



**DANE COUNTY DEPT. OF  
PUBLIC WORKS, HIGHWAY &  
TRANSPORTATION**

1919 Alliant Energy Center Way  
Madison, Wisconsin 53713  
Office: 608/266-4018 ♦ Fax: 608/267-1533  
Public Works Engineering Division  
Public Works Solid Waste Division

# **ADDENDUM**

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JANUARY 30, 2018

**ATTENTION ALL REQUEST FOR PROPOSAL (RFP) HOLDERS**

**RFP NO. 318001 - ADDENDUM NO. 1**

**JAIL CONSOLIDATION  
CONSTRUCTION MANAGEMENT SERVICES**

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**PROPOSALS DUE: TUESDAY, MARCH 13, 2018, 2:00 PM. DUE DATE AND  
TIME ARE NOT CHANGED BY THIS ADDENDUM.**

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This Addendum is issued to modify, explain or clarify the original Request for Proposal (RFP) and is hereby made a part of the RFP. Please attach this Addendum to the RFP.

**PLEASE MAKE THE FOLLOWING CHANGES:**

**1. Legal Notice**

In the last paragraph:

Change: “...Forms must be submitted by February 6, 2018 & are mandatory...”, to: “...Forms must be submitted by February 2, 2018 & are mandatory...”.

**2. Requested Services and Business Information**

Page RSBI-3 - Item 3.A.7.:

Change: “Fee for services stated as fixed fee.”, to: “Fee for services stated as fixed fee. Include hourly rates for staff if additional or fewer meetings are required.”.

Page RSBI-4 - Item 6.A.:

Change: “...Forms must be submitted by February 6, 2018 & are mandatory...”, to: “...Forms must be submitted by February 2, 2018 & are mandatory...”.

Page RSBI-4 - Item 8.:

Delete current table & replace with the following:

<u>DATE</u>	<u>EVENT</u>
January 16, 2018	Construction Management RFP issued
February 2, 2018 - 4:30 p.m.	Background Check (Jail Access) Forms due
February 20, 2018 - 10:00 a.m.	Site / Facility tour
February 27, 2018 - 2:00 p.m.	Written inquiries due
March 5, 2018	Final Addendum published (if necessary)
March 13, 2018 - 2:00 p.m.	Proposals due
April 4, 2018	Oral presentations / interviews for invited proposing companies
May 30, 2018 (estimated)	Notification of intent to award sent out
Feb - Jun 2018 (estimated)	A/E RFP issued & selection process
Jun 2018 - Mar 2019 (estimated)	Design Phases
Mar 2019 - Dec 2020 (estimated)	Bidding-Construction-Start Up Phases

### 3. Construction Management Professional Services Agreement

Page PSA-2 - Item 1.L.2):

Delete: "Plan two meetings" from this Item.

Page PSA-3 - Item 2.B.8):

Change: "...meetings during this Phase.", to: "...meetings during this Phase. These meetings may be up to four (4) hours long."

Page PSA-3 - Item 2.C.3):

Change: "...that can advise the... ", to: "...that can advise the... ".

Page PSA-3 - Item 2.C.6):

Change: "...on design, cost and schedule issues.", to: "...on design, cost and schedule issues. These meetings may be up to four (4) hours long."

Page PSA-3 - Item 2.C.7):

Change: "...provide feedback on the project", to: "...provide feedback on the project. These meetings may be up to two (2) hours long."

Page PSA-5 - Item 2.D.9):

Change: "...provide input and feedback on the project", to: "...provide input and feedback on the project. These meetings may be up to four (4) hours long."

Page PSA-5 - Item 2.D.10):

Change: "...provide feedback on the project", to: "...provide feedback on the project. These meetings may be up to two (2) hours long."

Page PSA-5 - Item 2.E.2):

Change: "...provide input and feedback on the project", to: "...provide input and feedback on the project. These meetings may be up to four (4) hours long."

Page PSA-7 - Item 2.F.7):

Change: "...provide input and feedback on the project", to: "...provide input and feedback on the project. These meetings may be up to four (4) hours long."

#### 4. Supplementary Conditions

Page SC-1 - Item 1.C.:

Change: “ In order to be considered & cleared, submit all forms no later than February 6, 2018. ”,  
to: “ In order to be considered & cleared, submit all forms no later than February 2, 2018. ”.

Delete current Background Check Form; replace with new Background Check Form, issued with this Addendum.

If any additional information about this Addendum is needed, please call Scott Carlson at 608/266-4179, carlson.scott@countyofdane.com.

Sincerely,  
*Scott Carlson*  
Project Manager

Enclosures:  
Background Check Form

H:\Shared\ENGINEERING DIVISION\Scott Carlson\318001 - Jail Consolidation-CM\00 - RFP docs\Addm1\318001-Addendum 1.docx

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**PRE-PROPOSAL FACILITY TOUR & MEETING**

TUESDAY, FEBRUARY 20, 2018, 10:00 a.m.

JAIL CONSOLIDATION - CONSTRUCTION MANAGEMENT  
PUBLIC SAFETY BUILDING  
MADISON, WISCONSIN

**BACKGROUND CHECK FORM**

**THIS FORM IS DUE NO LATER THAN FEBRUARY 2, 2018. DO NOT INCLUDE WITH BID.**

**PLEASE TYPE OR PRINT LEGIBLY**

**TO BE FILLED OUT FOR EACH TOUR & MEETING PARTICIPANT:**

This form is mandatory for each individual intending to tour the facilities. Proposers are required to obtain security clearance for individuals scheduled to attend the on-site tours. A full criminal background check will be performed. No more than three (3) individuals may participate for any one Proposing Company. A government issued photo identification is required to enter the facilities.

_____		
First Name		
_____		
Middle Name		
_____		
Last Name		
_____		
Other Names Used		
_____		
_____	_____	_____
Date of Birth	Sex	Race
_____		
_____	_____	
Driver's License No.	State Issued	
_____		
Current Full Address		
_____		
Cities & States Lived In, Past 10 Years		
_____		
Felony Convictions? (Yes or No)		
_____		
If yes, when?		
_____		
Misdemeanor Convictions? (Yes or No)		
_____		
If yes, when?		
_____		
_____	_____	
Today's Date	Bidding Company Name	

Please allow 7 full business days for the background process to be completed. Thank you.

**OFFICE USE ONLY**

D.O.T.	TICKETS
C.I.B.	JAIL RECORDS
F.B.I.	LOCAL COMPUTER CONTACTS
CCAP	
WARRANTS	

Submit to:

Date Criminal History Run \_\_\_\_\_