



**DANE COUNTY DEPARTMENT OF  
WASTE & RENEWABLES**

1919 ALLIANT ENERGY CENTER WAY  
MADISON, WISCONSIN 53713

**REQUEST FOR PROPOSALS NO. 321012  
ARCHITECTURAL / ENGINEERING DESIGN SERVICES FOR  
OFFICE BUILDING REMODEL  
DEPARTMENT OF WASTE AND RENEWABLES  
3737 COUNTY HIGHWAY AB  
TOWN OF COTTAGE GROVE, WISCONSIN**

Due Date / Time: **TUESDAY, MAY 4, 2021 / 2:00 P.M.**

Location: **WASTE & RENEWABLES OFFICE**

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FOR INFORMATION ON THIS REQUEST FOR PROPOSALS, PLEASE CONTACT:

ROBERT REGAN, PROJECT ENGINEER  
TELEPHONE NO.: 608/516-3159  
FAX NO.: 608/267-1533  
E-MAIL: [REGAN@COUNTYOFDANE.COM](mailto:REGAN@COUNTYOFDANE.COM)



## Department of Waste & Renewables

608/266-4018

John Welch, P.E.  
**Director**

Joseph T. Parisi  
**County Executive**

**Deputy Director**  
Roxanne Wienkes

1919 Alliant Energy Center Way  
Madison, Wisconsin 53713  
Fax: 608/267-1533  
<https://landfill.countyofdane.com/>

March 30, 2021

### INVITATION FOR PROPOSALS

You are invited to submit a Proposal for RFP No. 321012 to provide professional architectural & engineering design services for an Office Building Remodel for the Department of Waste and Renewables. The Proposals are due on or before **2:00 p.m., Tuesday, May 4, 2021**. No performance bond is required for this project.

The intent of the project is to convert a space previously used as a restaurant/bar into a fully functional office for the Dane County Department of Waste and Renewables. The new office space will on the order of 3,000 square feet and must be ADA compliant. As part of this Request for Proposals, the layout of the existing building is provided as Figure 2, a possible layout for the future office space is included as Figure 3.

### SPECIAL INSTRUCTIONS

Please provide the entire proposal package in these formats: one (1) unbound original hard copy, three (3) bound hard copies, and an electronic version on a USB flash drive or compact disk. Follow these instructions when submitting your proposal:

1. Place the signed Proposal Form on top as page 1.
2. Place the signed Fair Labor Practices Certification after the Proposal Form as page 2.
3. Place the Proposal information after Fair Labor Practices Certification.
4. Clearly label your envelope containing your proposal in the lower left-hand corner as follows:

**Proposal No. 321012**  
**Waste and Renewables Office Building Remodel**  
**May 4, 2021, 2:00 p.m.**

5. Mail or deliver to:  
Robert Regan, Project Engineer  
Dane County Department of Waste & Renewables  
1919 Alliant Energy Center Way  
Madison, Wisconsin 53713

Use the drop box at our Office if you choose to hand deliver. If any additional information about this Request for Proposals is needed, please call Robert Regan at 608/516-3159 or email at [regan@countyofdane.com](mailto:regan@countyofdane.com).

Sincerely,

Robert Regan  
Project Engineer

Enclosure: Request for Proposals No. 321012 Package

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**DRAWINGS**

- Figure 1 – Existing Site Plan
- Figure 2 – Existing Building Layout
- Figure 3 – Proposed Building Layout (EXAMPLE ONLY)

END OF SECTION

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REQUEST FOR PROPOSAL

**LEGAL NOTICE**

Dane County Dept. of Waste & Renewables, 1919 Alliant Energy Center Way, Madison, WI 53713, will receive sealed Proposals until:

**2:00 P.M., TUESDAY, MAY 4, 2021**

**RFP NO. 321012**

**ARCHITECTURAL / ENGINEERING DESIGN SERVICES FOR**

**OFFICE BUILDING REMODEL**

**DEPARTMENT OF WASTE AND RENEWABLES**

**3737 COUNTY HIGHWAY AB, TOWN OF COTTAGE GROVE, WI**

Dane County is inviting Proposals for professional architectural & engineering design services for an Office Building Remodel. The intent of the project is to convert a space previously used as a restaurant/bar into a fully functional office for the Dane County Department of Waste and Renewables. Only firms with capabilities, experience & expertise with similar projects should obtain this RFP document & submit Proposals.

RFP document may be obtained after **2:00 p.m. on March 30, 2021** by downloading it from [bids-pwht.countyofdane.com](https://bids-pwht.countyofdane.com). Please call Robert Regan, Project Engineer, at 608/516-3159, or our office at 608/266-4018, for any questions or additional information.

An informational site tour will be held April 13, 2021 at 10:00 a.m. at 3737 County Highway AB. Interested firms are strongly encouraged to attend this tour. See RFP for mandatory disease transmission prevention practices.

**PUBLISH: MARCH 30 & APRIL 6, 2021 - WISCONSIN STATE JOURNAL**

**MARCH 31 & APRIL 7, 2021 - THE DAILY REPORTER**

## SECTION 00 24 16

### SCOPES OF PROPOSALS

#### 1. GENERAL INFORMATION

- A. Dane County is inviting proposals for professional architectural and engineering (A/E) design and construction services for an Office Building Remodel for the Department of Waste and Renewables.
- B. The location of the building is at 3737 County Highway AB, Town of Cottage Grove, WI. Prior to purchase by Dane County, a bar/restaurant known as Country Corners Tavern occupied the space. An apartment is located on the second floor of the building and is currently occupied. An existing site plan is included as Figure 1.
- C. The majority of the existing building and property is in the Town of Cottage Grove. Two parcels and a small portion of the rear of the building are in the City of Madison. See attached Figure 1 for approximate locations. Dane County is in the process of annexing the Town of Cottage Grove parcel into the City of Madison and combining the three (3) parcels through a Certified Survey Map.
- D. Building renovations will be required to go through the full City of Madison zoning and building permit process, including Urban Design, Plan Commission, and Common Council approval prior to construction.
- E. The renovation of the space is limited to the exterior (as necessary) and the first floor at this time. The layout of the first floor of the existing building is included as Figure 2. The layout is approximate and must be verified by winning proposer during the Design Phase of this project.
- F. The new office space will be on the order of 3,000 square feet and must be ADA compliant. An example of a proposed building layout is included as Figure 3. The layout is only provided to illustrate one possible example. The winning proposer is expected to work with Dane County throughout the design process, and incorporate all structural, electrical, plumbing, HVAC, etc., considerations into the design.
- G. Dane County may wish to convert the second floor to additional office/meeting room space in the future. Therefore, interior access to the second floor must be planned into the renovation at this time. The apartment will not be occupied by the anticipated start of construction.
- H. To be considered for this project, the Consultant must meet or exceed the following criteria:
  - 1. Have at least one registered architect or professional engineer as lead responsible member of the firm or project team.
  - 2. Have been in business for a period of not less than five (5) years.
  - 3. Must have been responsible for the design and completion of at least three projects of similar design scope and size.
  - 4. Consideration may be given to joint ventures consisting of two or more firms organized for the purpose of furnishing professional services as a single entity, providing the assignment of and provisions for continuity of the various responsibilities within the joint venture are approved by the County, and further

providing that either of the individual firms constituting the joint venture meets the eligibility requirements listed above.

## 2. SCOPE OF WORK

- A. Project deliverables and specific tasks are detailed in the *Draft Professional Services Agreement*.
- B. Dane County reserves the right to end work under this Agreement at the completion of any given phase. Work on subsequent phases shall not begin until written notification to do so is provided by Dane County.
- C. Phase 1 - Study Phase:
  - 1. Prepare a summary report evaluating the feasibility of converting the existing bar/restaurant building into an office. Report shall take into account age and condition of existing structure, including electrical, plumbing, and HVAC systems.
  - 2. The report shall also include the following, at minimum:
    - a. Summary of pros /cons for conversion of the existing building;
    - b. List of other possible uses for existing building/property, keeping in mind the proximity to the landfill.
    - c. Rough cost estimates for the following scenarios:
      - i. Conversion of the existing building;
      - ii. Demolition of the existing building and construction of a new office building at the same address (Assume similar size facility and amenities).
      - iii. Construction of new building at greenfield site within the City of Madison (Assume similar size facility and amenities).
- D. Phase 2 - Design Phase:
  - 1. Attend a kick-off meeting with Dane County Department of Waste and Renewables to discuss design ideas and considerations.
  - 2. Prepare a draft office plan, incorporating ideas and considerations discussed at the kick-off meeting.
  - 3. Adhere to Dane County Green Building Policy, LEED and Advanced Buildings design & construction techniques & guidelines in every phase of the Work (from Initial Design through Construction).
  - 4. LEED, Energy Star, and/or other certifications may become a goal of this project.
  - 5. Dane County Department of Waste and Renewables will review, provide input & make modifications throughout the design process.
  - 6. Develop & refine opinions of probable construction cost.
- E. Phase 3 – Construction Documents Phase
  - 1. Prepare plans and specifications necessary for bidding and construction of office building remodel (Dane County Department of Waste and Renewables will incorporate plans and specifications into Bid Package).

2. Prepare drawings and specifications necessary for the City of Madison zoning and building permit process. Consultant is responsible for working with the City of Madison to obtain all necessary permits and approvals.

F. Phase 4 – Bidding Phase

1. Attend pre-Bid site tour and provide information required for Addenda to Bid Package.
2. Assist Dane County in evaluation of bids as necessary.

G. Phase 4 – Construction Administration Phase

1. Provide site inspections, shop drawing and material submittal reviews, contractor Q/A, payment submittal review, and general oversight of construction.

