

REQUEST FOR PROPOSALS (RFP) TEMPLATE

Town of Mercer

Iron County, Wisconsin

REQUEST FOR PROPOSALS (RFP)

For

Construction and Renovation

Town of Mercer – Mercer Public Library Renovation

***A project funded by the State of Wisconsin
Flexible Facilities Program (FFP)***

(a U.S. Department of Treasury Capital Projects Fund (CPF) assisted program)

05/01/2025

REQUEST FOR PROPOSALS (RFP) TEMPLATE

Table of Contents

1.0	Invitation to Submit Proposal.....	3
A.	Introduction.....	3
B.	Contact Information.....	3
C.	Questions Regarding This RFP.....	3
D.	Addenda Interpretations.....	4
2.0	Proposal Requirements.....	4
A.	Directions for Submittal.....	4
B.	Proposal Contents.....	5
C.	Proposal Format.....	5
D.	Selection Process Schedule.....	5
E.	Other Conditions of Proposal Submittal.....	5
3.0	Scope of Services & Deliverables.....	6
4.0	Evaluation and Selection.....	9
5.0	EXHIBIT I.....	10
A.	FFP Application by Grantee.....	10
B.	FFP Award Letter.....	10
6.0	EXHIBIT II.....	11
A.	State and Federal Regulatory Requirements for FFP-Assisted Projects.....	11
7.0	EXHIBIT III.....	12
B.	Minimum Qualifications.....	12
8.0	EXHIBIT IV.....	13
A.	Selection Rating System.....	13

REQUEST FOR PROPOSALS (RFP) TEMPLATE

1.0 Invitation to Submit Proposal

A. Introduction

The Town of Mercer, Wisconsin, and/or its designated representative is seeking proposals for consulting services for the Town of Mercer – Mercer Public Library Renovation Project, for which the Town of Mercer has secured Flexible Facilities Program (FFP) funding, awarded by the State of Wisconsin Department of Administration and federally assisted through the U.S. Department of Treasury's Capital Project Fund (CPF). Proposals will be accepted for construction services including cabinetry purchase and installation, carpet removal and replacement, ventilation installation, and repair and refinishing or replacement existing wood flooring.

Minimum requirements include previous experience in construction on similar state and/or federally funded projects. Proposals will be accepted from individuals, firms, or groups of firms with the demonstrated expertise and experience in these areas of practice.

B. Contact Information

All interested persons and firms should contact Julia Pusateri, Library Director, between the hours of 9AM and 5PM, Monday through Friday at 715-476-2366 or director@mercercpubliclibrary.org to request the RFP packet or additional information, as needed. Additional information can be found on the Mercer Public Library website at <https://mercercpubliclibrary.org/library-renovation-updates/>

Persons/firms that have accessed the RFP on the website listed above and intend to submit a proposal should send notification of intent to the Town of Mercer and the Mercer Public Library with the person's/firm's name and contact information in case of addenda or other changes. Additionally, the RFP may be sent to those persons/firms that are included on the Town of Mercer persons/firms that is specifically created for this RFP. Those who the Town of Mercer or the Mercer Public Library has sent an RFP and those who have provided contact information through a request for a copy of the RFP or through a notification of intent will receive all information regarding the RFP. The information may include, but is not limited to, any amendments to the RFP, answers to inquiries received regarding the RFP, or changes to the RFP schedule.

C. Questions Regarding This RFP

This solicitation contains a description of the project and services required. Interested proposers have the responsibility of understanding what is required by this solicitation. During the review of the RFP, if the Proposer discovers any errors, omissions or ambiguities within the RFP, they should identify them in writing and call them to the immediate attention of the Town of Mercer and the Mercer Public Library prior to the RFP submission deadline. The Town of Mercer shall not be held responsible for any person's/firm's lack of understanding of the project.

Questions for clarification concerning this RFP must be in writing and received by email to Julia Pusateri, Library Director, at director@mercercpubliclibrary.org on or before May 23, 2025. After this date, questions involving the content or intent of the proposal will not be answered. All questions will be responded to by Julia Pusateri, Library

REQUEST FOR PROPOSALS (RFP) TEMPLATE

Director, in writing via email, and provided to all parties at <https://mercerpubliclibrary.org/library-renovation-updates/>, and treated as an addendum to the RFP packet.

