

RFP NO. 313042



CONSTRUCTION DOCUMENTS PROJECT MANUAL

DANE COUNTY DEPARTMENT OF PUBLIC WORKS,
HIGHWAY AND TRANSPORTATION

PUBLIC WORKS SOLID WASTE DIVISION
1919 ALLIANT ENERGY CENTER WAY
MADISON, WISCONSIN 53713

REQUEST FOR PROPOSALS NO. 313042 ALLIANT ENERGY CENTER LIVESTOCK & EXHIBTION SPACE EXPANSION ALLIANT ENERGY CENTER 1919 ALLIANT ENERGY CENTER WAY MADISON, WISCONSIN

Due Date / Time: **THURSDAY, April 11, 2013 / 2:00 P.M.**

Location: **PUBLIC WORKS OFFICE**

FOR INFORMATION ON THIS REQUEST FOR PROPOSALS, PLEASE CONTACT:

ROB NEBEL, ASSISTANT PUBLIC WORKS DIRECTOR
TELEPHONE NO.: 608/267-0119
FAX NO.: 608/267-1533
E-MAIL: NEBEL@COUNTYOFDANE.COM

DOCUMENT INDEX FOR RFP NO. 313042

PROPOSAL REQUIREMENTS

RFP Cover Page
Documents Index and Dane County Vendor Registration Program
Invitation to Propose (Legal Notice)
Signature Page
Fair Labor Practices Certification
Best Value Contracting Application
Requested Services and Business Information
Blank page about Sample Agreement for Professional Services
Equal Benefits Compliance Payment Certification

LEGAL NOTICE

INVITATION TO PROPOSE

Dane County Public Works, Highway & Transportation Dept., 1919 Alliant Energy Center Way, Madison, WI 53713, will receive sealed Proposals until:

2:00 P.M., THURSDAY, APRIL 11, 2013

REQUEST FOR PROPOSALS NO. 313042

**DESIGN SERVICES FOR ALLIANT ENERGY CENTER LIVESTOCK
& EXHIBITION SPACE EXPANSION
ALLIANT ENERGY CENTER
1919 ALLIANT ENERGY CENTER WAY
MADISON, WISCONSIN**

Dane County is inviting Proposals for professional engineering design services. The Alliant Energy Center will be replacing some of the outdated facilities (barns) with two new updated livestock and exhibition space expansion (barns). The expansion will improve efficiency of operations and improve client services to meet the centers growing needs to accommodate existing events customers, moreover, future events customers.

Request for Proposals package may be obtained after **2:00 p.m. on Friday, March 15, 2013** at Dane County Public Works, Highway & Transportation Dept., 1919 Alliant Energy Center Way, Madison, WI 53713, by calling 608/266-4018, or downloading it from www.countyofdane.com/pwht/bid/logon.aspx. Please call Rob Nebel, Project Manager, at 608/267-0119, for any questions or additional information.

All Proposers must be a registered vendor with Dane County & pay an annual registration fee before award of Agreement. Complete Vendor Registration Form at www.danepurchasing.com/registration or obtain one by calling 608/266-4131.

Proposers facility tour will be held on Thursday, March 28, 2013 at 10:30 AM at the Alliant Energy Center Building starting in the Administration Building Public Works Conference Room. Proposers are strongly advised to attend this tour in order to propose on the Work.

**PUBLISH: 03/14/2013 & 03/21/13 - WISCONSIN STATE JOURNAL
03/14/2013 & 03/21/13 - THE DAILY REPORTER**

SIGNATURE AFFIDAVIT

In signing this proposal, we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the due date of proposals to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, submitting this proposal, hereby agrees with all the terms, conditions, and specifications required by the County in this Request for Bid, and declares that the attached proposal and pricing are in conformity therewith.

Name (Type or Print)

Title

Signature

Firm

Address: (Street, City , State, Zip Code)

Telephone

Fax

E-Mail

Date

FAIR LABOR PRACTICES CERTIFICATION

The undersigned, for and on behalf of the BIDDER, APPLICANT or PROPOSER named herein, certifies as follows:

A. That he or she is an officer or duly authorized agent of the above-referenced BIDDER, APPLICANT or PROPOSER, which has submitted a proposal, bid or application for a contract with the county of Dane.

B. That BIDDER, APPLICANT or PROPOSER has (check one):

_____ not been found by the National Labor Relations Board (“NLRB”) or the Wisconsin Employment Relations Commission (“WERC”) to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the signature date of this Certification.

_____ been found by the National Labor Relations Board (“NLRB”) or the Wisconsin Employment Relations Commission (“WERC”) to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the signature date of this Certification.

