



REQUEST FOR PROPOSALS

Architectural and Engineering Services

For Proposed Renovations to the Forest County Courthouse Campus

Forest County, WI

January 25, 2018

INTRODUCTION

Forest County is interested in obtaining the services of an architectural / engineering firm for design and engineering services for proposed renovations to the County's Courthouse Campus. The county is considering renovations to the existing courthouse, social services, and jail located at 200 E. Madison St. in Crandon, WI. The campus has three main buildings: The original 1909 courthouse with additions at later dates, the social services building built in 1976, and the sheriff's department / jail built in 1997.

The initial services would be to perform programming and schematic design services with the potential to move into the balance of the design phases pending county board approval of the project. The scope of the project is to address many mechanical issues within the courthouse, jail, and social services buildings. Also, to address safety concerns pertaining to inmate transfer, classification difficulties, and traffic flow on the campus.

The Forest County Board has not yet approved funds for any construction phase of the project. Approval by the Forest County Board to proceed on the design phases beyond programming and schematic design of this project may be requested once architectural and engineering service costs are available for those phases of design.

PURPOSE

To determine costs of architectural and engineering services for each phase of the design process

To provide for a fair and objective evaluation of proposals received from design firms.

To collect information necessary for the evaluation of competitive proposals submitted by qualified architectural and engineering firms.

To select a professional architectural and engineering firm acceptable to Forest County to provide architectural and engineering services for programming and schematic design phases of design for renovations to the current campus.

To result in a contract between an architectural and engineering firm and Forest County that will deliver high quality architectural and engineering services that meet or exceed all applicable codes and standards. The successful architectural and engineering firm will perform the services described herein as an independent contractor. Contract to be utilized will be AIA B132-2009 with modifications established by the County.

ISSUING OFFICE / RFP COMMUNICATION PROCESS

This RFP is issued by the Forest County Executive Committee, in conjunction with The Samuels Group as the CM consultant.

All questions regarding this RFP shall be made through the CM consultant:

Kurt Berner
The Samuels Group
311 Financial Way Suite 300
Wausau, WI 54401
(715) 842-2222

Forest County or The Samuels Group is not liable for any costs incurred by any firm submitting a proposal.

PROPOSAL RECEIPT

To be considered, each firm must submit a response to this RFP and respond to the SELECTION CRITERIA identifying your understanding of the services requested. The proposal must be signed in ink by an official authorized to bind the firm. Twenty Five (25) copies of the proposals must be received at the following address:

Nora Matuszewski
Forest County Clerk
200 E. Madison St.
Crandon, WI 54520

Proposals must be marked as “**Architectural and Engineering Services Proposal**” and must be received **prior to 4:00 p.m. CST, Thursday Feb 8, 2018**. The vendor is responsible for the timely receipt of their proposal by the project administrator. Late or faxed proposals will not be considered.

ACCEPTANCE OF PROPOSALS

All attachments, additional pages, addenda or explanations supplied by the architectural and engineering firm with this proposal will be considered as part of the proposal response. If the Committee chooses, architectural and engineering firms submitting proposals may be scheduled for an interview with the Committee at a future date and time to be determined by the Committee. If an oral presentation/interview is required of selected finalists, it shall be at the respondent's expense. An award may be made without discussion with the respondents. Therefore, respondents are cautioned that proposals should be submitted initially on the most favorable terms, from both a technical and cost standpoint.

The County reserves the right to reject in whole or in part any and all proposals, to waive any informalities, to request resubmission of proposals, and to accept the proposal determined to be in the best interest of the County. This RFP seeks professional services, and statutory bidding laws do not apply. Proposals will be evaluated pursuant to the following criteria:

- The extent that the proposal meets the needs of the County.
- Demonstrated competence to meet quality requirements.
- Proven experience of the proposer to provide similar services within established guidelines.
- Ability to meet scheduled deadlines.
- Cost of services compared to quantity and quality of services provided.

Tentative Selection Schedule if committee action requires interviews of design firms:

Interviews with a short list of firms - The week of Feb 12th 2018.

Selection to be determined the week of Feb 19th

PROPOSAL CONTENT

All proposals should include the following informational items. These items should also be used as the format around which proposals are organized. Exclusion of any of these items could be grounds for proposal rejection by the County.