The Town of Mercer makes no representations as to the conditions of the project other than those representations made herein, and no employee or any other representative of the Town of Mercer or the Mercer Public Library has the authority to make any oral or written representations as to the conditions of the project. Persons/firms should only contact the person designated above regarding this RFP and should not contact the Town of Mercer, Eric Snow Town of Mercer Chairperson, any Town of Mercer Board of Supervisors members, any committee members, or any other Town of Mercer staff for clarification on this RFP.

Small business firms, minority-owned business enterprises (MBEs), women-owned business enterprises (WBEs), disabled veteran-owned businesses (DVBs) and labor surplus area firms are encouraged to submit a proposal for consideration.

D. Addenda Interpretations

If it becomes necessary to revise any part of this RFP, a written addendum will be provided. The Town of Mercer is not bound by any oral clarifications changing the scope of the work for this project. All addenda issued by the Town of Mercer will become part of the official RFP and will be emailed to all Proposers of record based upon contact information on record at the original time of issuance or subsequently provided.

2.0 Proposal Requirements

A. Directions for Submittal

Proposals must be received at the Mercer Public Library. Direct submittals to Julia Pusateri, Library Director, Mercer Public Library, labeled "ATTN: FFP Town of Mercer – Mercer Public Library Renovation Project RFP Review Committee", 2648W Margaret Street, Mercer, WI 54547; or via email to director@mercerpubliclibrary.org, with the Subject of "ATTN: FFP Town of Mercer – Mercer Public Library Renovation Project RFP Review Committee", no later than 5:00pm on Friday, May 30, 2025. The Town of Mercer reserves the right to reject any and all Proposals not meeting the requirements of this Request for Proposals for consulting services.

Persons requesting ADA assistance accommodations for hearing and speech impaired may contact Julia Pusateri, Library Director at 715-476-2366 or director@mercerpubliclibrary.org.

Individuals/firms interested in being considered for this project must submit a proposal detailing qualifications, technical expertise, management and staff capabilities, related prior experience, and a detailed cost estimate for the Scope of Services described above. The objective of the competitive process is to objectively select the firm that will provide high-quality, efficient, and cost-effective services. The selected person(s)/firm(s) will be invited to contract with the Town of Mercer for consulting services.

Exhibit III, attached to this RFP, represents the qualifications sought for the construction consulting services. These criteria have been established to assure the Community of professional expertise with adequate experience and capacity to ensure successful completion of the proposed project within the allocated time constraints.

REQUEST FOR PROPOSALS (RFP) TEMPLATE

Exhibit IV, attached hereto, is a Rating System that will be utilized for selection of the consultant. This rating system will be employed by the community in determining which proposal best meets the needs as outlined in this RFP.

B. Proposal Contents

1. Cover Letter.
2. Project scope statement describing the work to be undertaken, include the services outlined in the RFP, and any modifications or expansion of the scope provided in order to deliver the construction consulting services.
3. Project work plan indicating mechanisms proposed to coordinate the work effort with the Town of Mercer.
4. Project coordination plan indicating mechanisms proposed to coordinate the work effort with the Town of Mercer.
5. Proposer's profile and a clear concise statement with:
 - a. Examples indicating past performance and familiarity with the type of work detailed in the RFP
 - b. Examples of implementation of the Proposer's work/services in other communities and noted successes
 - c. A list of client references for which Proposer provided similar services as described in the RFP.
6. Project team statement indicating the professional and technical qualifications of the key persons who will be assigned to the project and their responsibilities within the Scope of Services. Resumes for key personnel should be included in the proposal appendices.
7. Project budget with estimated level of effort for each member of the team and for each major task.
8. Fee schedule for personnel involved with the project.
9. Copy of professional services agreement.

C. Proposal Format

The proposal must be submitted in typed format with the items to be included in the proposal placed in the same order as described in above. The proposal must be signed by the submitter or authorized representative and dated. The pages of the proposal must be numbered in consecutive order and should not exceed the maximum sheet size of 8.5" x 11." The name, mailing address, phone number and email address of the Proposer should be placed in the upper left corner on the cover page of the Proposal.

D. Selection Process Schedule

The Town of Mercer anticipates authorizing a contract for this work in June 2025 with a notice to proceed no later than December 2025. The scope of services will take place over a maximum of 6-month period. The Town of Mercer's goal is to have the FFP Town of Mercer – Mercer Public Library Renovation Project completed no later than September 30, 2026. Responding persons/firms should comment on the above schedule as part of their proposal and state how realistic it is to achieve substantial completion of the work by September 30, 2026.

