



DANE COUNTY DEPARTMENT OF PUBLIC WORKS,
HIGHWAY AND TRANSPORTATION

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

**REQUEST FOR PROPOSALS NO. 312034
DESIGN SERVICES FOR MECHANICAL, ELECTRICAL &
PLUMBING INFRASTRUCTURE IMPROVEMENTS
CITY-COUNTY BUILDING
210 MARTIN LUTHER KING, JR. BLVD.
MADISON, WISCONSIN**

Due Date / Time: **THURSDAY, JANUARY 17, 2013 / 2:00 P.M.**

Location: **PUBLIC WORKS OFFICE**

FOR INFORMATION ON THIS REQUEST FOR PROPOSALS, PLEASE CONTACT:

SCOTT CARLSON, PROJECT ENGINEER
TELEPHONE NO.: 608/266-4179
FAX NO.: 608/267-1533
E-MAIL: CARLSON.SCOTT@COUNTYOFDANE.COM



County Executive
Joseph T. Parisi

DANE COUNTY DEPARTMENT of PUBLIC WORKS, HIGHWAY and TRANSPORTATION

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

Commissioner / Director
Gerald J. Mandli

December 20, 2012

INVITATION FOR PROPOSALS

You are invited to submit a Proposal for RFP No. 312034 to provide professional engineering Design Services for Mechanical, Electrical & Plumbing Infrastructure Improvements for the City-County Building. The Proposals are due on or before **2:00 p.m., Thursday, January 17, 2012**. No proposal bond or performance bond is required for this project.

PROJECT OUTLINE

The project consists of adding equipment & distribution systems for: 1) HVAC services in a few rooms on the first floor; 2) emergency electrical power serving on-going work in the building; and 3) adding or modifying fire protection services in the penthouse & first floor. Engineer must design MEP services to meet the needs as defined by the County & previous studies.

SPECIAL INSTRUCTIONS

Please be sure to complete one unbound original and three bound copies of the entire proposal package. To return your proposal, please follow these instructions:

1. Place the signed Signature Page on top as page 1.
2. Place the signed Fair Labor Practices Certification after the Signature Page as page 2.
2. Place the Proposal information after Fair Labor Practices Certification.
3. Clearly label your envelope containing your proposal in the lower left-hand corner as follows:
"Proposal No. 312034
Design Services for Mechanical, Electrical & Plumbing Infrastructure Improvements
2:00 p.m., Thursday, January 17, 2013"
4. Mail to:
Scott Carlson, Project Engineer
Dane County Department of Public Works, Highway & Transportation
1919 Alliant Energy Center Way
Madison, Wisconsin 53713

If any additional information about this Request for Proposals is needed, please call Scott Carlson at 608/266-4179 or send email to carlson.scott@countyofdane.com.

Sincerely,
Scott Carlson
Project Engineer

Encl.: Request for Proposals No. 312034 Package

DOCUMENT INDEX FOR RFP NO. 312034

PROPOSAL REQUIREMENTS

RFP Cover

RFP Cover Letter

Documents Index

Invitation to Propose (Legal Notice)

Signature Page and Additional Dane County Requirements

Fair Labor Practices Certification

Requested Services and Business Information

Sample Agreement for Professional Services - *to be published by Addendum*

Sample Agreement for Professional Services Schedules - *to be published by Addendum*

Equal Benefits Compliance Payment Certification

Supplementary Content

Section attachments to be published by Addendum

LEGAL NOTICE

INVITATION TO PROPOSE

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

2:00 P.M., THURSDAY, JANUARY 17, 2013

REQUEST FOR PROPOSALS NO. 312034

DESIGN SERVICES FOR MECHANICAL, ELECTRICAL & PLUMBING INFRASTRUCTURE IMPROVEMENTS

CITY-COUNTY BUILDING

210 MARTIN LUTHER KING, JR. BLVD.

MADISON, WISCONSIN

Dane County is inviting Proposals for professional engineering design services. MEP improvements are necessary to support on-going & future changes in this facility's operations. Emergency power, unitary HVAC equipment & additional fire protection are the primary components of this work. Only firms with capabilities, experience & expertise with similar projects should request this packet & submit Proposals.

