



## PLANNING AND DEVELOPMENT

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

# Climate Action Plan

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## *Request for Proposals*

**ISSUED: Monday, May 17<sup>th</sup>, 2021**

**PROPOSALS DUE: Friday, June 18<sup>th</sup>, 2021**

**PREPARED BY:**

City of La Crosse  
400 La Crosse St.  
La Crosse, WI 54601

**CONTACT:**

Lewis Kuhlman, Environmental Planner  
(608) 789-7361  
[kuhlmanl@cityoflacrosse.org](mailto:kuhlmanl@cityoflacrosse.org)

All questions must be made in writing, directed to the above contact, and received by **June 11, 2021**. Responses from the City that substantially alter this RFP will be issued in the form of a written addendum.

ANDREA TRANE, DIRECTOR OF PLANNING, DEVELOPMENT AND ASSESSMENT  
TIM ACKLIN, AICP, SENIOR PLANNER  
LEWIS KUHLMAN, AICP, ENVIRONMENTAL PLANNER  
JACK ZABROWSKI, ASSOCIATE PLANNER  
ERIN DUFFER, PLANNING & DEVELOPMENT ASSISTANT

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

## City of La Crosse - Climate Action Plan Request for Proposals

### Introduction

The City of La Crosse is seeking a qualified consultant to assist staff with the creation of a Climate Action Plan that will:

- Inventory municipal and community greenhouse gas (GHG) emissions
- Assess climate risks and vulnerabilities
- Define ambitious climate mitigation, resilience and energy targets
- Guide the city to achieve carbon neutrality by 2050;
- Recommend a path to transition toward a zero-waste economy that prioritizes waste reduction and re-use of resources;
- Ensure that recommended actions incorporate the needs of all members of the community in order to create equitable outcomes;
- Position La Crosse to maintain a high quality of life with livable neighborhoods and a strong business environment; and,
- Facilitate to mobilize broad community action around climate change.

## I. BACKGROUND

### About La Crosse

The City of La Crosse, located at the confluence of the Mississippi, Black, and La Crosse River, encompasses approximately 23.8 square miles. With a population of over 51,800, La Crosse is the largest city in La Crosse County.

La Crosse is a mixed residential and commercial community, with a multimodal transportation network. The largest land use in the City is residential, comprised of single-family and multi-family housing options. Commercial and industrial uses constitute the second largest land use category. As an urbanized city, redevelopment and small-scale infill are the predominate forms of new development within established zoning. The City operates under a Council/Mayor form of government. The thirteen-member Common Council serves as the legislative body, represents the entire community and is empowered by the City Charter to formulate citywide policy. The Mayor, elected by citizens, serves as the chief executive officer and is responsible for the day-to-day administration of City affairs. The Climate Action Plan Steering Committee will provide guidance in the update of the Climate Action Plan.

### La Crosse Sustainability Efforts

The City of La Crosse is committed to environmental stewardship and sustainability. In 2009, the City adopted the Strategic Plan for Sustainability, which was prepared by the ad hoc Sustainability Advisory Committee. This plan provided the City with an overall framework for addressing a variety of sustainability initiatives. It also provided a path to meet the Wisconsin Energy Independent Community Partnership's goal of getting 25 percent its electricity and transportation fuels from renewable resources by the year 2025. The Common Council passed a

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resolution in 2019, which set a goal of reaching carbon neutrality community wide, in both energy and transportation, by 2050.

### Project Description

The City of La Crosse is seeking consultant services to recommend new GHG emission reduction targets through 2030 that align with recommendations from the Intergovernmental Panel on Climate Change. The consultant will produce a Climate Action Plan (CAP), which will be the City's roadmap for achieving the newly established reduction goals. The CAP should be reader-friendly, with clear strategies to enable the City to achieve or exceed GHG reduction goals.