E. Other Conditions of Proposal Submittal

REQUEST FOR PROPOSALS (RFP) TEMPLATE

1. Only one proposal will be accepted from any person, firm or entity.
2. No proposal will be accepted from any person, firm or entity that is in arrears for any obligation to the Town of Mercer, is debarred from contracting for federally funded projects, or that otherwise may be deemed irresponsible or unresponsive by the Town of Mercer, Town of Mercer Board of Supervisors or Town of Mercer staff.
3. All Proposals submitted become public information and may be reviewed by anyone requesting to do so at the conclusion of the evaluation process.
4. Requirements and conditions of employment and contracting to be observed for compliance with conflict of interest, lobbying, equal opportunity, and fair labor practice regulations and requirements that apply to this project.
Refer to **Exhibit II** attachments for the FFP project requirements.
5. All activities for the project must comply with the FFP program regulations and policies set forth in the State of Wisconsin FFP *Implementation Handbook* referenced in **Exhibit II**.

3.0 Scope of Services & Deliverables

The Town of Mercer, Iron County, Wisconsin received federal funding from the U.S. Department of Treasury's Capital Projects Fund (CPF) through a grant awarded by the State of Wisconsin Department of Administration's Flexible Facilities Program (FFP) for the Town of Mercer – Mercer Public Library Renovation.

The focus of the library renovation project will be to improve existing facilities that will include the removal, replacement, and installation of cabinetry in the Memory Lab, the removal and installation of commercial grade carpet tiles, installation of ventilation in the Memory Lab, and repair and refinishing of existing wood flooring for the Town of Mercer in Iron County, Wisconsin.

Town of Mercer Community & Project Area Description:

The goal of the Mercer Public Library Renovation Project is to renovate the existing library to provide increased access to workspaces with high-speed internet access for remote work, education, and telehealth appointments for Mercer and Iron County residents, visitors, and organizations. The library will have equipment available for online meetings as needed, including a laptop, speakers, and webcam. By upgrading videoconferencing equipment in our meeting room, the library will be better suited to meet the growing local demand for meeting space from patrons, businesses, and organizations. This project will remodel existing library areas to increase the available private workspaces by utilizing meeting room pods, self-contained rooms that accommodate one to four individuals for independent work, phone calls, and online meetings and videoconferencing. The Mercer Library plans to add four meeting room pods: one meeting room for up to four people and three single-person booths. Placement of these meeting room pods will require the library staff to rearrange collections, relocate library shelving, and install new carpeting in a portion of the library. The library will also upgrade equipment in its meeting room and remodel its Memory Lab to increase the ability for multi-purpose use in both spaces. The Memory Lab, a small office that contains equipment for local history projects, will be remodeled to include new cabinets that allow for better equipment storage, a more comfortable work area, and a wall-mounted monitor for use as a private workspace in addition to a digitization lab. Equipment in the library's meeting room will be upgraded to include a conference room monitor, conferencing camera, and computer for public use. To accommodate this new equipment and improve internet access for library visitors, the library will finish currently

REQUEST FOR PROPOSALS (RFP) TEMPLATE

incomplete sections of its local area network, including necessary network hardware and ethernet ports for the meeting room pods, Memory Lab, meeting room, and other library users in the main library.

Project Background:

Households in Iron County have disproportionately low access to high-speed internet service. Over 71% of serviceable locations in the county are labeled as underserved, unserved, or no service, according to data from the Public Service Commission of Wisconsin (PSC) and FCC. There is no residential fiber service available in southern Iron County, DSL service is provided over aging infrastructure, and satellite and fixed wireless are available only in certain locations at a high cost. Broadband costs in Iron County are, on average, higher than the PSC's affordability criteria for household incomes in Iron County.

These factors indicate that internet connectivity and resources for remote work, education, and telehealth at the library are crucial for Mercer residents. The library currently has only one meeting room and one small office available for public use and has been unable to adequately meet the increase in demand for private workspace and internet connectivity. During the first week of July 2024, the library reached full seating and meeting room capacity every day and was unable to fill the demand for workspace. In June 2024, the library had 25 reservations for its two meeting rooms, plus many more walk-in requests, making private workspace one of the most sought-after library resources. The library has identified increasing access to private workspace and internet connectivity as a key service goal for the Mercer community.