Request for Proposals package may be obtained after **2:00 p.m. on Thursday, December 20, 2012** at Dane County Public Works, Highway & Transportation Dept., 1919 Alliant Energy Center Way, Madison, WI 53713, by calling 608/266-4018, or downloading it from www.countyofdane.com/pwbids. Please call Scott Carlson, Project Engineer, at 608/266-4179, for any questions or additional information.

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

Proposers facility tour will be held on Thursday, January 10, 2013 at 10:30 a.m. at the City-County Building starting in the First Floor Lobby. Proposers are required to attend this mandatory tour in order to propose on the Work.

PUBLISH: 12/13/2012 & 12/20/12 - WISCONSIN STATE JOURNAL

12/13/2012 & 12/20/12 - THE DAILY REPORTER



SIGNATURE PAGE

County of Dane
 DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
 Room 425, City-County Building
 210 Martin Luther King, Jr. Blvd.
 Madison, Wisconsin 53703
 (608) 266-4131

COMMODITY / SERVICE: Professional Design Services			
REQUEST FOR PROPOSAL NO.: 312034	PROPOSAL DUE DATE: 01/17/13	BID BOND: N/A	PERFORMANCE BOND: N/A
PROPOSAL INVALID WITHOUT SIGNATURE THE UNDERSIGNED, SUBMITTING THIS PROPOSAL, HEREBY AGREES WITH ALL TERMS, CONDITIONS AND REQUIREMENTS OF THE ABOVE REFERENCED REQUEST FOR PROPOSAL, AND DECLARES THAT THE ATTACHED PROPOSAL AND PRICING ARE IN CONFORMITY THEREWITH.			
SIGNATURE OF PROPOSER REQUIRED: (Do Not Type or Print)		DATE:	
SUBMITTED BY: (Typed Name)		TELEPHONE: (Include Area Code)	
COMPANY NAME:			
ADDRESS: (Street, City, State, Zip Code)			

CONTRACT COMPLIANCE PROGRAM WORKSHEET

- A. Dane County has an established Contract Compliance Program that encourages targeted groups identified below to do business with Dane County, and requires Dane County to actively solicit bids from these businesses.
- B. Information from your response to this worksheet will be entered in the Purchasing Division's Advanced Procurement Systems database to provide data that will be valuable to Dane County's Contract Compliance Program as well as establishing computerized bidder lists for future solicitations. All vendors will be added to the database whether or not they qualify as a targeted business.
- C. **Contract Compliance Program:** Following are abbreviated definitions of ethnic and group codes used by Contract Compliance Program. See reverse side for full definitions:
 - 1. DBE Disadvantaged Business Enterprise
 - 2. MBE Minority Business Enterprise
 - 3. WBE Women Business Enterprise
 - 4. ESB Emerging Small Business
- D. Please select category / categories that best describe your business by marking letter for each column in box provided at bottom of column:

D	DBE	B	African American	L	Male	E	ESB
M	MBE	H	Hispanic American	F	Female		
W	WBE	N	Native American / American Indian				
		A	Asian Pacific American				
		I	Asian-Indian American				
↓		↓		↓		↓	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

- E. I hereby certify that all of the above information given is true. If no category / categories are marked, I do not meet the requirements for any of the targeted groups.

Signature: _____ Date: _____

(over)