H. In-person meetings may be limited & shall follow current *Public Health - Madison & Dane County* procedures & recommendations under [Forward Dane](#) and [office space guidelines](#). Whenever possible, meetings shall be held via teleconference or videoconference, to be hosted by the consultant. Dane County reserves right to mandate safe physical distancing & use of face masks by all personnel while inside any County facility or on any County grounds.

### 3. PROPOSAL CONTENT

A. Interested consultants are requested to submit the following information in their proposal, in seven clearly distinct sections or divisions:

1. Proposal Form, Fair Labor Practices Certification and Proposer's cover letter.
2. Description of firm's qualifications, experience, organization and resources. This description must pay specific attention to the planning and design of office/commercial facilities. Description must include:
  - a. Experience with, or involvement in developing office/commercial space;
  - b. Related new construction experience;
  - c. Experience with, or involvement in City of Madison zoning and building permit process;
  - d. Related facility renovation / remodeling experience; and
  - e. Resumes describing the professional affiliations, educational and work experiences for each of the key staff (including sub-consultants) that would be assigned to this Work; these key staff shall retain project involvement and oversight throughout the course of the Work.
3. Listing of at least three design / construction projects completed by their company that are similar to the one being proposed. Particular attention will be paid to renovation projects completed at or within an existing building. Listing shall include for each project:
  - a. Brief description of the project including services provided (e.g., structural design, construction management, architectural design, MEP engineering, etc.);
  - b. Detail the proposing company's role(s) in the project;
  - c. Project references (name of the organization, contact person or responsible official, address, telephone and fax numbers, e-mail address);
  - d. Project permitting requirements;
  - e. Start and end dates of services; and

- f. Specific details of originally proposed project budget and time of completion and final (actual) project budget and time of completion.
- 4. Indicate individual staff availability and tentative timetable (in the form of a Gantt chart) for the project development, design and construction phases, using a theoretical start date of June 28, 2021. Include listing of other consultants who will participate in this Work and their area of expertise.
- 5. Details of experience with green building design and LEED® certification projects and procedures.
- 6. Fee for services stated as fixed fee. Fixed fee shall be broken down by phase:
  - a. Study Phase
  - b. Design Phase
  - c. Construction Documents Phase
  - d. Bidding Phase
  - e. Construction Administration Phase
- 7. State clearly any limitations you wish to include in *Draft Professional Services Agreement* and advise of any conditions that you may have.

**4. EVALUATION CRITERIA**

A. Proposing consultants will be evaluated on this criteria:

Project Personnel	20%
Strength / Capabilities	20%
Relative Experience	20%
Approach to Project	20%
Schedule	10%
Pricing / Cost Proposal	<u>10%</u>
Total	100%

**5. PRICING**

- A. Additional details about project phases, pricing & payments are detailed in the *Draft Professional Services Agreement*.
- B. Fee for services stated as fixed fee shall be submitted in the Proposals.

**6. SITE TOUR**

- A. A site tour will be held on April 13, 2021 at 10:00 a.m at 3737 County Highway AB, Town of Cottage Grove, Wisconsin. Proposing companies are strongly encouraged to attend this optional tour.
- B. Safe distancing & face masks are required for all tour attendees. Please limit number of attending staff & sub-consultants.

**7. OWNER’S RESPONSIBILITY**

- A. Dane County will incorporate plans and specifications into Bid Package for construction, and will oversee bid process.

B. Dane County will provide any necessary hazardous material protection or abatement.

## 8. TIMETABLE

A. 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 30, 2021	RFP issued
April 13, 2021 - 10:00 a.m.	Site tour
April 20, 2021 - 2:00 p.m.	Written inquiries due
April 23, 2021	Last addendum (if necessary)
May 4, 2021 - 2:00 p.m.	Proposals due
May 10-14, 2021 (estimated)	Oral presentations / interviews for invited proposing companies
May 20, 2021 (estimated)	Notification of intent to award sent out
June 28, 2021 (estimated)	Notice to Proceed

## 9. ADDITIONAL INFORMATION

- A. Dane County Department of Waste & Renewables, 1919 Alliant Energy Center Way, Madison, Wisconsin 53713, will receive your Proposal.
- B. Information regarding this project may be obtained from Robert Regan, Waste & Renewables Project Engineer, 608/516-3159, [regan@countyofdane.com](mailto:regan@countyofdane.com).
- C. Since RFP documents are obtained from the Dane County web site, proposing company is responsible to check back there regularly for Addenda.
- D. All Proposals must be submitted by 2:00 p.m., Tuesday, May 4, 2021.
- E. Dane County reserves the right to accept or reject any Proposal submitted.
- F. 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, methodology, project team, a timetable, the basis of their fee schedule and answer questions from our staff.
- G. 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) calendar days following the proposal due date.
- H. Dane County is an Equal Opportunity Employer.

END OF SECTION



## Department of Waste & Renewables

608/266-4018

John Welch, P.E.  
Director

Deputy Director  
Roxanne Wienkes

Joseph T. Parisi  
County Executive

1919 Alliant Energy Center Way  
Madison, Wisconsin 53713  
Fax: 608/267-1533  
<https://landfill.countyofdane.com/>

SECTION 00 42 13

PROPOSAL FORM

### PROPOSAL NO. 321012

**PROJECT: ARCHITECTURAL / ENGINEERING DESIGN SERVICES FOR OFFICE  
BUILDING REMODEL - DEPARTMENT OF WASTE AND RENEWABLES  
3737 COUNTY HIGHWAY AB, TOWN OF COTTAGE GROVE, WISCONSIN**

The undersigned, submitting this Proposal, hereby agrees with all terms, conditions and requirements of the above referenced Request for Proposals, and declares that the attached Proposal and pricing are in conformity therewith.

**SIGNATURE:** \_\_\_\_\_  
(Proposal is invalid without signature)

Print or Type Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Receipt of the following addenda and inclusion of their provisions in this Proposal is hereby acknowledged:

Addendum No(s). \_\_\_\_\_ through \_\_\_\_\_

Dated \_\_\_\_\_

All Proposers are strongly encouraged to be a registered vendor with Dane County. Registering allows vendors an opportunity to receive notifications for RFPs & RFBs issued by the County and provides the County with up-to-date company contact information. Complete a new form or renewal online at:

[danepurchasing.com/Account/Login?](https://danepurchasing.com/Account/Login?)



**COUNTY OF DANE**  
**PROFESSIONAL SERVICES AGREEMENT**  
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## 1. ARTICLE 1: SCOPE OF AGREEMENT

- 1.A. This Agreement between COUNTY and the person or firm, duly licensed under the laws and in accordance with the regulations of the State of Wisconsin, hereinafter referred to as the "A/E" shall be governed by the following Terms and Conditions.
- 1.B. The A/E shall provide technical and professional services under this Agreement. The Terms and Conditions of this Agreement shall apply to modifications made to this Agreement and shall apply to both the services rendered in the creation of the design and to the additional services called for in carrying out the design.
- 1.C. The A/E shall serve as the professional technical advisor and consultant to COUNTY in matters arising out of or incidental to the performance of this Agreement and in that capacity, the A/E shall not have a contractual duty or responsibility to any other person or party or individual regarding the services under this Agreement, except as that duty may arise under the laws of the State of Wisconsin. The A/E is not an agent of the COUNTY within the meaning of s. 893.80 or 895.46, Wis. Stats.
- 1.D. Professional services performed or furnished under this Agreement shall be based on the care and skill ordinarily used by members of the profession involved, who practice under the authority of and who are governed by the license issued under the Wisconsin Statutes and the Wisconsin Administrative Code. The standard of care for architectural and engineering services under this Agreement shall include designing buildings, structures and / or related infrastructural systems that comply with all applicable building and safety codes.
- 1.E. By accepting this Agreement, the A/E represents possession of the necessary skill and other qualifications to perform work under this Agreement and is familiar with the practices in the locality where such services and work shall be performed.
- 1.F. The A/E shall review and become familiar with the current Division 00 & 01 requirements utilized by COUNTY in construction contracts and shall provide services and work, consistent with such requirements, so that the Contractor's schedule is not negatively impacted.
- 1.G. The A/E shall be professionally responsible for work performed under this Agreement. Upon written approval of COUNTY, the A/E may subcontract work to an approved consultant under this Agreement, to the specific extent authorized by COUNTY. The authorization to subcontract shall not relieve the A/E of professional or contractual responsibility for any work performed or delivered under this Agreement. The authorization to subcontract shall not be construed to create any contractual relationship between COUNTY and such consultant.
- 1.H. Subcontracts for services under this Agreement shall provide that work performed under such subcontract, shall be subject to provisions of this Agreement and shall also provide that any professional duty or responsibility pertaining thereto shall be accomplished to the benefit of COUNTY. Upon request, an electronic copy of each such subcontract for which COUNTY approval is granted shall be furnished to COUNTY.
- 1.I. The A/E may substitute consultants or professional staff under this Agreement only to the specific extent authorized by COUNTY in writing.
- 1.J. In the performance of this Agreement, the A/E shall become familiar with and perform such services in accordance with the specifications set forth in the Request for Proposals document. The COUNTY reserves the right to update County Master Specifications Division 00 and Division 01 at any time, including after the signing date of this Agreement.

The A/E shall use and conform to the most current County Master Specifications Division 00 and Division 01 available at the time of Final Review Documents and the A/E shall not be eligible for a change order based upon alterations to said County Master Specifications Division 00 and Division 01 occurring after the date of Agreement signing.