Officer or Authorized Agent Signature

Date

Printed or Typed Name and Title

Printed or Typed Business Name

NOTE: You can find information regarding the violations described above at: www.nlr.gov and werc.wi.gov.

For reference, Dane County Ordinance 25.11(28)(a) is as follows:

(28) BIDDER RESPONSIBILITY. (a) Any bid, application or proposal for any contract with the county, including public works contracts regulated under chapter 40, shall include a certification indicating whether the bidder has been found by the National Labor Relations Board (NLRB) or the Wisconsin Employment Relations Committee (WERC) to have violated any statute or regulation regarding labor standards or relations within the last seven years. The purchasing manager shall investigate any such finding and make a recommendation to the committee, which shall determine whether the conduct resulting in the finding affects the bidder’s responsibility to perform the contract.

If you indicated that the NLRB or WERC have found you to have such a violation, you must include copies of any relevant information regarding such violation with your proposal, bid or application.



DANE COUNTY DEPARTMENT of PUBLIC WORKS, HIGHWAY and TRANSPORTATION

County Executive
Joseph T. Parisi

1919 Alliant Energy Center Way ♦ Madison, Wisconsin 53713
Phone: (608) 266-4018 ♦ FAX: (608) 267-1533

Commissioner / Director
Gerald J. Mandli

BEST VALUE CONTRACTING APPLICATION

CONTRACTORS / LICENSURE APPLICANTS

The Dane County Department of Public Works requires all contractors to be pre-qualified as a best value contractor with the County prior to being awarded a contract. In addition, the County pre-qualifies potential contractors and sub-contractors who wish to work on County contracts. Subcontractors must become pre-qualified ten (10) days prior to commencing work under any Dane County Public Works Contract. Potential subcontractors are urged to become pre-qualified as early as possible. This document shall be completed, properly executed, along with the necessary attachments and additional information that the County requires for the protection and welfare of the public in the performance of a County contract.

Contractors or subcontractors of any tier who attain pre-qualification status will retain that status for a period of two (2) years from the date of qualification. Contractors shall notify the Dane County Department of Public Works, Highway & Transportation within fifteen (15) days of any changes to its business or operations that are relevant to the pre-qualification application. Failure to do so could result in suspension, revocation of the contractor's pre-qualification, debarment from County contracts for up to three (3) years and / or other sanctions available under the law.

No contracts will be awarded for construction work performed on Dane County projects unless the contractor is currently approved as a Wisconsin Trade Trainer or has applied for approval as an Apprenticeship Trade Trainer to the Wisconsin Department of Workforce Development and agrees to an acceptable apprenticeship program. If you are not currently approved as a Wisconsin Trade Trainer, or have not applied for approval as an Apprenticeship Trade Trainer, please contact the Department of Workforce Development - Bureau of Apprenticeship Standards at 608/266-3133 or visit their web site at: dwd.wisconsin.gov/apprenticeship/.

EXEMPTIONS

- Contractors who employ less than five (5) apprenticeable trade workers are not required to pre-qualify.
- Contractors performing work that does not apply to an apprenticeable trade, as outlined in Appendix A.
- The contractor / subcontractor provides sufficient documentation to demonstrate one or more of the following:
 - apprentices are not available in a specific geographic area;
 - the applicable apprenticeship program is unsuitable or unavailable; or
 - there is a documented depression of the local construction market which prevents compliance.

