

## INVITATION TO BID

### FOR RAZING OF STRUCTURE AT 695 N. CHESTNUT STREET, RICHLAND CENTER, WI

**Project Title:** Razing of Structure and Site Restoration at 695 N. Chestnut Street, Richland Center, WI 53581

**Bid Number:** RAZE-2025-01

**Date of Issue:** November 19, 2025

**Bid Due Date and Time:** December 4, 2025, at 4:00 PM

**Contact for Inquiries:**

City Administrator  
Municipal Building  
450 S. Main Street  
Richland Center, WI 53581  
Phone: (608) 647-3466  
Email: [ashley.oliphant@richlandcenterwi.gov](mailto:ashley.oliphant@richlandcenterwi.gov)



## 1. INTRODUCTION AND PROJECT DESCRIPTION

The City of Richland Center (the "City"), hereby invites sealed bids from qualified contractors for the razing and removal of the existing single-family residential structure located at 695 N. Chestnut Street, Richland Center, WI 53581 (the "Project Site"). The structure is a 708 square foot, 2-bedroom, 1-bathroom single-family home built in 1910.

This Project constitutes a public construction contract under Wis. Stat. §66.0901 and §62.15, with an estimated cost of more than \$5,000 but less than \$25,000. The contract will be awarded to the lowest responsible bidder, as determined by the City in its sole discretion, considering factors such as price, bidder qualifications, experience, financial responsibility, and compliance with all requirements. The City reserves the right to reject any or all bids, to waive irregularities, and to readvertise for bids if deemed in public interest. No bidder may withdraw their bid for at least 60 days after the bid opening.

Questions regarding the Project must be submitted in writing to the City Administrator no later than November 26, 2025; addenda will be issued if necessary and posted on the City's website.

Plans, specifications, and any other relevant documents (collectively, the "Contract Documents") are available for inspection and may be obtained at the City Clerk's Office or downloaded from the City's website at <https://www.richlandcenterwi.gov/rfps>. Bidders are solely responsible for verifying the completeness of the documents obtained.

## 2. SCOPE OF WORK

The successful bidder (the "Contractor") shall furnish all labor, materials, equipment, tools, transportation, utilities, and supervision necessary to perform the work in a good and workmanlike manner, in strict accordance with the Contract Documents, applicable laws, and industry standards. The scope includes, but is not limited to:

### 2.1 Razing

- Complete razing of the existing structure, including all above-grade and below-grade components (e.g., walls, roof, floors, foundations, footings, basement).
- No blasting or explosives shall be used; mechanical demolition methods only.
- Removal of all appurtenances, including but not limited to doors, windows, siding, plumbing, electrical fixtures, HVAC systems, and any attached structures (e.g., porches, stairways/steps).
- Contractor shall inspect for and properly abate any hazardous materials, including but not limited to asbestos-containing materials (ACM), lead-based paint, or universal wastes (e.g., mercury switches, fluorescent bulbs). If ACM is present, the Contractor must be certified by the Wisconsin Department of Health Services (DHS) under Wis. Admin. Code DHS 159 or subcontract with a certified firm. Notification to the Wisconsin Department of Natural Resources (DNR) is required at least 10 business days prior to starting demolition per Wis. Admin. Code NR 447.07.
- Compliance with federal regulations (e.g., 40 C.F.R. Part 61 NESHAP for asbestos) and Wisconsin statutes (e.g., Wis. Stat. Ch. 254 for lead).

## **2.2 Debris Removal and Disposal**

- Removal and legal disposal of all debris, rubble, and waste materials at a licensed facility.
- Separation and recycling of materials where feasible (e.g., metals, concrete) to minimize landfill use.
- No burning of debris on site.

## **2.3 Site Restoration**

- Backfilling of any basement or excavation areas with clean, compacted fill material meeting City specifications (e.g., suitable for structural support for future development).
- Removal of any private sidewalks, driveways, curbs, or utilities (e.g., capping sanitary sewer and water laterals).
- Grading the site to match adjacent elevations, ensuring positive drainage away from neighboring properties.
- Seeding and mulching the restored area per City standards.
- Installation of temporary erosion control measures (e.g., silt fences) during work, with final removal upon completion.
- Restoration of any disturbed public sidewalks, curbs, or gutters per City standards if impacted.