Mercer is a rural remote community known as a vacation destination, with a high proportion of second homeowners and temporary visitors. Mercer Library staff has observed an increased demand for space suitable for remote work and education since the Covid-19 pandemic, as more residents have begun working from home and more visitors are expected to work or study during their stay in Mercer. Since Mercer's only medical facility closed in January 2024, the library has also seen an increase in residents who need access to privacy and technology for telehealth appointments.

Older Americans and low-income communities were most likely to be affected by the social and economic hardships caused by the Covid-19 pandemic, and many of the residents of Mercer and Iron County fall into these categories. The median age Mercer is 61.9, significantly older than the statewide median of 39.9, and 42.8% of Iron County residents are older than age 60. Iron County's unemployment rate in May 2024 was 4.4%, second highest in Wisconsin.

Background information materials and a Project Area/Service Area Map, the Town of Mercer's FFP Application, and the FFP award letter for the proposed Town of Mercer – Mercer Public Library Renovation Project location are provided in **Exhibit I** attachments.

Construction Services Required:

The selected person(s)/firm(s) will conduct activities for and complete a FFP library renovation, including the following:

REQUEST FOR PROPOSALS (RFP) TEMPLATE

CONSTRUCTION AND RENOVATION

Prospective bidders may submit for one or more projects; for example, a flooring company may submit a bid for the replacement of the carpet (Project #3) while not submitting bids for the remaining projects. All bids should indicate which project(s) are being included in the submitted bid packet.

The selected person(s)/firm(s) will complete the following projects for a FFP award. Projects may be funded all or in part by FFP grant funds:

- Project #1: Memory Lab – Cabinetry Purchase and Installation
 - Room specifications: 9ft x 8.5ft
 - Must include:
 - Custom cabinetry that matches existing maple wood, mission style cabinets in staff office and meeting room
 - Designs must include both upper and lower cabinets
 - Base cabinets must be 36” in height or suitable alternate
 - Base cabinets must include workspace/desk approximately 30” in height or suitable alternate
 - Base cabinets must be in a L-shaped that covers the side and back wall
 - Upper cabinets must be at most 36” in height or suitable alternate
 - Designs and quotes must include estimated allowance for vinyl or laminate countertops
 - Complete renderings of the proposed layout must be provided with bid submission
- Project #2: Ventilation Installation in Memory Lab
 - Room specifications: 9ft x 8.5ft
 - Alternate #1: Furnish and installation of one (1) ductless mini-split for heating and cooling
 - Alternate #2: Install HVAC 1 duct and connect to existing HVAC system suitable for heating and cooling
 - Alternate #3: Furnish and install one (1) local circulation vent approximately 14” x 6”
- Project #3: Replacement of existing carpet in main library
 - Approximately 3,000 sq ft with partial divide into two rooms
 - Must include:
 - Removal and disposal of existing carpet (adhered by glue to cement floor)
 - Purchase and installation of commercial grade carpet tiles
 - Durability rating (EN): Class 32 or higher
 - Fire rating (ASTM): Class I
 - Suitable for severe use (>3.5 TARR classification according to CRI)

The selected person(s)/firm(s) will complete the following projects. Projects listed below are not funded through the FFP grant:

- Project #4: Replacement and expansion of entryway flooring
 - Approximately 400 sq ft
 - Must include:
 - Removal and disposal of existing carpet and tile flooring
 - Purchase and installation of commercial grade linoleum or vinyl plank floor
- Project #5: Repair and refinish or replacement of existing wood floors
 - Approximately 1,575 sq ft between five divided rooms
 - Main Office: Approximately 231 sq ft
 - Meeting Room: Approximately 330 sq ft

REQUEST FOR PROPOSALS (RFP) TEMPLATE

- Kids' Room: Approximately 231 sq ft
- Reading Room: Approximately 575 sq ft
- Used Book Room: Approximately 135 sq ft
- Alternate #1: Repair and refinish existing wood floors
 - Main Office, Meeting Room, and Used Book Room must include repair of existing scuff marks and wear
 - Kids' Room and Reading Room need no additional repair
 - All 5 rooms must include refinishing and resealing of floors
- Alternate #2: Replacement of existing wood floors
 - Purchase and installation of commercial grade linoleum or vinyl plank floor
- Project #6: Replacement of existing circulation (front desk) and storage
 - Space specifications: Approximately 14ft x 10.5ft
 - Must include:
 - Custom cabinetry that matches existing maple wood, mission style cabinets in staff office and meeting room
 - Designs must include lower cabinets only
 - Designs should meet the following space and use requirements:
 - All cabinetry must be 36" in height
 - Stand alone cabinetry of approximately 66" in width and no more than 16" in depth
 - Stand alone cabinetry of approximately 70" in width and no more than 16" in depth
 - U-shaped cabinetry with workspace/desk:
 - Sides of U should be no more than 60" long
 - Front of U should be no more than 126" long
 - Cabinets should be a standard depth
 - Design must include a space of no less than 36" without cabinetry to serve as leg room for workspace
 - Designs and quotes must include estimated allowance for vinyl or laminate countertops
 - Complete renderings of the proposed layout must be provided with bid submission