- A. A letter of transmittal, not to exceed two pages in length, which bears the signature of an authorized representative of the proposer.
- B. A description of your organization, including qualifications and references addressing why your organization is best suited to provide the requested services. This description should include at least:
 - 1. A general firm profile;
 - 2. Names and resumes of the specific individuals who will be working on the Forest County project; and
 - 3. A list of additional consultants tentatively scheduled for the Forest County project, including mechanical, electrical, security, etc. Names and resumes of key individuals from each consultant should be included in the proposal along with a description of their role in the project.
- C. A list and brief description of related project experience completed by your organization. The County prefers information and references on recent projects that are similar to this project's scope and size.
- D. Proposal Narrative. Describe the strategies designed to deliver the services pursuant to the specifications published, the methodologies employed to assure the delivery of services through the duration of the contract period.
- E. A proposed schedule for the project, including projected dates for design completion
- F. Fee and Fee Narrative for each of the following design phases:
 - Programming
 - Schematic Design
 - Design Development
 - Construction Documents
 - Construction Administration
- G. Statement of all applicable insurance coverage, including general liability, workers compensation, and professional liability.
- H. Copy of valid business license or certification of good standing as proof of incorporation and authorization to do business in Wisconsin (as issued by the Wisconsin Secretary of State).

VENDOR CONFERENCE

A vendor conference will be held on Wednesday, Jan 31st, 2018 at 1:00 PM in the Forest County Board Room, located at 200 E. Madison St. Crandon, WI to respond to written and oral questions and to provide any needed additional instruction to architectural and engineering firms on the submission of proposals. A tour of the site will follow the meeting.

NONDISCRIMINATORY PRACTICES

No official or employee of Forest County Government shall have any financial interest, either direct or indirect, in the proposal or contract. No official or employee of Forest County Government shall exercise any undue influence in the awarding of the proposal or contract.

The County shall not be responsible for oral interpretations given by any County employees, representatives, or others. All proposals shall use this written document and its attachments as the sole basis for the proposal at this time. The issuance of a written amendment is the only official method whereby interpretation, clarification or other additional information can be given.

LIABILITY

Forest County assumes no responsibility or liability for cost incurred by the firm prior to the signing of an agreement. Total liability of Forest County is limited to the terms and conditions of any contract resulting from this RFP.

INDEMNIFICATION

The firm shall indemnify and hold harmless Forest County and its agents and employees from and against all claims, damages, losses and expenses, including attorney fees arising out of or resulting from the performance of the work, which includes all labor, material and equipment required to produce the service required by the contract, provided that any such claim, damage, loss or expense: 1) is injury to or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom; and 2) is caused in whole or in part by any negligent act or omission of the firm, any sub firm, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. The firm assumes full responsibility and liability for compliance with any and all local, state, federal laws and regulations applicable to the firm and its employees, including, but not limited to, compliance with the Occupational Safety and Health Act of 1970.

AVAILABILITY OF FUNDS

This RFP is conditioned upon the approval of the County Board. If, during any stage of this RFP process, funds are not allocated and available for the proposed services, the RFP process will be cancelled. The County will notify the architectural and engineering firm at the earliest possible time if this occurs. The County is not under any obligation to compensate architectural and engineering firm for any expenses incurred as a result of the RFP process. This request does not commit the County to award any contract nor to pay any costs incurred in the submission of a proposal, or costs incurred in making necessary studies or designs for preparation thereof. The County reserves the right, in its sole discretion, to reject any or all responses, issue addenda, request clarification, alter the nature and/or scope of the proposed study, enter into various state of procurement, and/or

discontinue this process.

PROPOSAL COST AND DURATION/PROPRIETARY INFORMATION

The architectural and engineering firm must certify that the proposal and pricing will remain in effect and unchanged for a minimum of one hundred twenty (120) days from the date of the proposal opening. All materials submitted in response to the RFP will become the property of the County and part of the official public record. All restrictions on the use of data contained within a proposal and all confidential information must be clearly identified as “Confidential and Proprietary Information” Confidential and Proprietary information submitted in a proposal, or in response to the RFP, will be handled in accordance with the applicable Wisconsin State Statute(s).

All information in the proposal is subject to disclosure under the Wisconsin Open Records laws.