorporated by reference herein and are deemed to be the contractual obligation of Contracting Party whether or not herein enumerated.

35. ACCESS TO RECORDS. Contracting Party, at its sole expense, shall maintain books, records, documents and other evidence pertinent to this Agreement in accordance with accepted applicable professional practices. La Crosse, or any of its duly authorized representatives, shall have access, at no cost to La Crosse, to such books, records, documents, papers or any records, including electronic, of Contracting Party which are pertinent to this Agreement, for the purpose of making audits, examinations, excerpts and transcriptions.
36. PUBLIC RECORDS LAW. Contracting Party understands and acknowledges that La Crosse is subject to the Public Records Law of the State of Wisconsin. As such, Contracting Party agrees to retain all records as defined by Wisconsin Statute § 19.32(2) applicable to this Agreement for a period of not less than seven (7) years after the termination or expiration of this Agreement. Contracting Party agrees to assist La Crosse in complying with any public records request that La Crosse receives pertaining to this Agreement. Additionally, Contracting Party agrees to indemnify and hold harmless La Crosse, its elected and appointed officials, officers, employees, and authorized representatives for any liability, including without limitation, attorney fees related to or in any way arising from Contracting Party's actions or omissions which contribute to La Crosse's inability to comply with the Public Records Law. In the event that Contracting Party decides not to retain its records for a period of seven (7) years, then it shall provide written notice to La Crosse whereupon La Crosse shall take custody of said records assuming such records are not already maintained by La Crosse. This provision shall survive the termination of this Agreement.
37. CONSTRUCTION. This Agreement shall be construed without regard to any presumption or rule requiring construction against the party causing such instrument to be drafted. This agreement shall be deemed to have been drafted by the parties of equal bargaining strength. The captions appearing at the first of each numbered section of this Agreement are inserted and included solely for convenience but shall never be considered or given any effect in construing this Agreement with the duties, obligations, or liabilities of the respective hereto or in ascertaining intent, if any questions of intent should arise. All terms and words used in this Agreement, whether singular or plural and regardless of the gender thereof, shall be deemed to include any other number and any other gender as the context may require.
38. NO THIRD-PARTY BENEFICIARY. Nothing contained in this Agreement, nor the performance of the parties hereunder, is intended to benefit, nor shall inure to the benefit of, any third party.
39. COMPLIANCE WITH LAW. The parties shall comply in all material respects with any and all applicable federal, state and local laws, regulations and ordinances.
40. FORCE MAJEURE. La Crosse shall not be responsible to Contracting Party for any resulting losses and it shall not be a default hereunder if the fulfillment of any of the terms of this Agreement is delayed or prevented by revolutions or other civil disorders, wars, acts of enemies, strikes, fires, floods, acts of God, adverse weather conditions, legally required environmental remedial actions, industry-wide shortage of materials, or by any other cause not within the control of the party whose performance was interfered with, and which exercise of reasonable diligence, such party is unable to prevent, whether of the class of causes hereinabove enumerated or not, and the time for performance shall be extended by the period of delay occasioned by any such cause.
41. GOOD STANDING. Contracting Party affirms that it is a company duly formed and validly existing and in good standing under the laws of the State of Wisconsin and has the power and all necessary licenses, permits and franchises to own its assets and properties and to carry on its business. Contracting Party is

duly licensed or qualified to do business and is in good standing in the State of Wisconsin and in all other jurisdictions in which failure to do so would have a material adverse effect on its business or financial condition.

42. AUTHORITY. The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing.
43. EXECUTION OF AGREEMENT. Contracting Party shall sign and execute this Agreement on or before sixty (60) days of its approval by the La Crosse Common Council, and Contracting Party's failure to do so will render the approval of the Agreement by the La Crosse Common Council null and void unless otherwise authorized.
44. COUNTERPARTS. This Agreement may be executed in one or more counterparts, all of which shall be considered but one and the same agreements and shall become effective when one or more counterparts have been signed by each of the parties and delivered to the other party.
45. SURVIVAL. All express representations, indemnifications and limitations of liability included in this Agreement will survive its completion or termination for any reason.