## 2. ARTICLE 2: SCOPE OF THE SERVICES TO BE PROVIDED

### 2.A. General:

2.A.1) Services are to be provided by the A/E in each of the following phases:

Study Phase  
Design Phase  
Construction Documents Phase  
Construction Administration Phase

2.A.2) An assigned COUNTY Waste & Renewables Project Manager will be the A/E's contact in securing COUNTY direction and for arranging the necessary meetings with COUNTY or other County Departments and obtaining the approvals required by COUNTY.

2.A.3) The A/E shall create a log of all COUNTY and A/E generated design changes resulting from meetings and communications from COUNTY. This log shall be kept throughout the entire design process and submitted to COUNTY every two (2) months.

2.A.4) The term "written" or "in writing" may be either electronic or hard copy documentation, unless otherwise stated or directed by COUNTY.

### 2.B. Study Phase:

2.B.1) The A/E shall obtain from COUNTY information and materials necessary to ascertain scope of the Project and shall verify with COUNTY program and functional requirements of the Project. This shall include gathering information from building users subject to approval by the COUNTY Waste & Renewables Project Manager.

2.B.2) Based on information, materials and requirements as verified by COUNTY, A/E shall prepare a Summary and Study consisting of text, drawings and other documents illustrating scale and relationship of the Project components. Draft version of Study shall be submitted to COUNTY for review, modifications and written approval before submitting Final version.

2.B.3) The A/E shall submit to COUNTY in the Summary and Study, construction cost estimates based on information provided by COUNTY and gathered by A/E for Final version of Study.

2.B.4) Study Phase deliverables shall be:

2.B.4) a. Draft Study, electronic copies of:

- (1) Adobe Acrobat 2020 (or earlier version) (PDFs converted from Word, AutoCAD, or other programs; minimize pdf file size by converting files rather than scanning printouts).

2.B.4) b. Final Study:

- (1) Original unbound, hard copy in 8½ x 11 and / or 11 x 17 format prints;
- (2) Three, (3) bound, hard copies in 8½ x 11 and / or 11 x 17 format;
- (3) Electronic version of all documents delivered electronically, or on a USB flash drive or compact disk:
  - (a) Word 2016 (or earlier version);
  - (b) Any other files (e.g., AutoCAD 2019, Excel 2016, PowerPoint 2016, etc. (or earlier versions)) included in Study; and
  - (c) Adobe Acrobat 2020 (or earlier version) (PDFs converted from Word, AutoCAD, or other programs; minimize pdf file size by converting files rather than scanning printouts).

2.C. Design Phase:

2.C.1) The A/E shall review the program and functional requirements, plans and specifications of record, (to the extent that such documents are reasonably available), and applicable COUNTY standards and guides or other written direction by COUNTY. The A/E shall establish the limiting parameters of the design as defined by the instructions issued to it by COUNTY, to determine if the design concept is achievable within the schedule and budget proposed by COUNTY.

2.C.2) To the extent necessary, the A/E shall facilitate investigation of the site for existing conditions which differ from those indicated in the record drawings or which could have a detrimental impact on the achievement of the work called for under the project.

2.C.3) Within seven (7) calendar days of receipt of the program and functional requirements, plans and specifications of record, the A/E and COUNTY shall schedule a meeting to review the A/E's design concept and such other matters as are necessary to establish that at this preliminary point, the proposed design concept is consistent with the requirements of COUNTY.

2.C.4) The A/E shall document the results of design meetings, including design factors agreed to, with any instructions furnished by COUNTY to carry out such factors, including, but not limited to:

- Program clarification
- Scheduling concerns
- Existing site conditions
- Project cost estimates
- Cost-value trade offs
- Quality requirements
- Special material requirements
- Communications requirements
- Engineering requirements

2.C.5) The A/E shall furnish a copy of the documentation produced under this Phase to each participant attending a design concept meeting.

2.C.6) In agreements which involve renovation or remodeling of or additions to existing facilities, the A/E shall evaluate the suitability of existing building elements, materials and equipment for reuse in the renovated project. Reasonably accessible areas shall also be observed by the A/E or its consultants to evaluate existing major mechanical, plumbing and electrical systems. Any of the foregoing considered to be

economically reusable shall be reported to COUNTY and may be reused unless directed otherwise by COUNTY.

2.C.7) The A/E shall provide sufficient, alternative design solutions on major design features to allow COUNTY to ascertain that the recommended design achieves a practical programmatic and economic solution, within the limitations of the authorized program, schedule and budget. Include staffing and occupancy considerations provided by COUNTY.

2.C.8) The major design features, equipment and systems that must be evaluated include, but are not limited to:

- Site & civil related work (e.g., utilities, stormwater management, erosion control)
- Structural systems
- Building envelope (wall, window and roofing) systems
- Building configuration
- Heating, ventilating and air conditioning & associated controls
- Plumbing & associated controls
- Electrical & associated controls
- Lighting systems & associated controls
- Telecom systems
- Audio / visual systems
- Facility signage

2.C.9) The A/E shall provide a working analysis of each major design feature included in the selected design concept, with constraints and dependencies that is sufficiently complete to allow commencement of the Construction Documents Phase:

2.C.9) a. The A/E shall prepare preliminary drawings, specifications and other data tailored to the project that fix and describe the size and character of the entire project as to major design features and systems and such other essentials outlined by COUNTY:

- (1) The preliminary drawings shall include plans, elevations, sections and details at a scale which is sufficient to fully illustrate the design concepts, materials and finishes to be employed. Drawings shall be in format as approved by COUNTY.
- (2) The outline specifications shall include relevant specific information for Division 01 - Bidding and Contract Requirements and a list of the applicable technical divisions.

2.C.9) b. The A/E shall prepare a Design Report that includes:

- (1) A time estimate for completion of each separate phase of the work (Design, Construction Documents, Bidding, Construction and Commissioning).
- (2) A detailed estimate of project cost based on the preliminary design concept, which indicates that the project budget limitations will not be exceeded. Factors influencing the cost feasibility of each major division of the specification and related drawings shall be identified.
- (3) An analysis of the biddability and constructability of the project within the time allowed by COUNTY.

- (4) An identification of any part of the work that might require special monitoring or consideration during construction to prevent quality control problems, delays, or cost escalation. Include any long lead time equipment or materials, items which interface with difficulty, areas of work requiring significant care, sequencing or precision in installation and full or partial User occupancy during construction.
- (5) As a safeguard against unforeseen bidding conditions, the A/E may recommend appropriate alternate bids for COUNTY's consideration. Such alternates shall be identified and developed at no additional cost to this Agreement.

2.C.10) Upon determination by the A/E that the final design is represented by the preliminary drawings and specifications, those documents along with a final Design Report shall be submitted to COUNTY for review and concurrence prior to commencement of Construction Documents.

2.C.10) a. The A/E shall provide COUNTY with up to four (4) sets and one (1) electronic file of the Design Report with appendix, preliminary drawings and outline specifications for review and coordination purposes. Electronic documents shall be in a format approved by COUNTY.

2.C.10) b. COUNTY will issue a list of recommended changes / corrections to be incorporated into the documents. Within seven (7) calendar days of receipt, the A/E shall transmit written replies to review comments issued by COUNTY. Directions by COUNTY shall be incorporated into the design, unless the A/E shall have explained objections to COUNTY and obtained prior written approval of noncompliance from COUNTY before proceeding with related work.

2.C.10) c. The A/E or COUNTY may call a further preliminary review meeting, when necessary to finalize the design concept. Written replies to additional COUNTY comments shall be made before proceeding to the Construction Documents Phase.

2.C.10) d. Approval of these documents by COUNTY will complete the Design Development Phase, whereupon COUNTY will issue written instruction to the A/E to proceed to the Construction Documents Phase.

2.C.11) Design Development Phase deliverables shall be:

2.C.11) a. One (1) bound, hard copies of drawings (full size-typical of all submissions) & specifications (in 8½ x 11 format-typical of all submissions); and

2.C.11) b. Electronic version of all documents delivered electronically or on a USB flash drive or compact disk:

- (1) Drawings in AutoCAD 2019 (or earlier version);
- (2) Specifications in Word 2016 (or earlier version); and
- (3) Adobe Acrobat 2020 (or earlier version) of drawings and specifications (PDFs converted from Word, AutoCAD, or other programs; minimize pdf file size by converting files rather than scanning printouts).

2.D. Construction Documents Phase:

2.D.1) Upon receipt of written instructions from COUNTY, the A/E shall prepare Construction Documents for bidding, construction and commissioning of the project. The Construction Documents shall provide the detailed requirements for the successful construction of the entire project.

2.D.2) Construction Documents shall comply with the COUNTY Master Specifications Division 00 and Division 01.

2.D.3) The Construction Documents shall be internally consistent in terms of coordination between:

2.D.3) a. Work of the A/E and its consultants.

2.D.3) b. Requirements of various divisions or trades.

2.D.3) c. Drawings and specifications.

2.D.4) During this phase, the A/E shall develop and provide documents for the systems designed under this Agreement which will achieve a biddable and constructible project, compliant with all applicable building and safety codes and within the assumption of professional responsibility set forth in this Agreement. These services shall include, but not be limited to:

2.D.4) a. Coordination, to protect the integrity of the design and facilitate construction with:

(1) Manufacturers: Ensure that manufactured items called for in the documents are currently available and will fit, interface and perform as required to achieve design intent.

(2) Consultants: Ensure that information necessary to their work is provided in a timely manner and that consultants exchange information with each other and the A/E.

(3) Utility Companies: Determine the standard operating procedures and time requirements for obtaining the services and the cooperation of the utility companies involved in the execution of the project. Provide this information in writing to interested parties as needed.

(4) Occupying Agency: Ensure that program-required furniture, fixtures and equipment (FF&E) layout is suitable so as to be compatible but not interfere with access to, placement or operation of the mechanical, electrical or plumbing appurtenances.