4.0 Evaluation and Selection

Final selection of the service provider will be based upon the maximum total points scored as set forth in the Rating System in **Exhibit IV**.

The Town of Mercer reserves the right to negotiate a contract with the services provider selected to perform the professional services required.

The Town of Mercer, Iron County, Wisconsin reserves the right to reject any and all responses submitted. If you have any questions regarding this Request for Proposals, please contact:

Julia Pusateri
Library Director
director@mercercpubliclibrary.org
715-476-2366

REQUEST FOR PROPOSALS (RFP) TEMPLATE

5.0 EXHIBIT I

- A. FFP Application by Grantee
- B. FFP Award Letter

REFER TO ATTACHMENTS FOR:

FFP APPLICATION SUBMITTED BY GRANTEE
FFP AWARD LETTER

REQUEST FOR PROPOSALS (RFP) TEMPLATE

6.0 EXHIBIT II

A. State and Federal Regulatory Requirements for FFP-Assisted Projects

REFER TO EXHIBIT II ATTACHMENTS FOR:

1. FFP POTENTIAL CONFLICT OF DISCLOSURE FORM
2. FFP CONTRACT TERMS & REQUIREMENTS (CONTRACT INSERTION)
3. LOBBYING CERTIFICATION FORM
4. DISCLOSURE OF LOBBYING ACTIVITIES FORM

THE FFP ATTACHMENTS LISTED ABOVE ARE FROM THE FFP IMPLEMENTATION HANDBOOK AND ARE AVAILABLE ON THE
[FFP IMPLEMENTATION RESOURCES WEBSITE](https://energyandhousing.wi.gov/Pages/AgencyResources/FFP-Implementation-Resources.aspx) AT:

<https://energyandhousing.wi.gov/Pages/AgencyResources/FFP-Implementation-Resources.aspx>

REQUEST FOR PROPOSALS (RFP) TEMPLATE

7.0 EXHIBIT III

B. Minimum Qualifications

- 1) The person(s)/firm(s) must have successfully provided construction or renovation services for a minimum of one (1) similar type project. The person/firm may not be selected if there have been any unresolved issues relative to the services provided.
- 2) The principal responsible for coordination of the construction or renovation services must have a minimum of five (5) years of experience with this specific type of work.
- 3) The principal responsible for provided construction or renovation services must have a minimum of one (1) years of experience with the FFP Program **or** other federal/state funded programs or projects.
- 4) The person(s)/firm(s) must submit references as to their professional qualifications from a minimum of two (2) previous clients for which the person(s)/firm(s) has/have performed work (include contact name, title, firm/organization/government name, email address, mailing address and telephone number).

REQUEST FOR PROPOSALS (RFP) TEMPLATE

8.0 EXHIBIT IV

A. Selection Rating System

- | | |
|---|--------------------------|
| 1. Project Coordinator/Lead's Experience | <u>Maximum 20 Points</u> |
| A. 3 or more years experience with FFP or other federal/state programs | 20 Points |
| B. 2 years experience | 15 Points |
| C. 1 years experience | 10 Points |
| D. Less than 1 year experience | 5 Points |
| E. No experience | 0 Points |
| 2. Firm's Project Completion Background | <u>Maximum 20 Points</u> |
| A. Completion of 3 or more previous, similar type projects within proposed time frame & budget | 20 Points |
| B. Completion of 2 similar projects | 15 Points |
| C. Completion of 1 similar project | 10 Points |
| D. Working on 1 similar project; not completed | 5 Points |
| E. No work on a similar project | 0 Points |
| 3. References from Similar Projects | <u>Maximum 20 Points</u> |
| A. Respondent lists 3 previous clients with similar projects and all references give excellent response on quality of service | 20 Points |
| B. Respondent lists 2 previous clients | 15 Points |
| C. Respondent lists 1 previous client | 10 Points |
| D. Respondent lists no previous references | 0 Points |
| 4. Firm's Familiarity with Community Needs | <u>Maximum 10 Points</u> |
| A. Firm is thoroughly familiar with community(ies) with similar population and characteristics to Town of Mercer | 10 Points |
| B. Firm is somewhat familiar with community(ies) with similar population and characteristics to Town of Mercer | 5 Points |
| C. Firm is unfamiliar with community(ies) with similar population and characteristics to Town of Mercer | 0 Points |
| 5. Responsiveness to Specifications of Project/RFP | <u>Maximum 20 Points</u> |
| A. Needs of project are fully addressed in Proposal | 20 Points |
| B. Needs of project are somewhat addressed in Proposal | 10 Points |
| C. Needs of project are not addressed/resolved in Proposal | 0 Points |
| 6. Cost Effectiveness | <u>Maximum 10 Points</u> |
| A. Budget/proposal includes 3 or more cost effectiveness | 10 Points |