### Related Documents and City Efforts

The following documents are related to the update of the Climate Action Plan:

- **Comprehensive Energy Services** (entered into in 2019): The City entered into a performance contract with Johnson Controls on energy improvement measures that are paid for by their savings. After doing lighting retrofits; replacing some boilers, chillers, and HVAC equipment; and installing solar panels, JCI will begin a third phase expanding these types of projects to other municipal buildings.
- **Partners in Energy**: Partners in Energy is a collaboration with La Crosse's electric utility, Xcel Energy, to develop energy actions that will feed into the CAP. (<https://xcelenergycommunities.com/>)
- **Strategic Plan for Sustainability** (adopted in 2009): The City of La Crosse adopted its first Sustainability Plan with the guidance of the Sustainability Commission. The plan serves as a comprehensive strategy to reduce GHG emissions. (<https://www.cityoflacrosse.org/home/showpublisheddocument/1614/637141808681330000>)
- **Sustainability Indicators Report for 2019**: The Sustainable Indicators Report shows the progress La Crosse has made on its Strategic Plan goals. (<https://www.cityoflacrosse.org/home/showpublisheddocument/1612/637141807374030000>)
- **Greenhouse Gas Inventory for 2019**: The Green House Gas Inventory provides the City with an overall measurement of greenhouse gas emissions and template for future inventories. (<http://cityoflacrosse.legistar.com/View.ashx?M=F&ID=9285714&GUID=D7E76F06-27D5-4D9C-BABA-D8913ED93DA2>)
- **Bicycle & Pedestrian Master Plan** (adopted in 2012): The Bicycle & Pedestrian Master Plan provides a broad vision, strategies, and actions for improving the bicycle & pedestrian environment in La Crosse. (<https://www.cityoflacrosse.org/home/showpublisheddocument/1356/637129579176430000>)
- **Flood Hazard Mitigation Planning**: The Floodplain Advisory Committee is currently undertaking a planning process to assess the possibility of different mitigation measures to reduce the number of structures in the floodplain.
- **Green Complete Streets Ordinance**: La Crosse adopted the first complete streets ordinance in Wisconsin and incorporated a green infrastructure component. ([https://library.municode.com/wi/la\\_crosse/codes/code\\_of\\_ordinances?nodeId=PTIGEOR\\_CH40STSI\\_ARTIINGE\\_S40-14GRCOST](https://library.municode.com/wi/la_crosse/codes/code_of_ordinances?nodeId=PTIGEOR_CH40STSI_ARTIINGE_S40-14GRCOST))
- **Parks, Recreation, and Forestry Strategic Plan** (adopted 2020): This 5-year plan presents the framework for open space management and recreations programs. (<https://www.cityoflacrosse.org/home/showdocument?id=3993>)

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- **Comprehensive Plan** (adopted in 2002): In 2002, the City of La Crosse updated its Comprehensive Plan “Confluence.” This update provides a long-term plan for the City’s physical development, as well as its goals and policies. The Comprehensive Plan will be updated imminently. (<https://www.cityofla-crosse.org/home/showpublisheddocument/1368/637129579204730000>)

## II. SCOPE OF WORK

The City is seeking proposals that generally reflect the following scope. Consultants are encouraged to suggest refinements and innovative methodologies that ultimately achieve the tasks described below. City staff will work closely with the selected consultant and are prepared to contribute to in-house task assistance. The proposal should indicate which tasks would be appropriate and/or desirable for City staff to complete.

### Task 1. Analyze GHG Emissions

Based on a review of the City’s Strategic Plan for Sustainability, most recent Sustainability Indicators Report, most recent GHG inventory, and local conditions, the consultant should provide a GHG emissions inventory update and analysis. The City of La Crosse completed a GHG emission inventory in 2019 in ICLEA’s Clear Path. The goal of reaching carbon neutrality included intermediary goals with a baseline date of 2015. The consultant will assist with a 2020 GHG emissions inventory, and if possible a 2015 GHG inventory.

### Task 2. Recommend GHG Emission Reduction Targets

Based on the findings of Task 1, the consultant needs to identify GHG emission reduction targets in order for the City to meet a 2030 GHG emission reduction target that aligns with the IPCC recommendations and community-wide carbon neutrality goal by 2050.