(5) Governmental authorities having jurisdiction over the work:

(a) The A/E shall submit documents for approval to public agencies having jurisdiction over the project and after obtaining such approval of those agencies, the A/E shall file two (2) copies of such approval with COUNTY.

(6) Such other agencies, boards, associations or individuals whose activities could impact or interfere with the successful completion of the project.

2.D.4) b. Inclusion in the Construction Documents of:

(1) Plans, elevations and sections at a scale which is sufficient to give a full and complete understanding of the construction, dimensions

thereof, materials to be employed, location of utilities and any other pertinent data.

- (2) Details, diagrams, schedules, photo reproductions and other graphic methods appropriate to define work required to be performed to accomplish the purposes of the project.
- (3) Description of existing conditions of site and / or structures with sufficient clarity to permit their use without ambiguity in the bidding, construction and commissioning process.

2.D.4) c. Inclusion in the specifications documents of bidding and contract requirements, special provisions and / or appendices, and technical sections. Unless otherwise agreed to by COUNTY in writing, the format shall generally follow the divisions of the Construction Specifications Institute. If approved by COUNTY in writing, short form specifications for limited scope work may be included on the drawings in lieu of Construction Specifications Institute format specification sections.

- (1) The technical sections of the specifications shall completely and concisely describe the materials and services to be employed or installed by the construction contractor(s) in the work. These specifications shall describe the work to be done and shall be arranged by work or material in appropriate divisions with suitable cross-references for clarity and continuity
- (2) The technical sections of the specifications shall be carefully worded to allow a clear understanding of the work required by each of the construction contractors and their subcontractors, and to describe the responsibility for the work required to be performed by such contractor(s), individually and collectively, for the performance of work required to deliver the project complete, without ambiguity as to which technical sections of the specifications cover each element of work.
- (3) The technical sections of the specifications shall clearly state the minimum grade, quality, and type of materials and workmanship required. These specifications shall not restrict competition, where it is available, but shall state a level of quality, which can be objectively determined by persons normally engaged in the type of trade or practice described.
- (4) When two (2) or more manufacturers offer on the open market materials, equipment or devices of equal quality and usability needed for the project, each such known manufactured product shall be specified for potential use on the project.
- (5) The professional judgment of the A/E or the direction of the COUNTY may limit competition to a brand name, process, or technique of manufacture.
- (6) The A/E shall compile and include in the construction contract documents a summary listing of all submittals required for the project from the construction contractor(s). Included shall be shop drawings, samples, cuts, catalogs, models, mockups and other preliminary information needed from the contractors to describe how they will fulfill their responsibilities under their contracts.

2.D.5) Upon determination by the A/E that the final project design is represented by completed Construction Documents, those documents shall be submitted to COUNTY for review and concurrence prior to release for bidding.

- 2.D.5) a. The A/E shall provide COUNTY with review sets in a format and standard specified by the COUNTY.
- 2.D.5) b. COUNTY will issue a list of recommended changes / corrections to be incorporated into the next review set or final documents. The A/E shall within seven (7) calendar days transmit written replies from the A/E and its sub-consultants to review comments issued by COUNTY or for which clarification requests were identified or for which changes were authorized at the final design review meeting and communicated to the A/E. Directions by COUNTY shall be incorporated into the documents.
- 2.D.6) Prior to submission of the final documents, the A/E shall call for a final review meeting with COUNTY, if needed, to finalize and prepare for publication of the final bidding documents, with any conditions required by COUNTY.
- 2.D.7) At the time of delivery of the final documents, the A/E shall report to COUNTY, in writing with updated estimates of project costs and schedules.
- 2.D.8) COUNTY will print and distribute drawings and specifications for bidding purposes without cost to the A/E. The A/E shall provide the original drawings, original specifications and an electronic copy of both the drawings and original specifications for printing by COUNTY, in a format as approved by COUNTY. If the A/E is directed by COUNTY to acquire the necessary printing services, these services shall be a reimbursable expense as provided in Article 4.C. hereof.
- 2.D.9) A/E shall prepare and submit all required documentation to the City of Madison zoning and building permit departments including, but not limited to:
- 2.D.9) a. Land Use Application and all necessary attachments, drawings, and specifications.
- 2.D.9) b. Urban Design Commission Application and all necessary attachments, drawings, and specifications.
- 2.D.9) c. Building Plan Approval Application and all necessary attachments, drawings, and specifications.
- 2.D.9) d. General Plumbing Plan Approval Application and all necessary attachments, drawings, and specifications.
- 2.D.9) e. City of Madison Fire Department Work Permit Application and all necessary attachments, drawings, and specifications.
- 2.D.9) f. Compliance Statement at completion of project.
- 2.D.10) Construction Documents Phase deliverables shall be:
- 2.D.10) a. 60% Construction Documents:
- (1) One (1) bound, hard copy of Drawings & Specifications; and
  - (2) Electronic version of all documents delivered electronically or on a USB flash drive or compact disk:
    - (a) Drawings in Adobe Acrobat 2020 (or earlier version; PDFs); and
    - (b) Specifications in Word 2016 (or earlier version).

- 2.D.10) b. 95% Construction Documents:

- (1) One (1) bound, hard copy of Drawings & Project Manual; and
- (2) Electronic version of all documents delivered electronically or on a USB flash drive or compact disk:
  - (a) Drawings in Adobe Acrobat 2020 (or earlier version; PDFs); and
  - (b) Specifications in Word 2016 (or earlier version).

2.D.10) c. Final Construction Documents:

- (1) Original unbound, hard copy of Drawings and Project Manual in full size, paper format;
- (2) Electronic version of all documents delivered electronically or on a USB flash drive or compact disk:
  - (a) Drawings (.dwg files) in AutoCAD 2019 (or earlier version):
    1. Each drawing sheet shall be complete with x-refs or base plan sheets included and attached;
    2. All external data from non-AutoCAD programs (e.g., Excel or Word) shall be included and attached; and
    3. Include copy of Plot Style Table (ctp file) used to print drawings.
  - (b) Drawings in Adobe Acrobat 2020 (or earlier version; minimize pdf file size by converting files from AutoCAD or other programs);

2.E. Bidding Phase:

2.E.1) The Bidding Phase shall commence with the publication of the Invitation to Bid and shall conclude with the award of the number of contracts necessary to achieve the purposes of construction.

2.E.2) The A/E shall serve as the professional technical consultant and advisor to COUNTY during the bidding process, including the preparation for and participation in Pre-Bid Conferences.

2.E.3) The A/E shall answer all pre-bid questions from contractors in an addendum and prepare any additional addenda necessary, for COUNTY to authorize, print and distribute as appropriate.

2.E.4) The A/E shall assist COUNTY by evaluating and making recommendations to COUNTY on the qualifications of prospective construction contractors and subcontractors.

2.E.5) The A/E shall assist COUNTY in analyzing bids and negotiating with the lowest, qualified, responsible bidders as deemed appropriate by COUNTY.

2.E.6) If the low bids submitted by qualified, responsible bidders exceed construction cost estimate approved at Construction Documents Phase by five percent (5%) or more, the A/E shall revise and change the Construction Documents for a project rebidding, as approved by and without additional cost to COUNTY that will permit a proper award of the contract(s) within the approved estimate of project cost or other funding limitation. If the low bid exceeds construction cost estimate approved at Construction Documents Phase by less than five percent (5%), at the COUNTY's option, the A/E shall revise and change the Construction Documents for a project rebidding, as approved by COUNTY, but shall be compensated for revisions per negotiated amendment to this Professional Services Agreement.

- 2.E.7) In the event that there is a reduction in scope to keep the project within budget and this results in low bid(s) which total less than the construction budget, then the A/E shall, at no additional fee, prepare construction bulletin(s) to add deleted program work back into the project.
- 2.E.8) Upon construction contract offer, the A/E shall immediately prepare construction documents which incorporate the bid documents, addenda issued, alternate bids accepted and negotiated contract deductions, all of which are incorporated in the Construction Documents. Such work shall be completed in a timely fashion, but no later than seven (7) calendar days, so that construction is not delayed.

2.F. Construction Administration Phase:

2.F.1) An assigned COUNTY Project Manager will be responsible for arranging and conducting construction-related meetings as required and act as the point of contact for the construction contractors. A COUNTY approved A/E representative shall attend, take notes, publish and distribute COUNTY approved minutes of job meetings.

2.F.2) After the award of the construction contract(s), the A/E shall become an on-site technical and professional advisor to COUNTY. In this capacity the A/E will have continuous access to the site. The A/E, through COUNTY's Project Representative, will have access to data in the construction contractor(s) files or offices pertaining to the quality or time requirements of the construction contract(s), in the same mode, manner and extent that such data would be available to COUNTY.

2.F.2) a. When requested and specifically contracted for by COUNTY, the A/E shall provide a full-time, on-site representative who shall be qualified in construction administration and subject to the approval of COUNTY. On projects for which COUNTY does not authorize full-time, on-site representation, the A/E shall provide, in accordance with ATTACHMENT A - CONSTRUCTION PHASE SITE VISITS AGREEMENT, a COUNTY-approved person, with suitable experience in the construction process to visit the site in order to monitor and report the progress, quality, and timely performance of the work relative to the Construction Documents, as such work is being performed by the construction contractor(s). The A/E shall keep COUNTY informed of the progress and quality of the work based on on-site observations and shall endeavor to protect COUNTY against defects and deficiencies in the work.