REQUEST FOR PROPOSALS (RFP) TEMPLATE

Components	
B. Budget/proposal includes 1-2 cost effectiveness components	5 Points
C. Budget/proposal does not include cost effectiveness components	0 Points
7. Budget	<u>Maximum 10 Points</u>
A. Budget within Town of Mercer's capacity as proposed	10 Points
B. Budget slightly above Town of Mercer's capacity as proposed; potentially feasible with modest adjustment	5 Points
C. Budget not reasonably within Town of Mercer's capacity as proposed; would require extensive adjustment to be feasible	0 Points
8. Minority or Women Business Enterprise or Disabled Veteran-Owned firm or small business*	<u>Maximum 5 Points</u>
A. Firm is MBE, WBE or DVB firm	5 Points
B. Firm is not MBE, WBE or DVB firm	0 Points
9. Small Business Firm or Labor Surplus Area (LSA) firm	<u>Maximum 5 Points</u>
A. Firm is a small business or LSA firm	5 Points
B. Firm is not a small business or LSA firm	0 Points

MAXIMUM TOTAL POINTS: 120 POINTS

Note to Responders of RFP:

Proposal submittals are to be organized to address the submittal specifications listed in the RFP and the evaluation criteria listed above.

*FIRM CLASSIFICATION DEFINITIONS:

- Minority-Owned Business Enterprise (MBE) – Business with at least 51% ownership and control held by minority person(s).
- Woman-Owned Business Enterprise (WBE) – Business with at least 51% ownership and control held by a woman or women.
- Disabled Veteran-Owned Business (DVB) – Business with at least 51% ownership and control held by person(s) classified as a service-disabled veteran(s).
- Small Business – Business with the revenue and employment levels specified by the U.S. Small Business Administration and North American Industry Classification System (NAICS) codes as being a small business in their industry (see [SBA table](#)).
- Labor Surplus Area (LSA) Firm – Business with operations located in an geography designated by the U.S. Department of Labor as a labor surplus area (see [USDOL LSA website](#) to access the list, which is updated annually).

REQUEST FOR PROPOSALS (RFP) TEMPLATE

CONSTRUCTION SERVICES PROVIDER SELECTION CERTIFICATION BY TOWN OF MERCER

FFP TOWN OF MERCER – MERCER PUBLIC LIBRARY RENOVATION PROJECT

Town of Mercer

Iron County, Wisconsin

TOTAL POINTS

CRITERIA		POINTS AWARDED			
		[Proposer/ Firm Name]	[Proposer/ Firm Name]	[Proposer/ Firm Name]	[Proposer/ Firm Name]
1.	Project Coordinator's/Lead Person's Experience				
2.	Firm's Project Completion Background				
3.	References from Similar Projects				
4.	Firm's Familiarity with Community Needs				
5.	Responsiveness to Project/RFP Specifications				
6.	Cost Effectiveness				
7.	Budget				
8.	MBE/WBE/DBE Firm				
9.	Small Business Firm				
10.	Labor Surplus Area Firm				
	TOTAL POINTS:				

Signed Upon Completion of Proposal Review and Selection:

Certification: I hereby certify that the Town of Mercer, Iron County, Wisconsin Mercer Public Library Board of Trustees reviewed all proposals from eligible responders/submitters of proposals. The proposals were evaluated and ranked based on the information provided in the proposal documents and the criteria set forth above.

Eric Snow, Town Chairman
Town of Mercer

Date _____