DANE COUNTY CONTRACT COMPLIANCE PROGRAM DEFINITIONS

- A. **Disadvantaged Business Enterprise (DBE):** A small business concern:
1. Which is at least fifty-one percent (51%) owned by one or more socially and economically disadvantaged individuals, or in the case of any publicly owned business, at least fifty-one percent (51%) of the stock of which is owned by one or more socially and economically disadvantaged individuals; and
 2. Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.
 3. Socially and Economically Disadvantaged Individuals:
 - a) Any person having a current Section 8 (a) Certification from the Small Business Administration is considered socially and economically disadvantaged.
 - b) Individuals who are citizens of the United States (of lawfully permanent residents) are socially and economically disadvantaged:
 - 1) Women;
 - 2) Black Americans, which includes persons having origins in any of the black racial groups of Africa;
 - 3) Hispanic Americans, which includes persons of Mexican, Puerto Rican, Cuban, Central, or South American, or other Spanish or Portuguese culture or origin, regardless of race;
 - 4) Native Americans, which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians;
 - 5) Asian-Pacific Americans, which includes persons whose origins are from Burma, Thailand, Malaysian, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia, the Philippines, Samoa, Guam, the U.S. Trust territories of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, or the Commonwealth of the Northern Mariana Islands; and
 - 6) Asian-Indian Americans, which includes persons whose origins are from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal.
- B. **Minority Business Enterprise (MBE):** A minority person(s) owned and controlled independent and valid business concern. A minority person(s) must own fifty-one percent (51%) of the business and must control the management daily operation of the business.
- C. **Women Owned Enterprise (WBE):** A woman or women owned and controlled independent and valid business concern. A woman or women must own fifty-one percent (51%) of the business and must control the management daily operation of the business.
- D. **Emerging Small Business (ESB):**
1. An independent business concern that has been in business for at least one (1) year.
 2. Business is located in the State of Wisconsin.
 3. Business is comprised of less than twenty-five (25) employees.
 4. Business must not have gross sales in excess of three million over the past three (3) years.
 5. Business does not have a history of failing to complete projects.

THIS PAGE IS FOR PROPOSERS' REFERENCE AND NEED NOT BE SUBMITTED WITH PROPOSAL.

PROPOSERS SHOULD BE AWARE OF THE FOLLOWING:

DANE COUNTY VENDOR REGISTRATION PROGRAM

Any person proposing on any County contract must be registered with the Dane County Purchasing Division & pay an annual registration fee. A contract will not be awarded to an unregistered vendor. Complete a Vendor Registration Form at:
www.danepurchasing.com/registration
or obtain one by calling 608/266-4131.

EQUAL BENEFITS REQUIREMENT

By submitting a Proposal, the contractor / consultant acknowledges that a condition of this contract is to provide equal benefits as required by Dane County Code of Ordinances Chapter 25.016. Contractor / Consultant shall provide equal benefits as required by that Ordinance to all required employees during the term of the contract. For more information: www.danepurchasing.com/partner_benefit.aspx

FAIR LABOR PRACTICES CERTIFICATION

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

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

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

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

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

Officer or Authorized Agent Signature

Date

Printed or Typed Name and Title

Printed or Typed Business Name

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

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

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

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

REQUESTED SERVICES AND BUSINESS INFORMATION

- A. Dane County is inviting proposals for professional engineering design and construction services for the Mechanical, Electrical & Plumbing Infrastructure Improvements at the City-County Building.
- B. Services that will be included in a Professional Services Agreement are as follows:
1. Design development.
 2. Detailed cost estimates.
 3. Preparation of final design for Dane County review, input and changes.
 4. Preparation of Construction Documents for bidding (including working drawings and specifications of all building site, architectural, structural, mechanical, electrical, plumbing, controls, security, telecommunications, well, and waste treatment). All drawings and specifications to be stamped by professional architect and/or engineer and State and City approved.
 5. Construction inspection and administration of at least two visits/week and construction meetings (two/month) including construction meeting minutes.
 6. Process related construction documents such as addenda, construction bulletins, pay requests, change orders and shop drawings.
 7. Approve material submittals.
 8. Coordinate Work with Dane County Public Works Project Engineer.
 9. Estimates, specifications, design, locating, bidding and construction management of the site utilities, electrical transformers and lines, telephone pedestals and lines and other services as may be needed.
 10. Obtain all necessary registrations, licenses, occupancy permits, certificates of inspection reports, or other administrative work from any governmental or organizational agency, in order to enable full performance of the terms of this Agreement.
 11. All testing, major copying, reproductions and postage are to be done by third parties and paid directly by Dane County. Engineer is to administer and advise on all these issues and obtain best value for Dane County.
- C. Interested consultants are requested to submit the following information in their proposal, in 7 distinct sections or divisions:
1. Description of firm's qualifications, related experience, organization and resources.
 2. Brief list (min. of 3, max. of 5) of similar work previously completed with the name, address and telephone number of the client for whom the work was done. Specific reference shall be made to projects involving public facilities as is being proposed.
 3. Description of planning and design techniques to be used in approaching the project.
 4. List of staff that will be committed to the Work with their professional resumes. Actual consultant project engineer will be interviewed if firm is short-listed. Also include listing of other consultants who may participate in this Work and their area of expertise.
 5. Indicate availability and tentative timetable for the Work, final design and construction phases.
 6. Fee for services stated as percentage of total construction cost.
 7. State clearly any limitations you wish to include in Agreement and advise of any conditions that you may have.