2.F.3) Immediately following the pre-construction meeting and prior to the start of construction, the A/E shall review the proposed schedule for submittals from the construction contractor(s). The A/E shall assess the timing feasibility of such submittals relative to the construction schedule and review needed, and advise COUNTY in writing accordingly.

2.F.3) a. The A/E shall be responsible for the professional review and approval or rejection of shop drawings, samples and other submittals from the construction contractor(s) to determine conformance with the specific portions of the Construction Documents under which the submittal was made. Deviation from the Construction Documents as noted by the contractor on submittals or otherwise observed by the A/E shall be brought to the attention of COUNTY's Project Representative and concurrence received from COUNTY before any approval is given to a contractor.

Review of the submittals which have priority status as determined by COUNTY's Project Representative, must be completed within five (5) business days of receipt. Review of other submittals shall be completed within ten (10) business days of receipt, or in accordance with the submittal schedule prepared by the General Contractor and as approved by COUNTY and A/E at the start of construction. The A/E is responsible for submittal activity conducted by its consultants in the same manner as if such review were made by the A/E.

2.F.3) b. The A/E shall also review the results of all testing conducted during or after construction and report to COUNTY whether these results meet the design intent and the requirements of the Construction Documents.

2.F.4) The A/E's site representative shall observe the construction process to evaluate the adequacy and completeness of the construction contractor(s) compliance with the Construction Documents, and shall immediately report any noncompliance to the COUNTY Project Manager in writing.

2.F.4) a. The A/E shall be responsible for the coordination and performance of on-site services performed by consultants employed by the A/E and shall review reports and other data submitted by such consultants. The A/E and each consultant engaged under Article 1.G. and ATTACHMENT B. - A/E / CONSULTANT AGREEMENT shall visit the job site as delineated in ATTACHMENT A. - CONSTRUCTION PHASE SITE VISITS AGREEMENT. The A/E shall provide in each consultant agreement, a requirement for consultant visits to the site and a schedule for such visits for professional evaluation of the work monitored by each consultant and a reporting system to inform COUNTY. Site visits shall coincide with crucial times of the construction for the specialty area involved.

2.F.4) b. Following construction site visits, the A/E shall make routine, written status reports detailing observations and activities on the project, at such intervals as is elsewhere herein established and in a format approved by COUNTY. The A/E shall submit the reports within three (3) business days of the site visit by the A/E's representative. Reporting requirements for full-time, on-site representation shall be established by each Agreement for such professional services.

2.F.4) c. The A/E's site representative will receive copies of reports submitted by the General Contractor and shall provide site observation to evaluate the reports. Discovered construction variances shall immediately be reported to COUNTY.

2.F.4) d. If it becomes necessary during construction, to interpret, construe, clarify or to otherwise determine the reasonable meaning, application or implementation of the Construction Documents, the A/E acting in good faith, based upon the facts made known to it at the time, shall recommend to COUNTY in writing, a reasonable course of conduct in connection with the issues involved. Such recommendation(s) may be considered for further contractual action by COUNTY.

2.F.4) e. Should the A/E become aware that the work of any contractor or subcontractor in place or underway does not conform to the work or quality required by the Construction Documents, the COUNTY Project

Manager shall be immediately notified in writing. It is appropriate for the A/E to also immediately advise the contractors of substantial deficiencies, and that notification of these deficiencies will be made to COUNTY. The A/E shall furnish such data as necessary to inform COUNTY of the degree of the noncompliance with the Construction Documents, the cause thereof, the impact on schedule and cost, if known, and a recommended course of conduct. COUNTY shall be solely responsible for implementation of the A/E's recommendation. This assumption of responsibility by COUNTY shall not relieve the A/E or its consultants for negligence in the discovery of the condition, which was or should have been discovered.

- 2.F.4) f. If the A/E considers suspension of construction work appropriate, the A/E shall notify COUNTY in writing and state the reasons, which, in the professional opinion of the A/E, justify such action.
- 2.F.5) Necessary professional services or construction required to repair or overcome problems caused by errors, omissions, ambiguities or changes not authorized by COUNTY in the preparation of the documents or design shall be the responsibility of the A/E or its consultants, without additional cost to COUNTY.
- 2.F.6) The A/E shall review requests for information (RFIs) and shall respond within five (5) business days.
- 2.F.7) The A/E shall develop and issue appropriate construction bulletins (CBs) at the direction of the COUNTY Project Manager. The A/E shall then evaluate the CB proposals received from the construction contractors and provide COUNTY with a written recommendation regarding the appropriateness of the proposals. The evaluation and recommendation shall be completed within five (5) business days of receipt, or in accordance with another schedule approved by COUNTY. The evaluation shall consider the necessity for such change, the reasonableness of the proposed change, and an analysis of the cost proposed for effecting the change.
- 2.F.8) The A/E shall assist in the preparation of applications for energy incentive programs, when applicable.
- 2.F.9) Upon contractor's written notification and the COUNTY Project Manager's confirmation that Substantial Completion has taken place, the A/E shall observe the construction and provide a written punchlist to the COUNTY Project Manager. The COUNTY Project Manager will schedule the punchlist inspection in conjunction with the User and contractors involved. The punchlist shall contain items found not to be complete, in need of correction, replacement or otherwise not in accordance with the Construction Documents. As part of the Substantial Completion verification, the A/E shall perform or witness and document functional testing and review the testing and balance report prepared by others for all plumbing, HVAC, fire protection and electrical systems to verify installation and operation meet the intent of their design. The A/E shall forward the results of the functional testing and provide written recommendations for corrective measures where systems do not meet the intent of their design. The A/E shall prepare and distribute the Certificate of Substantial Completion when appropriate.
- 2.F.10) COUNTY will provide a set of Construction Documents to General Contractor on which daily records of changes and deviations shall be recorded. At completion of the project, General Contractor will submit its marked-up as-built documents to the A/E who shall, based on these marked up as-built documents, revise the original

documents, including the electronic files, showing changes in the work made during the construction process to produce a set of Record Documents. Electronic documents shall be in a format and on a medium required by COUNTY. This work shall be completed and submitted to COUNTY within thirty (30) calendar days of receipt of the last marked up prints. The consequences of addenda, change orders and other circumstances known by the A/E to have caused change shall be included in the production of the Record Documents. The marked-up as-built documents shall be turned over to the COUNTY at the same time as the Record Documents.

2.F.10) a. Record Documents deliverables shall be:

- (1) Original unbound, hard copy of Drawings and Project Manual in full size, paper format;
- (2) Three (3) hard, bound copies of Drawings and Project Manual; and
- (3) Electronic version of all documents delivered electronically or on a USB flash drive or compact disk:
  - (a) Drawings (.dwg files) in AutoCAD 2019 (or earlier version):
    1. Each drawing sheet shall be complete with x-refs or base plan sheets included and attached;
    2. All external data from non-AutoCAD programs (e.g., Excel or Word) shall be included and attached; and
    3. Include copy of Plot Style Table (ctp file) used to print drawings.
  - (b) Drawings in Adobe Acrobat 2020 (or earlier version; minimize pdf file size by converting files from AutoCAD or other programs);
  - (c) Project Manual in Word 2016 (or earlier version); and
  - (d) Project Manual in Adobe Acrobat 2020 (or earlier version; minimize pdf file size by converting files from Word or other programs, rather than scanning printouts).

2.F.11) The A/E shall obtain from the General Contractor, and review for compliance with design intent, an Operating and Maintenance Manual for building systems and operable mechanical and electrical equipment on the project, both powered and manual. Two (2) copies of the Manuals shall be provided to COUNTY's Project Representative. These manuals shall include:

2.F.11) a. Manufacturer's Instruction for Maintenance and Operation of Equipment and Systems, including a Spare Parts List; and

2.F.11) b. Temperature Control Record Drawings and Equipment Data Sheets including recommended maintenance procedures.

2.F.12) It is not intended by this Agreement to impose upon the A/E the duty of a guarantor of the construction contractor(s). It is, however, the intent of the Agreement to impose upon the A/E the duty of the faithful fulfillment, in accordance with the standard of care ordinary to the profession, of the performance of the duties specifically enumerated herein and for the close monitoring of the work of its consultants as if the work were performed by the A/E. As such, this shall not preclude the entitlement to COUNTY of reasonable expectation that systems as designed by the A/E or their consultants will operate as anticipated by COUNTY upon faithful completion of construction.

2.G. Commissioning Phase: (NOT USED)

**3. ARTICLE 3: COUNTY'S RESPONSIBILITIES**

- 3.A. COUNTY will determine the project scope for which the professional design services are required and will fully cooperate in achieving completion of that work.
- 3.B. COUNTY will establish an internal operating procedure for timely and proper performance of any COUNTY duty required to fulfill the needs of the project.
- 3.C. COUNTY will provide available information regarding the requirements for the project, which set forth COUNTY's objectives for program, schedule and overall budget. COUNTY will make available to the A/E data known to COUNTY or requested by the A/E, which may be needed for the fulfillment of the professional responsibility of the A/E. This data may include, but is not limited to, prints of existing buildings or record drawings and COUNTY standards and guides. Such documents will be the most recent and accurate available. The use of any such data by the A/E shall be without contractual or legal significance unless otherwise established elsewhere in this Agreement. However, providing of documents by COUNTY shall not relieve the A/E from the responsibility for conducting a field survey to verify existing conditions as specified herein.
- 3.D. COUNTY will communicate to the A/E the format of the documents required to be submitted.
- 3.E. COUNTY will examine documents submitted by the A/E and will render decisions regarding them promptly, to avoid unreasonable delay in the progress and sequence of the A/E's work. COUNTY will coordinate review comments from the User agency and COUNTY staff prior to issuance to the A/E.
- 3.F. COUNTY will distribute Construction Documents and any necessary addenda to prospective bidders, and conduct the bid opening for the project.
- 3.G. COUNTY will prepare and process the Agreements between COUNTY and A/E, and between COUNTY and construction contractor(s).
- 3.H. Unless otherwise specified in this Agreement, COUNTY will arrange for services of a testing laboratory to furnish structural, chemical, mechanical and other laboratory tests, inspections and reports as required by law or deemed necessary by COUNTY.