SEC.	PROOF OF RESPONSIBILITY	CHECK IF APPLICABLE
1	Does your firm possess all technical qualifications and resources, including equipment, personnel and financial resources, necessary to perform the work required for any project or obtain the same through the use of responsible, pre-qualified subcontractors?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
2	Will your firm possess all valid, effective licenses, registrations or certificates required by federal, state, county, or local law, which are necessary for the type of work to be performed including, but not limited to, those for any type of trade work or specialty work?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
3	Will your firm meet all bonding requirements as required by applicable law or contract specifications?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
4	Will your firm meet all insurance requirements as required by applicable law or specifications, including general liability insurance, workers compensation insurance and unemployment insurance requirements?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
5	Will your firm maintain a substance abuse policy for employees hired for public works contracts that comply with Wis. Stats. Sec. 103.503?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
6	Does your firm acknowledge that it must pay all craft employees on public works projects the wage rates and benefits required under Section 66.0903 of the Wisconsin Statutes?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
7	Will your firm fully abide by the equal opportunity and affirmative action requirements of all applicable laws, including County ordinances?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
8	In the past three (3) years, has your firm had control or has another corporation, partnership or other business entity operating in the construction industry controlled it? If so, please attach a statement explaining the nature of the firm relationship?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If Yes, attach details.
9	In the past three (3) years, has your firm had any type of business, contracting or trade license, certification or registration revoked or suspended?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If Yes, attach details.
10	In the past three (3) years, has your firm been debarred by any federal, state or local government agency?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If Yes, attach details.
11	In the past three (3) years, has your firm defaulted or failed to complete any contract?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If Yes, attach details.
12	In the past three (3) years, has your firm committed a willful violation of federal, state or local government safety laws as determined by a final decision of a court or government agency authority.	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If Yes, attach details.
13	In the past three (3) years, has your firm been in violation of any law relating to your contracting business where the penalty for such violation resulted in the imposition of a penalty greater than \$10,000?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If Yes, attach details.
14	Is your firm Executive Order 108 precertified with the State of Wisconsin?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
15	Is your firm an active Wisconsin Trade Trainer as determined by the Wisconsin Bureau of Apprenticeship Standards?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
16	Is your firm exempt from being pre-qualified with Dane County?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If Yes, attach reason for exemption.
17	Does your firm acknowledge that in doing work under any County Public Works Contract, it will be required to use as subcontractors only those contractors that are also pre-qualified with the County or become so ten days prior to commencing work?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
18	Contractor has been in business less than one year?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
19	Is your firm a first time Contractor requesting a one time exemption, but, intend to comply on all future contracts and are taking steps typical of a "good faith" effort?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
20	Not applicable. My firm does not intend to work on Best Value Contracts. Note: Best Value Contracting is required to bid on most Public Works Contracts (if unclear, please call Jan Neitzel Knox 608-266-4029).	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

SIGNATURE SECTION

Your firm's Officer, or the individual who would sign a bid and / or contract documents must sign this document.

I do hereby certify that all statements herein contained are true and correct to the best of my knowledge:

Signature

Date

Printed or Typed Name and Title

NAME AND ADDRESS OF CONTRACTOR	
Name of Firm:	
Address:	
City, State, Zip:	
Telephone Number:	
Fax Number:	
E-mail Address:	

REMEMBER!

Return all to forms and attachments, or questions to:

JAN NEITZEL KNOX
EMAIL: NEITZEL-KNOX@COUNTYOFDANE.COM
OFFICE: (608)266-4029, FAX: (608)267-1533

**DANE COUNTY DEPARTMENT OF PUBLIC WORKS,
HIGHWAY & TRANSPORTATION
1919 ALLIANT ENERGY CENTER WAY
MADISON, WI 53713**

APPENDIX A

APPRENTICEABLE TRADES

Bricklayer
Carpenter
Cement Mason (Concrete Finisher)
Cement Mason (Heavy Highway)
Construction Craft Laborer
Data Communications Installer
Electrician
Elevator Mechanic / Technician
Environmental Systems Technician / HVAC Service Technician / HVAC Install & Service
Glazier
Heavy Equipment Operator / Operating Engineer
Insulation Worker (Heat & Frost)
Iron Worker (Assembler, Metal Buildings)
Painter / Decorator
Plasterer
Plumber
Roofer / Waterproofer
Sheet Metal Worker
Sprinkler Fitter
Steamfitter (Service & Refrigeration)
Taper & Finisher
Telecommunications (Voice, Data & Video) Installer / Technician
Tile Setter