## **2.4 Permits and Utilities**

- Obtain all necessary permits, including raze permit from the City Zoning Administrator and any DNR approvals for environmental concerns.
- Coordinate disconnection and removal of utilities (electric, gas, water, sewer) with providers.
- Protect existing utilities and adjacent properties; repair any damage at Contractor's expense.

## **2.5 Timeline and Performance**

- Commence work within 15 days of contract award and complete within 15 days thereafter, subject to extensions for weather or unforeseen conditions.
- Work shall be performed during the hours of 7:00 A.M. to 6:00 P.M., Monday-Friday) unless otherwise approved.
- The City will provide access to the Project Site but makes no representations regarding site conditions. Bidders are responsible for conducting their own investigations, including soil tests if needed.

### **3. INSTRUCTIONS TO BIDDERS**

#### **3.1 Bid Submission**

- When submitted, Bids must be marked "Bid for Razing at 695 N. Chestnut Street – Bid No. RAZE-2025-01 and delivered to the City Clerk's Office or emailed to [Ashley.oliphant@richlandcenterwi.gov](mailto:Ashley.oliphant@richlandcenterwi.gov) by the due date and time. Late bids will not be accepted.
- Bids shall be firm for 60 days from the opening date.

#### **3.2 Bidder Qualifications**

- Bidders must have the ability to obtain necessary permits for the work and possess the capability to perform demolition/razing projects in compliance with all applicable rules and regulations.
- The City may request references or evidence of past performance for similar projects, submitted at least 5 days prior to the bid due date, at the City's discretion.
- Subcontractors must be listed in the bid; no substitutions without City approval.

#### **3.3 Examination of Site and Documents**

- Bidders are expected to examine the Project Site, relevant documents, and local conditions. Submission of a bid constitutes acknowledgment of no claim for extra compensation due to misunderstandings or site conditions.

#### **3.4 Modifications and Withdrawals**

- Bids may be modified by written addendum prior to the due date. Oral modifications are invalid.
- Bids may be withdrawn prior to the due date upon written request.

#### **3.5 Award and Execution**

- The City will evaluate bids and award the contract upon formal approval from the Common Council, as soon as practicable.
- The successful bidder must execute the contract within 10 days of award and provide evidence of compliance with Section 4.1.

### **4. GENERAL CONDITIONS**

#### **4.1 Insurance**

- Contractor shall maintain comprehensive general liability insurance (minimum \$1,000,000 per occurrence and \$2,000,000 aggregate, covering bodily injury, property damage and personal injury) and naming the City as additional insured. Certificates must be provided prior to starting work.

#### **4.2 Payments and Retainage**

- **Payment Schedule:** Given the expected completion within 15 days of commencement, the Contractor shall submit a single invoice for payment upon project completion, certified by the City's representative as meeting all contract requirements, including razing, debris removal, site restoration, and compliance with Wisconsin DNR erosion control guidelines.

#### **4.3 Changes and Disputes**

- Changes in work must be approved in writing.
- Disputes resolved by the City Administrator; appeals to the Common Council. Contractor waives claims not presented in writing within 10 days of occurrence.

#### **4.4 Safety and Environmental**

- Contractor responsible for site safety, traffic control, and protection of adjacent properties, per Wis. Stat. § 62.15(11).
- Comply with OSHA, EPA, DNR, and DHS regulations.
- Indemnification: Contractor shall indemnify and hold harmless the City from all claims arising from the work.

#### **4.6 Termination**

- City may terminate for cause (e.g., default) with 5 days' notice; Contractor compensated for work completed.
- Force majeure events excuse delays.

### **5. BIDDER ACKNOWLEDGEMENT**

Submission of a bid acknowledges that the Bidder has carefully examined the site, the Documents, and is fully familiar with all local conditions and applicable laws and regulations that may affect the cost or performance of the work. The Bidder confirms that the proposed pricing is inclusive of all costs.

---

**THIS INVITATION TO BID IS ISSUED ON NOVEMBER 19, 2025.**

For any questions or clarification regarding the scope of work or bidding requirements, please contact the individual below:

Ashley Oliphant, City Administrator at (608) 647-3466 or [Ashley.oliphant@richlandcenterwi.gov](mailto:Ashley.oliphant@richlandcenterwi.gov)

**SUBMIT BIDS NO LATER THAN DECEMBER 4, 2025, AT 4:00 PM.**

---