**4. ARTICLE 4: COMPENSATION**

- 4.A. A/E fees for basic services will be compensated by COUNTY in accordance with the Terms and Conditions of this Agreement as follows:
  - 4.A.1) COUNTY will pay the A/E the lump sum fee as follows:
    - Study Phase: \$
    - Design Phase: \$
    - Construction Documents Phase: \$
    - Bidding Phase: \$
    - Construction Administration Phase: \$
    - Total: \$
  - 4.A.2) No change in fee shall result from change orders to construction contracts unless such change is described as an Additional Service under Article 4.D. of this Agreement and approved by COUNTY. When the A/E's Design Report estimate indicates a revised project cost and such revision is approved by COUNTY, the amount of the lump sum fee may be renegotiated.

4.A.3) In the event the lowest acceptable construction bids exceed the fixed limit of construction, as shown above, plus any COUNTY increases approved before bidding, COUNTY will do one or more of the following:

4.A.3) a. Cooperate in revising the project scope and quality as required to reduce the project cost;

4.A.3) b. Authorize the rebidding of the project within a reasonable time; and / or

4.A.3) c. Give written approval of an increase in such fixed limit.

4.A.4) Compensation for any revisions of project scope & necessary rebidding based lowest acceptable construction bids exceeding the construction cost estimate approved at Construction Documents Phase shall be as described in "2.F. Bidding Phase" section above.

4.B. The A/E's Compensation for Additional Services, as described in Article 4.D., will be computed as follows:

4.B.1) Principals' time at a fixed rate of \$[ ] per hour, unless separate amounts are provided for each Principal. For the purposes of this Agreement, the Principals are:

[ ]  
[ ]  
[ ]

4.B.2) Other design staff shall be billed at these fixed rates:

Senior design architect / engineer: \$[ ] per hour

Junior design architect / engineer: \$[ ] per hour

Senior designer: \$[ ] per hour

Junior designer: \$[ ] per hour

Drafting: \$[ ] per hour

Clerical: \$[ ] per hour

4.B.3) Employee's time shall be computed using the employee's basic hourly salary and include overhead costs for clerical support and mandatory and customary benefits such as statutory employee benefits, insurance, sick leave, holidays and vacations, pensions and similar benefits for persons in consultation, research and design in producing drawings, specifications and other documents pertaining to the project and for services during construction at the site.

4.C. Reimbursable Expenses:

4.C.1) Reimbursable Expenses are actual, incidental expenses incurred by the A/E, its employees or consultants, in the interest of the project and are not included in overhead costs for the Fees for Basic Services (4.A.) and Additional Services (4.D.). Reimbursable Expenses shall be incurred or contracted for only with PRIOR written

approval from COUNTY. Such approval shall be based on a written proposal delineating the nature of the services, the time involved, the estimated cost thereof, and the individuals or firms involved. Payment Requests from consultants and construction contractors providing these Reimbursable Expenses shall be reviewed by the A/E to check the accuracy of and entitlement to the sums requested. Reimbursable Expenses may include, but are not limited to, the following incidental expenses:

4.C.1) a. Expense of reproduction of drawings and specifications, excluding the review sets required in Article 2.

4.C.1) b. Expense of a site survey when needed.

4.C.1) c. Expense of a geotechnical investigation and soils and material testing when required.

4.C.1) d. Expense of State and / or City review fees when required.

4.C.2) Expenses not eligible for reimbursement shall include, but are not limited to, indirect project overhead costs associated with the Fees for Basic Services (4.A.) and Additional Services (4.D.) such as mileage, travel, lodging, replication of drawings for the design development meetings and subsequent design meetings, preliminary and final review document printing, handling and postage, cost of correspondence transmittals, telephone expenses, and CAD / electronic graphic services. Such expenses shall be included as part of the Lump Sum fee.

#### 4.D. Additional Services:

4.D.1) The following services are in addition to but are not covered in Article 4.A. These services may be identified as part of the A/E's fee proposal and included with the lump sum fee as such. Compensation for these additional services or other services must be requested by the A/E, and subsequently approved by COUNTY prior to proceeding with the work. If the additional services are requested after the Agreement has been issued, such authorization shall be based on a written proposal delineating the nature of the services, the time involved, the estimated cost thereof, the effect on the project schedule and the individuals or firms involved. When authorized, an Agreement Change Order will be used to modify the A/E's Agreement.

4.D.1) a. Providing planning surveys, program revision, site feasibility, or comparative studies of prospective sites.

4.D.1) b. Revising previously approved drawings, specifications or other documents after written approval of Design Development Phase, to accomplish changes not initiated by the A/E other than record documents and revisions normally to be expected or required to correct deficiencies in the approved drawings and specifications.

4.D.1) c. Preparing detailed models, perspective or renderings.

4.D.1) d. Preparing documents for alternate bids or petitions for waiver when requested by COUNTY and, requiring significant additional time and expense on the part of the A/E or its consultants.

- 4.D.1) e. Obtaining or participating in third party Value Engineering / Enhancement of the project when directed by COUNTY.
- 4.D.1) f. Providing services other than corrective design work and record documents, after final payment to the construction contractor(s).
- 4.D.1) g. Providing services as expert witness in connection with any public hearings, arbitration proceeding, or the proceedings of a court of record except when the A/E is party thereto.
- 4.D.1) h. Providing historical preservation research or documentation.
- 4.D.1) i. Providing specialized design services, including, but not limited to Sustainability design or LEED certification, vibration, wind or acoustical analysis, energy modeling.
- 4.D.1) j. Participation in post-project evaluations.
- 4.D.1) k. Preparing multiple bid packages.

4.E. Payments to the A/E:

- 4.E.1) Payments of the A/E's lump sum fee will be made monthly, in proportion to services performed as confirmed by COUNTY.
- 4.E.2) No more than ninety percent (90%) of the A/E's lump sum fee shall be paid out prior to substantial completion of the project. When COUNTY confirms that development of punch lists, review of Operating & Maintenance Manuals, submittal of record documents, has been satisfactorily completed by the A/E, COUNTY will determine how and when the remaining lump sum fee is disbursed.
- 4.E.3) Payments for COUNTY-approved Reimbursable Expenses as defined in Article 4.C. and Additional Services of the A/E as defined in Article 4.D., will be made monthly upon request.
- 4.E.4) An A/E whose work is found deficient or fails to conform to the requirements set forth in the Agreement, is not entitled to further payments, until corrected to the satisfaction of COUNTY.
  - 4.E.4) a. Payments to the A/E may be withheld for damages sustained by COUNTY due to error, omission, unauthorized changes or negligence on the part of the A/E. COUNTY will notify the A/E in writing of the alleged, specific damages and amounts involved, on a timely basis.
- 4.E.5) Payments to the A/E will not be withheld due to disputes between construction contractor(s) and COUNTY.
- 4.E.6) If the project is suspended for more than three (3) months in whole or in part, the A/E will be paid fees for services performed prior to receipt of written notice from COUNTY of the suspension, together with Reimbursable Expenses then due and reasonable expenses resulting from this suspension, as approved by COUNTY. If the project is resumed after being suspended for more than three (3) months, the A/E's compensation will be subject to renegotiation.

**5. ARTICLE 5: ACCOUNTING RECORDS**

- 5.A. Records of the A/E's direct personnel, consultants, and reimbursable expenses pertaining to the project shall be kept in accordance with Generally Accepted Accounting Principles (GAAP) and shall be available to COUNTY or an authorized representative throughout the term of this Agreement and for at least three (3) years after final payment to the A/E.

## **6. ARTICLE 6: TERMINATION OF AGREEMENT**

- 6.A. This Agreement may be terminated by COUNTY without cause upon ten (10) calendar days written notice to the A/E. In the event of termination, the A/E will be paid fees for services performed to termination date, reimbursable expenses then due, and termination expenses as approved by COUNTY. Work performed prior to the date of termination shall be in accordance with the terms and conditions of this Agreement. Upon termination, the results of such work shall immediately be turned over to the COUNTY Project Manager and is a condition precedent to further payment by COUNTY.
- 6.B. In the event the Agreement between the A/E and any consultant on this project is terminated, the results of work by that consultant shall immediately be turned over to the A/E.

## **7. ARTICLE 7: OWNERSHIP OF DOCUMENTS**

- 7.A. All drawings and specifications, renderings, models, scale details, approved copies of shop drawings and other such documents prepared by the A/E or any consultant pursuant to this Agreement shall become the property of COUNTY on completion and acceptance of any of the A/E's work, or upon termination of the Agreement, and shall be delivered to COUNTY upon request.
- 7.B. Documents prepared under this Agreement may be used by COUNTY for informational purposes without additional compensation to the A/E.
- 7.C. Specifications and isolated, detail drawings inherent to the [architectural / engineering, engineering] design of the project, whether provided by the COUNTY or generated by the A/E, shall be available for future use by the parties to this Agreement and other parties, each at their own risk.

## **8. ARTICLE 8: LIABILITY- HOLD HARMLESS AND INDEMNIFICATION**

- 8.A. A/E shall indemnify, hold harmless and defend COUNTY, its boards, commissions, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which COUNTY, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of A/E furnishing the services required to be provided under this Agreement, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused or resulting from the acts or omissions of COUNTY, its agencies, boards, commissions, officers, employees or representatives. The obligations of A/E under this paragraph shall survive the expiration or termination of this Agreement.