REQUESTED SERVICES AND BUSINESS INFORMATION

- A. Dane County is seeking proposals from qualified design professionals to provide design services, plans, specifications and metal building material lists for two new livestock and exhibition facilities, and one new maintenance shop, approximately 5000-8000sq' demolition of existing barns and constructs all new facilities concurrently within a single offseason (mid-October 2013 through mid-April 2014). Building 2 would be a 200,000 s.f. pre-engineered metal building, unheated with traditional design features and exterior materials replacing barns 4, 5, 8, 9, 10 & 11. Building 1 would consist of a new 90,000 s.f. pre-engineered metal building, heated with some upgraded design features and exterior materials to relate well with the exhibition hall and overall aesthetic of the grounds. This building would replace barns 1, 2, 3 and 6. See Alliant Energy Center Livestock & Exhibition Space Study, section 3, Operational Program Data for site plans, floor plan diagrams demonstrating potential internal layouts and accommodations, a building cross section and exterior massing diagrams. Plans and specifications must meet all applicable State building codes.
- B. Services that will be included in a Professional Services Agreement are as follows:
1. Design Services: Provide conceptual plans, Building 2 would be a 200,000 s.f. pre-engineered metal building, unheated with traditional design features and exterior materials replacing barns 4, 5, 8, 9, 10 & 11. Building 1 would consist of a new 90,000 s.f. pre-engineered metal building, heated with some upgraded design features and exterior materials to relate well with the exhibition hall and overall aesthetic of the grounds. This building would replace barns 1, 2, 3 and 6. Based on a survey the physical environment is extremely important. Safety is the number one priority, followed by adequate lighting and air quality. Overall accessibility and temperature control are also important considerations.
 2. Livestock and Exhibition facilities will be provided with a wide range of amenities. In terms of priorities, animal amenities are the most important. Top priority should be given to stalling, tie-downs, wash bays, footing and other amenities to keep the animals comfortable and reduce stress. User group and public amenities such as accessible restrooms, lockers, showers and work spaces are also a priority.
 3. This site needs to improve efficiency. There is a greater need for flexibility to arrange animal stalls, tie downs, and event spaces that cannot be accommodated in multiple smaller barns. Improvements to overall workflow are also needed in terms of setting up shows, tearing down, handling and storage of footing, as well as animal waste. The ability to expand shows and events to accommodate the varying needs of different user groups is also seen as a priority. Reducing cross traffic, segregation of the public from service areas and adjacencies has been identified as lesser priority.
 4. The site considerations are as equally important as the building design itself. The grounds must be designed to improve loading and unloading operations, provide logical movement of people and animals and promote safety. Aesthetically, the grounds must remain clean, orderly and pleasing to the eye.
 5. The site lighting systems shall be of consistent character to the existing parking lot lights and supplemented with building mounted lighting that is energy efficient and located to provide an equal distribution of lighting throughout the site.

6. The site asphalt pavements shall be of the proper thickness and base to support heavy truck traffic with concrete curb and gutter systems at pavement edges and around tree islands to direct water efficiently to storm drainage systems.
 7. The site concrete pavement with a thick-brushed finish shall be used around the perimeter of new buildings, at wash bays and manure storage stations as well as under covered walkways.
 8. The site landscaping materials are to be used judiciously to complement the built environment and to help extend the campus identity with sustainable low-maintenance plantings and ground cover. A single coordinated family of site furnishings shall be provided to support user and guest functions.
 9. The livestock areas are the majority of how Building 1 and Building 2 will be used. The HVAC requirements change depending on species but the facility appears to have the highest demand of ventilation during the World Dairy Expo event in which cattle will be the prominent animal. The ideal ventilation conditions for dairy production facilities should be used and fresh air should be introduced to remove heat, moisture, and contain odors, and an additional amount of air be circulated to provide a higher speed, or velocity of air at the animals to promote good evaporative cooling.
- C. Plans and Specifications: Upon completion of a preferred alternative design concept, prepare plans and specifications for each of the (2) barns sizes including:
- a. Concrete slab/footing details and specifications.
 - b. Necessary accommodations for rough in electrical.
 - c. Insulated pre-engineered metal buildings with steel moment frame connections and girt systems to attach metal siding.
 - d. Recommended preservative/weatherproofing specifications to guard against insect, sun and moisture damage.
 - e. Ventilating and HVAC design plan
 - f. Insulated coiling overhead doors plan
 - g. Lighting plan
 - h. Roofing plan.
 - i. Milking parlor plan
 - j. Backup power plan
 - k. Life Safety systems plan
 - l. Plumbing plans
 - m. Fastener specifications.
- D. Building Material Recycling Specification Lists: Building materials recycling for barn construction are anticipated to be utilized in part from existing material inside of the current barns. Reusable building material lists shall contain the following for each size barn:
1. Building material:
 - i. Building and lighting material type Information to include quantity and size (diameter, length, serial number if applicable) for each of the (2) barn sizes.
 2. Dane County will salvage the current light fixtures in the barns, remove any internet antennas or infrastructure, remove and salvage milking parlor or infrastructure, remove and salvage milking parlor equipment (as instructed by BouMatic Milking Equipment Co.)