### Task 3. Forecast GHG Emission Reductions

The consultant should review existing inventory data and develop current inventory data to measure the City’s progress in reducing GHGs against the recommended Baseline. The consultant must also create a GHG emission reductions forecast and determine scenarios to achieve new reduction targets developed in Task 2. The consultant must evaluate and summarize the impact of anticipated state and federal policies and programs on GHG emission reductions and incorporate those into this task as appropriate. Scenarios should be analyzed by their potential emissions reduction, cost and benefit, estimated feasibility, estimated timeline, and associated co-benefits.

### Task 4. Engage City Commissions/Common Council and Community

#### City Commissions and Common Council Engagement

The Climate Action Plan Steering Committee, Plan Commission, and Common Council should be engaged in the update of the CAP. The Climate Action Plan Steering Committee will be the primary advising body to review and analyze recommended climate action strategies. The Plan Commission will be tasked with review of any necessary Comprehensive Plan Amendments. The Common Council will be the final body adopting the updated CAP and General Plan Amendments.

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The consultant is expected to prepare reports, presentations, and updates and attend and engage the commissions and Common Council throughout the CAP update process. The consultant should plan to attend and report out at a minimum of the following: five Climate Action Plan Steering Committee meetings, one Planning Commission meeting, and one Common Council meeting.

### **Community Engagement**

The consultant should propose a robust community outreach strategy based on successful outcomes and experience with similar projects in other communities. At a minimum, the consultant should plan to facilitate two public workshops to engage the community.

### **Task 5. Coordinate with Related City Efforts**

The City is undergoing a Comprehensive Plan update, among other efforts. The City aims to develop and adopt the CAP as an amendment to the existing Comprehensive Plan. However, the consultant would need to stay coordinated and aligned with the City's current General Plan update process. The City is also working with its electric utility, Xcel Energy, through their Partners in Energy Program on actions that will feed into the CAP.

### **Task 6. Draft Climate Action Plan**

The consultant should develop a draft CAP using the GHG emission analysis that is described in Tasks 1-3 and through a collaborative process as described in Task 4 and 5. The specific strategies and priority actions selected to meet the recommended target reductions should be summarized into a strategic framework with specific near-term implementation plans and a schedule for longer-term implementation plan development. Measures should identify agencies and departments responsible, indicators for success, potential partnerships, recommended funding sources, and appropriate methods to assess progress.

In addition to these report components, the CAP should incorporate the following overarching themes:

- **Equity:** The plan should detail impacts on different communities and groups within the cities, and how the implementation will incorporate equity and empowerment considerations;
- **Benefits Framing:** The plan should reinforce the benefits of climate action and focus on how the plan's elements could improve community well-being. The plan should discuss both the costs of inaction in addition to discussing the costs of the recommended actions.
- **Partnerships:** The plan should incorporate actions that partners can take, and how the community can leverage these partnerships to initiate stronger climate action.

### **Task 7. Support City in Adoption of the Climate Action Plan and General Plan Amendments**

The consultant should support City staff in preparing reports, presenting, and obtaining approval of the finalized CAP from the Climate Action Plan Steering Committee and obtaining approval of the Comprehensive Plan Amendments from the Plan Commission. Additionally, the consultant should support City staff in preparing an Administrative Report to Common Council and presenting the finalized CAP and General Plan Amendments for adoption by Common Council.

### III. PROPOSAL REQUIREMENTS

The following materials should be submitted with the proposal:

1. *Title Page*: Include the RFP subject, firm name, address, telephone number, email address, contact name(s) and date.
2. *Overview*: Include a summary of the proposer's understanding of the project, including a brief summary of the proposed approach.
3. *Scope and Timelines*: Provide a detailed proposed scope and projected timeline to conduct and complete the tasks as outlined in the Scope of Work.
4. *Community Engagement*: Community engagement is critical to the CAP process. The proposer should highlight how the proposer plans to engage the community and gather public input.
5. *Qualifications*: Provide an overview of the proposer's experience and history in performing this type of work in Wisconsin. Provide at least three references of local government clients for which the consultant has rendered similar services. Proposers with project experience with similar demographics and population size as La Crosse are preferred.
6. *Cost Proposal*: Please provide a full description of the expected expenditure of funds for the proposed work. The cost breakdown should include a breakdown of expenses by task and key personnel. The cost proposal should also include options for reducing or adding services. **Costs should not exceed \$187,500.** Any tasks within the scope, but not within the budget may be listed as a la carte items for consideration by the City.