## **9. ARTICLE 9: PROFESSIONAL LIABILITY INSURANCE**

- 9.A. The A/E and its consultants retained under the terms of this Agreement shall procure and maintain a professional liability insurance policy with at least \$1,000,000 in coverage that provides for payment of the insured's liability for errors, omissions or negligent acts arising out of the performance of the professional services required under this Agreement. The A/E shall provide up-to-date, accurate professional liability information on the A/E's Data Record, including amount of insurance, deductible, carrier and expiration date of coverage.

Upon request by COUNTY, the A/E shall furnish COUNTY with a Certificate of Insurance showing the type, amount, deductible, effective date and date of expiration of such policy. Such certificate shall also contain substantially the following statement: "The insurance covered by this certificate shall not be canceled, the coverage changed or reduced by endorsement, by the insurance company, except after thirty (30) calendar days written notice has been received by COUNTY." The A/E shall not cancel or materially alter this coverage without prior written approval by COUNTY. The A/E shall be responsible for consultants maintaining professional liability insurance during the life of their Agreement.

## 10. ARTICLE 10: OTHER INSURANCE

10.A. The A/E and its consultants retained under terms of this Agreement shall:

10.A.1) Maintain Worker's Compensation Insurance:

10.A.1) a. Procure and maintain Worker's Compensation Insurance as required by State of Wisconsin Statutes for all of the A/E's and consultant's employees engaged in work associated with the project under this Agreement.

10.A.1) b. Maintain Employer's Liability Insurance with a policy limit of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Insurance may be met by a combination of primary and excess coverage.

10.A.2) Procure and maintain during the life of this Agreement, and until one year after the completion of this Agreement, Commercial General Liability Insurance, including Products and Completed Operations for all claims that might occur in carrying out the Agreement. Minimum coverage shall be \$1,000,000 per occurrence, \$1,000,000 general aggregate, combined single limit for bodily injury, personal injury, and property damage. Such coverage shall be of the "occurrence" type form and shall include the employees of the A/E as insureds.

10.A.3) Procure and maintain Commercial Automobile Liability Insurance for all owned, non-owned, and hired vehicles that are used in carrying out the Agreement. Minimum coverage shall be \$1,000,000 per occurrence combined single limit for bodily injury and property damage. Insurance may be met by a combination of primary and excess coverage.

10.A.4) Provide an insurance certificate indicating the above Commercial Liability Insurance and property damage coverage, countersigned by an insurer licensed to do business in Wisconsin, covering and maintained for the period of the Agreement. Upon request by COUNTY, the insurance certificate is to be presented on or before execution of the Agreement.

## 11. ARTICLE 11: MISCELLANEOUS PROVISIONS

11.A. A/E warrants that it has complied with all necessary requirements to do business in the State of Wisconsin, that the persons executing this Agreement on its behalf are authorized to do so.

11.B. Legal Relations. The A/E shall comply with and observe federal and state laws and regulations and local zoning ordinances applicable to this project and in effect on the date of this Agreement.

11.C. Approvals or Inspections. None of the approvals or inspections performed by COUNTY shall be construed or implied to relieve the A/E from any duty or responsibility it has for its

professional performance, unless COUNTY formally assumes such responsibility in writing from COUNTY so stating that the responsibility has been assumed.

11.D. Successors, Subrogees and Assigns. COUNTY and A/E each bind themselves, their partners, successors, subrogees, assigns, and legal representatives to the other party to this Agreement and to the partners, successors, subrogees, assigns and legal representatives of such other party with respect to covenants of this Agreement.

11.E. Claims. The A/E's project manager will meet with COUNTY's Project Manager to attempt to resolve claims, disputes and other matters in question arising out of, or relating to, this Agreement or the breach thereof. Issues not settled are to be presented in writing to the COUNTY Deputy Director of [Public Works, Waste & Renewables] for review and resolution. The decision of the Deputy Director of [Public Works, Waste & Renewables] shall be final. Work shall progress during the period of any dispute or claim. Unless specifically agreed between the parties, venue will be in Dane County, Wisconsin.

11.F. Amendment of Agreement. This Agreement may be amended in writing by both COUNTY and A/E.

11.G. It is expressly understood and agreed to by the parties hereto that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling. Venue for any legal proceedings shall be in the Dane County Circuit Court.

11.H. This Agreement is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Agreement shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.

11.I. The entire agreement of the parties is contained herein and this Agreement supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this Agreement shall not be amended in any fashion except in writing, executed by both parties.

## **12. ARTICLE 12: NONDISCRIMINATION IN EMPLOYMENT**

12.A. During the term of this Agreement, A/E agrees not to discriminate on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, and any other form of compensation or level of service(s). A/E agrees to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph. The listing of prohibited bases for discrimination shall not be construed to amend in any fashion state or federal law setting forth additional bases and exceptions shall be permitted only to the extent allowable in state or federal law.

12.B. Civil Rights Compliance:

12.B.1) If A/E has twenty (20) or more employees and receives \$20,000 in annual contracts with COUNTY, the A/E shall submit to COUNTY a current Civil Rights Compliance Plan (CRC) for Meeting Equal Opportunity Requirements under Title

VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Service Health Act, the Age Discrimination Act of 1975, the Omnibus Budget Reconciliation Act of 1981 and Americans with Disabilities Act (ADA) of 1990. A/E shall also file an Affirmative Action (AA) Plan with COUNTY in accordance with the requirements of Chapter 19 of the Dane County Code of Ordinances. A/E shall submit a copy of its discrimination complaint form with its CRC/AA Plan. The CRC/AA Plan must be submitted prior to the effective date of this Agreement and failure to do so by said date shall constitute grounds for immediate termination of this Agreement by COUNTY. If an approved plan has been received during the previous calendar year, a plan update is acceptable. The plan may cover a two-year period. If A/E has less than twenty (20) employees, but receives more than \$20,000 from the COUNTY in annual contracts, it may be required to submit a CRC Action Plan to correct any problems discovered as the result of a complaint investigation or other Civil Rights Compliance monitoring efforts set forth herein below. If A/E submits a CRC/AA Plan to a Department of Workforce Development Division or to a Department of Health and Family Services Division that covers the services purchased by COUNTY, a verification of acceptance by the State of A/E's Plan is sufficient.

12.B.2) A/E agrees to comply with the COUNTY's civil rights compliance policies and procedures. A/E agrees to comply with civil rights monitoring reviews performed by the COUNTY, including the examination of records and relevant files maintained by the A/E. A/E agrees to furnish all information and reports required by the COUNTY as they relate to affirmative action and non-discrimination. A/E further agrees to cooperate with COUNTY in developing, implementing, and monitoring corrective action plans that result from any reviews.

12.B.3) A/E shall post the Equal Opportunity Policy, the name of A/E's designated Equal Opportunity Coordinator and the discrimination complaint process in conspicuous places available to applicants and clients of services, applicants for employment and employees. The complaint process will be according to COUNTY's policies and procedures and made available in languages and formats understandable to applicants, clients and employees. A/E shall supply to COUNTY's Contract Compliance Specialist upon request a summary document of all client complaints related to perceived discrimination in service delivery. These documents shall include names of the involved persons, nature of the complaints, and a description of any attempts made to achieve complaint resolution.

12.B.4) A/E shall provide copies of all announcements of new employment opportunities to COUNTY's Contract Compliance Specialist when such announcements are issued.

**ATTACHMENT A**

**PROFESSIONAL SERVICES AGREEMENT**

**CONSTRUCTION PHASE SITE VISITS AGREEMENT**

Project No.: 321012

Agreement No.: [No.]

Project Name: Department of Waste and Renewables Office Building Remodel

Construction phase services, for the Project referenced above, shall be provided by either the A/E or its Consultants as follows and in compliance with Article 2.G.:

1. The A/E shall visit the site a minimum of 2 times per week)and attend the pre-construction meeting, weekly progress meetings and final inspection to determine if work has been completed according to plans and specifications. Site visits shall be conducted at essential times during the construction phase. To be considered a site visit, close-up observation of the current building elements in process of being constructed must be performed. Additional site visits necessitated by A/E error, omission, unauthorized changes or negligence, shall be accomplished without additional cost to COUNTY. Additional site visits necessitated by significant failure on the part of the lead or other prime construction contractors to perform, will be given consideration as additional services, reimbursable by the responsible construction contractor(s) through COUNTY. Where specialty work is performed "in-house" or by an outside Consultant, the minimum number of separate site visits by that specialist shall be as indicated below.
2. The Structural Consultant shall visit the site a minimum of three times during the construction phase.
3. The Mechanical Consultant shall visit the site a minimum of three times during the construction phase.
4. The Electrical Consultant shall visit the site a minimum of three times during the construction phase.
5. The Plumbing Consultant shall visit the site a minimum of three times during the construction phase.

**ATTACHMENT B**

**PROFESSIONAL SERVICES AGREEMENT**

**[ARCHITECT/ENGINEER / CONSULTANT AGREEMENT**

Date: [Date]

Project No.: 321012

Agreement No.: [No.]

**THIS AGREEMENT** is between [A/E Name], hereinafter called "A/E", executing this Agreement, and [Consultant Name] hereinafter called the "Consultant".