- E. Design Development should include information on additional financial incentives including but not limited to Focus on Energy and other State and Federal incentives available for this project.
- F. Meetings: Attend up to (3) meetings with Dane County staff as follows:
- a. Kick off Meeting-Review project scope and existing representative design structures. Establish preliminary guidelines for development of (2) draft alternative barn designs.
 - b. Conceptual Plan Review Meeting-Consultant to present (2) draft alternative barn design concepts for Dane County staff review/input. Dane County will provide a follow up itemized list of desired design revisions for consultant to incorporate into a single preferred alternative design.
 - c. Preferred Alternative Design Review Meeting-Consultant to present a single preferred alternative design for Dane County staff review/input. Dane County will provide a follow up itemized list of desired design revisions for consultant to incorporate into final plans and specifications for each of the (2) barn sizes.
- G. Deliverables: Provide the following deliverables:
1. Three (3) bound 11"x17" plan set hardcopies for each of the (2) barn sizes.
 2. Three (3) spiral bound 8.5"x11" specification books for each of the (2) barn sizes.
 3. CADD files for all plans, Word document files for specifications and building material lists.
- H. Interested consultants are requested to submit the following information in their proposal, in 8 distinct divisions:
1. Description of firm's qualifications, experience, organization and resources.
 2. Brief list of similar work previously completed with the name, address and telephone number of the client for whom the work was done. Specific reference shall be made to projects involving public facilities as is being proposed.
 3. Description of planning and design techniques to be used in approaching the project.
 4. List of staff that will be committed to the Work with their professional resumes. Actual consultant project engineer / architect will be interviewed if firm is short-listed.
 5. Listing of other consultants who may participate in this Work and their area of expertise.
 6. Indicate availability and tentative timetable for the Work, final design and construction phases.
 7. Fee for services stated as a lump sum.
 8. State clearly any limitations you wish to include in Agreement and advise of any conditions that you may have.

I. Proposing consultants will be evaluated on this criteria:

Project Personnel	20%
Interview Q & A	20%
Relative Experience	20%
Past Project References	10%
Work Plan	10%
Strength / Capabilities	10%
Pricing / Cost Proposal	<u>10%</u>
Total	100%

- J. Dane County will provide all surveying services including plot plan, building locations and elevations. Dane County may also provide material and services such as excavating, grading aggregate and paving.
- K. Listed below are specific and estimated dates and times of events related to this RFP. The events with specific dates must be completed as indicated unless otherwise changed by Dane County. In the event that Dane County finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing an addendum to this RFP. There may or may not be a formal notification issued for changes in the estimated dates and times.

<u>DATE</u>	<u>EVENT</u>
March 15, 2013	RFP issued
March 28, 2013	Facility Tour
April 6, 2013 @ 2:00 p.m.	Written inquiries due
April 8, 2013	Addendum (if necessary)
April 11, 2013 @ 2:00 p.m.	Proposals due
April 18, 2013 (estimated)	Oral presentations / interviews for invited proposing companies
April 25, 2013 (estimated)	Notification of intent to award sent out
May 2, 2013 (estimated)	Contract start date
July 26, 2013 (estimated)	Construction Documents due

- L. Dane County Department of Public Works, Highway & Transportation, 1919 Alliant Energy Center Way, Madison, Wisconsin 53713, will receive your Proposal.
- M. Information regarding this project may be obtained from Rob Nebel, Assistant Public Works Director, 608/267-0119, nebel@countyofdane.com.
- N. If RFP documents are obtained from the Dane County web site, proposing company is responsible to check back regularly at the web site for Addenda.
- O. **All Proposals must be submitted by 2:00 P.M., Tuesday, April 11, 2013.**
- P. Dane County reserves the right to accept or reject any Proposal submitted.
- Q. Information submitted by consultants will be reviewed and candidates may be scheduled to appear before an interview panel. Those appearing for an interview shall be prepared to discuss their approach for the design of this Work, a timetable and the basis of their fee schedule.
- R. Dane County reserves the right to negotiate an Agreement after the successful firm is selected. Selection will be based only on the proposal submitted and subsequent interviews. Therefore, the proposals must be complete. Submission of a proposal shall constitute a valid offer, which may be accepted by the County for a period of ninety (90) days following the proposal due date.
- S. Dane County is an Equal Opportunity Employer.

SECTION INTENTIONALLY BLANK

SAMPLE AGREEMENT FOR PROFESSIONAL SERVICES

AND

SAMPLE AGREEMENT FOR PROFESSIONAL SERVICES SCHEDULES

TO BE INSERTED HERE

EQUAL BENEFITS COMPLIANCE PAYMENT CERTIFICATION

PURPOSE

25.016(8) of the Dane County Ordinance requires that each contractor receiving payment for contracted services must certify that he or she has complied fully with the requirements of Chapter 25.016 "Equal Benefits Requirement" of the Dane County Ordinances. Such certification must be submitted prior to the final payment on the contract.

This form should be included with a copy of the final contract invoice forwarded to your contract representative at Dane County.

CERTIFICATION

I, _____ certify that
Printed or Typed Name and Title

Printed or Typed Name of Contractor

has complied fully with the requirements of Chapter 25.016 of the Dane County Ordinances "Equal Benefits Requirements".

Signed _____

Date _____

For questions on this form, please contact Chuck Hicklin at 608-266-4109 or your contract representative at Dane County.