### IV. CONSULTANT SELECTION CRITERIA AND PROCEDURE

Responding firms and/or teams will be evaluated based on the following criteria:

1. Demonstrated understanding of the requested work and responsiveness to the scope of services;
2. Quality and completeness of proposal;
3. Related and recent Climate Action Plan update experience of similar scope and complexity among Upper Mississippi River and Wisconsin;
4. Expertise and experience of the proposed project team members, and the in-house expertise, or inclusion of sub-consultants, to fully address all items noted in scope of work;
5. Ability to perform the work within a reasonable time frame and budget;
6. Creativity in approach to the scope of work and requested deliverables;
7. Acceptance of the City's Standard Contract for Services and insurance requirements, including any proposed changes to the agreement or insurance coverages (See Attachment);
8. Public meeting facilitation and community engagement expertise and techniques; and
9. References.

The top proposals will be invited to an interview. The interview will help to clarify each proposal and the approach and qualifications for the project. Based upon the interview and evaluation of the proposals, the top-ranked consultant will be recommended to the Common Council.

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### General Provisions and Conditions

The City reserves the right to:

1. Reject any and all responses.
2. Negotiate with more than one consultant.
3. Waive minor irregularities in a response.
4. Cancel, revise, or extend this solicitation.
5. Request additional information on any response beyond that required by this RFP.
6. Modify the selection process set forth in this RFP upon written notification to all respondents who have not been rejected at the time of modification.
7. Request substitution of sub-consultants.

### V. SUBMISSION

The City will accept submittals through Friday, June 18, 2021 at 5:00PM. Submittals must include one (1) digital PDF copy on a USB drive or submitted via a file sharing service such as Dropbox. Submittals should be organized in the same order as the requirements listed above. The City will then review submittals and schedule interviews the week of June 28, 2021.

We look forward to your participation in this project. Inquiries and/or responses may be directed to:

City of La Crosse, Planning and Development Department  
ATTN: Lewis Kuhlman  
400 La Crosse St  
La Crosse, WI 54601  
(608-789-7361  
[kuhlmanl@cityoflacrosse.org](mailto:kuhlmanl@cityoflacrosse.org)

### VI. ESTIMATED PROJECT TIMETABLE

The anticipated project schedule to commence work is as follows:

PROJECT BENCHMARK	DATE
Request for Proposals Available	Monday, May 17, 2021
Last Day to Submit Questions	Friday, June 11, 2021
Proposal Due at the City	Friday, June 18, 2021 at 5:00PM
Consultant Interviews	Week of June 28, 2021
Consultant Selection	Thursday, July 8, 2021
Council Meeting – Award Contract	Thursday, August 12, 2021

### VII. ATTACHMENT

Attachment 1: Standard Contract for Services

## STANDARD TERMS AND CONDITIONS (Service 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 contingencies 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 officials, officers, 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 officials, 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 A-VIII.
- 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 (sub-contractors) 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 persons 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.

29. 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.

30. 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.

31. 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.

32. 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.

33. 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.

34. 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.

35. 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.

36. 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.

37. 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.

38. COMPLIANCE WITH LAW. The parties shall comply in all material respects with any and all applicable federal, state and local laws, regulations and ordinances.

39. 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.

40. 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.

41. 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.

42. 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.

43. 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.

44. SURVIVAL. All express representations, indemnifications and limitations of liability included in this Agreement will survive its completion or termination for any reason.

*Revised: 12.04.18*