**WITNESSETH**

**WHEREAS**, the A/E has entered into an Agreement with COUNTY to furnish professional services with a project, hereinafter named "Project", which is described as follows:

[PW or WAR Project Title]

**WHEREAS**, the A/E deems it advisable to engage the services of a Consultant to furnish professional services in connection with this project, and

**WHEREAS**, the A/E and Consultant agree that the terms of the Agreement between COUNTY and the A/E also apply to this Agreement as though fully set forth and binding upon the Consultant, and

**WHEREAS**, the Consultant agrees that in the event of conflict between the A/E's Agreement with COUNTY and the A/E's Agreement with the Consultant, the A/E's Agreement with COUNTY shall take precedence, and

**WHEREAS**, the Consultant has signified willingness to furnish services for the A/E;

**NOW, THEREFORE**, in consideration of the premises and to their mutual and dependent agreements, the parties hereto agree as set forth in the Agreement between COUNTY and the A/E which are annexed hereto and made a part hereof.

**IN WITNESS WHEREOF**, the A/E and the Consultant have executed this Agreement.

**[Consultant Firm Name]** \_\_\_\_\_ **[A/E Firm Name]** \_\_\_\_\_

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

Providing the following services:  
**Department of Waste and Renewables Office Building Remodel** \_\_\_\_\_

SECTION 00 73 11

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 a submitted a bid, application or proposal for a contract or agreement 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](http://www.nlr.gov) and [werc.wi.gov](http://werc.wi.gov).

For reference, Dane County Ordinance 25.09 is as follows:

(1) 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 Controller 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.**

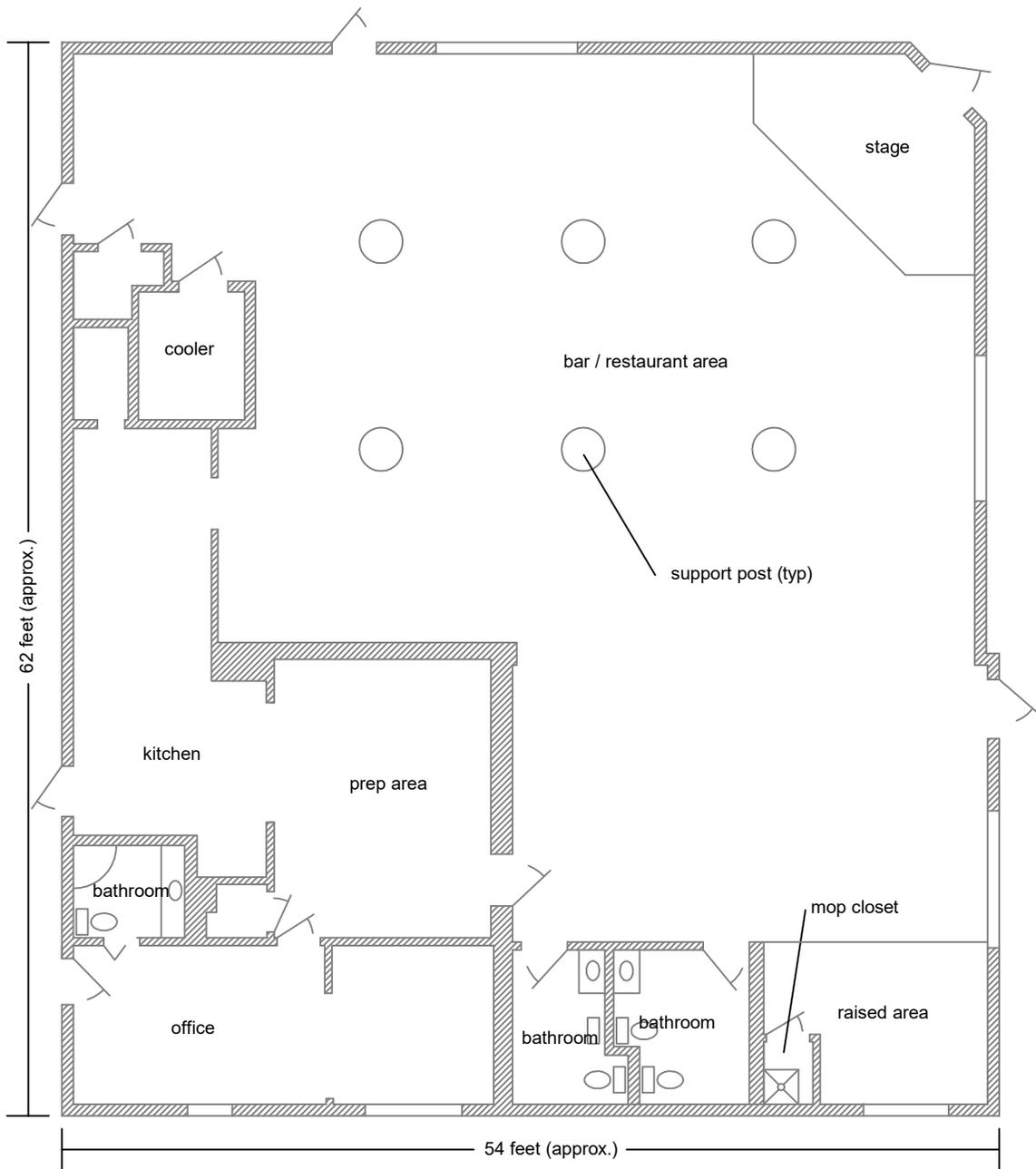
Include this completed Certification with your bid, application or proposal.

END OF SECTION



Dane County Department of  
Waste & Renewables  
Office Building Remodel

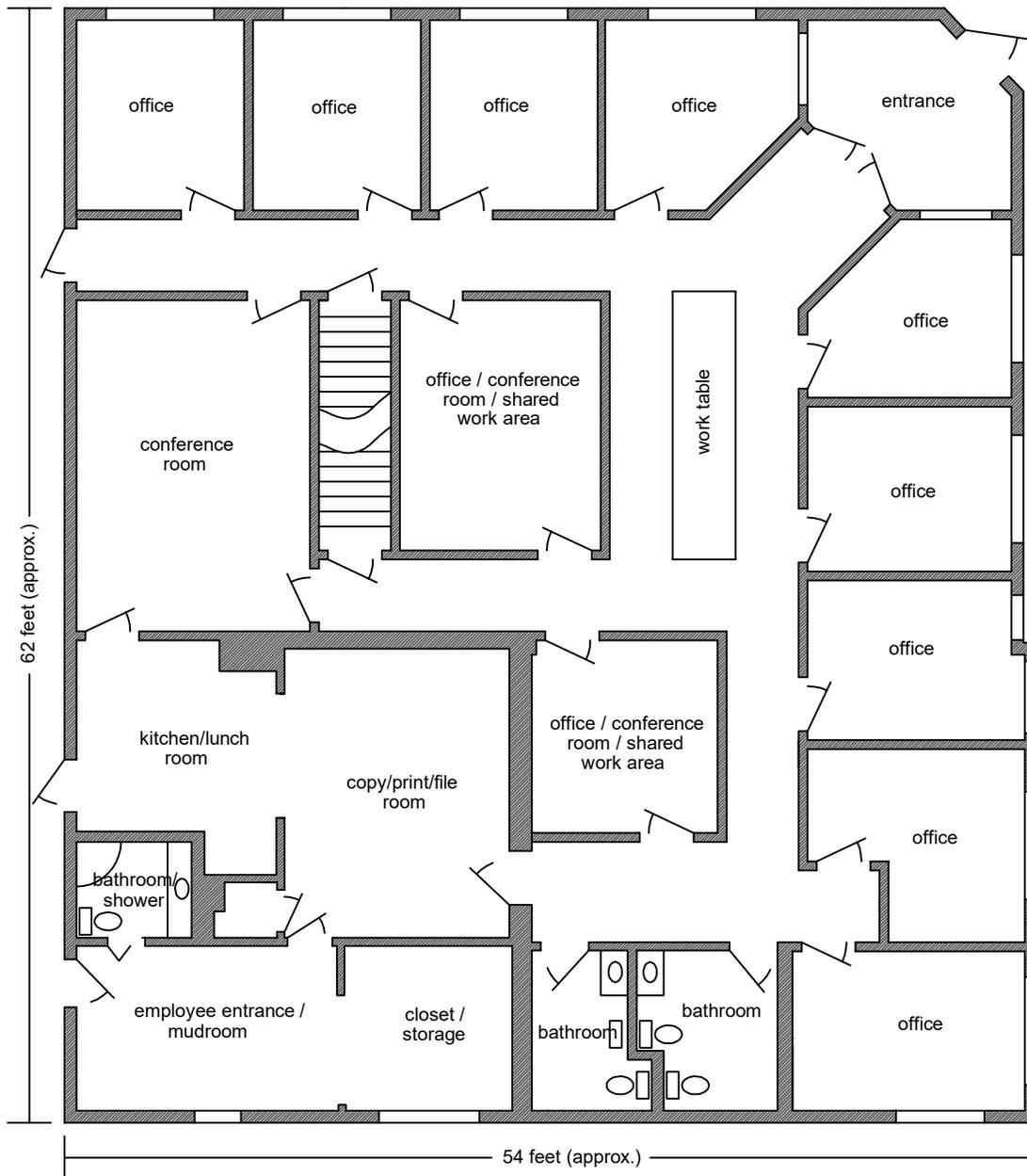
Figure 1  
Existing Site Plan  
3737 County Highway AB  
Town of Cottage Grove, Wisconsin



Approximate Scale: 1" = 10'

Dane County Department of  
Waste & Renewables  
Office Building Remodel

Figure 2  
Existing Building Layout  
3737 County Highway AB  
Town of Cottage Grove, Wisconsin



Approximate Scale: 1" = 10'

Dane County Department of  
Waste & Renewables  
Office Building Remodel

Figure 3  
Proposed Building Layout (EXAMPLE ONLY)  
3737 County Highway AB  
Town of Cottage Grove, Wisconsin