

Rome Mill Headrace Repair – Formal Bid Packet

1. Cover Sheet

Project Title: Rome Mill Headrace Reconstruction and Repair

Project Location: Entranceway to Rome Pond Dam Park - W1860 Main Street, Sullivan, WI 53178 (Rome Mill)

Issuing Entity: Town of Sullivan, Jefferson County, WI

Contact Person: Randy Mueller | Cell: (608) 358-4101 | Email: rjm.earthkeepers@gmail.com

Date of Issue: TBD

Submission Deadline: August 1, 2025 at 5:00 PM

Submission Format: Sealed envelope labeled “Rome Mill Headrace Repair Bid” or submitted electronically to: townofsullivan@centurytel.net

Bid Packet Delivery Address: Town of Sullivan, N3866 West Street, Sullivan, WI 53178



Entranceway to Rome Pond Dam Park - W1860 Main Street, Sullivan, WI 53178

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3. Project Overview

This project involves the restoration of the west embankment of the Rome Mill headrace canal. The work aims to stabilize the slope to a 2:1 gradient per Ruekert Mielke engineering specifications. It primarily includes excavation, hauling of excavated material, specified fill replacement and riprap material, seepage improvement, and erosion control measures, including the installation of geotextile fabric and medium riprap, to ensure the structural integrity of the canal. All reconstruction and repair work is to be performed from the east side of the headrace, to avoid placing heavy equipment on the west embankment.



Headrace, partially dewatered: A) Facing North, from trash rack/skimmer; B) Facing East, from west embankment at trash rack; C) Facing North from west embankment; D) Facing South from head race gates/pedestrian bridge.

4. Scope of Work

- Excavate west embankment to achieve a 2:1 slope gradient
- Load, haul, and dispose of excavated excess material off-site (Town will identify location)
- Install geotextile fabric and place medium riprap as per specifications
- Install erosion control devices (Town will install, where applicable)
- Grade and compact embankment as per specifications
- Implement seepage improvement as per specifications
- Restore work area to acceptable condition after construction
- Manage sediment and prevent discharge into nearby waterways

5. Project Schedule

- Estimated Start Date: August 15, 2025
- Completion Deadline: September 30, 2025
- The Town will dewater the site 3 weeks prior to start

6. Engineering Drawings & Specifications

Engineering drawings, grading plans, and erosion control specifications prepared by Ruekert Mielke will be provided upon request and included with the final packet.

7. Contractor Requirements

- Valid contractor license in the State of Wisconsin
- Evidence of experience with canal/embankment restoration
- Proof of insurance and bonding capacity
- Qualified operator/lead must be present during work
- Access to a long-reach excavator and off-site hauling capability

8. Town Responsibilities

- Dewater the canal before construction begins
- Install stone tracking pad
- Provide required materials*
- Designate staging area for materials and equipment
- Provide point-of-contact for inspections and coordination

* Materials include: straw/log wattles, sediment bale barriers, geotextile fabric, bentonite clay, fill, and medium riprap

9. Bid Form

- Total Bid Amount: \$ _____
- Itemized Breakdown (if applicable)
- Signature of Bidder
- Company Name, Contact Info, License Number
- Acknowledgment of site visit and receipt of addenda

10. Instructions to Bidders

- Submit bid in sealed envelope or electronically by the deadline
- A pre-bid site visit is strongly recommended (contact Randy Mueller)
- Questions must be submitted in writing 5 business days before deadline
- All addenda will be distributed electronically

11. Contract Template

A draft construction agreement will be included with this packet, outlining payment terms, schedule, penalties for delays, and dispute resolution procedures.

12. Performance Bond Template

Contractor must provide a 100% performance bond. A blank form or acceptable format will be included.

13. Legal and Regulatory Provisions

This contract is subject to:

- Wisconsin Statutes § 66.0903 (municipal wage scale)

14. Addenda Acknowledgment Page

I hereby acknowledge receipt of the following addenda:

Addendum # _____ Date: _____

Addendum # _____ Date: _____

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Company: _____

Supplemental Forms – Rome Mill Headrace Repair Bid Packet

Non-Collusion Affidavit

I, the undersigned, hereby certify that this bid is genuine and not collusive or made in the interest of any person not herein named. The bidder has not directly or indirectly induced or solicited any other bidder to submit a false or sham bid, and has not in any manner sought by collusion to secure any advantage over other bidders.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Company Name: _____

Bidder Qualifications Form

Company Name: _____

Business Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Wisconsin Contractor License #: _____

Tax ID or FEIN: _____

Key Personnel / Site Lead: _____

Relevant Past Projects (2-3 examples):

1. _____
2. _____
3. _____

Attach additional sheets or references as needed.

Insurance Requirement Acknowledgment

The bidder certifies that they will submit a current Certificate of Insurance (COI) upon award of contract, or a letter of intent from their insurer indicating that coverage will be provided meeting the requirements set forth by the Town of Sullivan.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Company Name: _____

Payment Terms and Retainage (Summary)

Payments will be made according to the construction contract terms, typically within thirty (30) days of the Town's approval of submitted invoices. The Town of Sullivan reserves the right to retain up to ten percent (10%) of the contract value until final completion and acceptance of the project.