D. Proposing consultants will be evaluated on this criteria:

Project Personnel	20%
Relative Experience	30%
Past Project References	20%
Interview Q & A	20%
Pricing / Cost Proposal	<u>10%</u>
Total	100%

E. A proposing company facility tour will be held on January 10, 2013 at 10:30 AM at the City-County Building, 210 Martin Luther King, Jr. Blvd., Madison, Wisconsin, starting in the First Floor Lobby. This cursory tour will go until approximately noon. Attendance at this tour is mandatory for proposing companies to be considered for this Work.

F. Dane County will provide all available building site, architectural, structural, mechanical, electrical, plumbing, telecommunications, fire protection, and security drawings and specifications to selected engineering firm. These drawings and specifications may not be complete or in an as-built condition. Engineering firm will need to confirm accuracy of drawings and specifications. Dane County will provide any necessary asbestos abatement.

G. 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>
December 20, 2012	RFP issued
January 10, 2013 - 10:30 a.m.	Facility tour
January 11, 2013 - 2:00 p.m.	Written inquiries due
January 15, 2013	Final addendum (if necessary)
January 17, 2013 - 2:00 p.m.	Proposals due
January 22, 2013 (estimated)	Oral presentations / interviews for invited proposing companies
January 24, 2013 (estimated)	Notification of intent to award sent out
February 12, 2013 (estimated)	Contract start date
March 7, 2013 (estimated)	Design Development Documents due
April 5, 2013 (estimated)	Construction Documents due
April - August (estimated)	Bidding-Construction-Start Up Phases

H. Dane County Department of Public Works, Highway & Transportation, 1919 Alliant Energy Center Way, Madison, Wisconsin 53713, will receive your Proposal.

I. Information regarding this project may be obtained from Scott Carlson - Public Works Project Engineer, 608/266-4179, carlson.scott@countyofdane.com.

J. If RFP documents are obtained from the Dane County web site, proposing company is responsible to check back regularly at the web site for Addenda.

K. All Proposals must be submitted by 2:00 p.m., Thursday, January 17, 2013.

- L. Dane County reserves the right to accept or reject any Proposal submitted.
- M. Information submitted by consultants will be reviewed and candidates may be scheduled to appear before an interview panel. Those appearing for an interview shall be prepared to discuss their approach for the design of this Work, a timetable and the basis of their fee schedule.
- N. Dane County reserves the right to negotiate an Agreement after the successful firm is selected. Selection will be based only on the proposal submitted and subsequent interviews. Therefore, the proposals must be complete. Submission of a proposal shall constitute a valid offer, which may be accepted by the County for a period of ninety (90) days following the proposal due date.
- O. Dane County is an Equal Opportunity Employer.

SECTION INTENTIONALLY BLANK

SAMPLE AGREEMENT FOR PROFESSIONAL SERVICES

AND

SAMPLE AGREEMENT FOR PROFESSIONAL SERVICES SCHEDULES

TO BE INSERTED HERE

EQUAL BENEFITS COMPLIANCE PAYMENT CERTIFICATION

PURPOSE

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

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

CERTIFICATION

I, _____ certify that
Printed or Typed Name and Title

Printed or Typed Name of Contractor

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

Signed _____

Date _____

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

SUPPLEMENTARY CONTENT

1. BACKGROUND

- A. The Dane County Dept. of Public Safety Communications (PSC) has two upgrade projects planned for their spaces in the City-County Building (CCB):
 - 1. emergency radio communications upgrade; and
 - 2. computer aided dispatch equipment and systems upgrades.Additional equipment will added in the east penthouse and the first floor 911 Center. Mechanical, electrical & plumbing (fire protection) infrastructural upgrades are necessary to support these two upgrade projects.
- B. The emergency radio communications upgrade project is already ongoing, taking place in the CCB & other remote sites around Dane County. Other consultants, designers & contractors are involved in this work.
- C. The computer aided dispatch equipment and systems upgrades project is expected to begin in the Spring of 2013.

2. SCOPE OF WORK

- A. Design services are as detailed elsewhere in the RFP. Design direction & intent is detailed in the Henneman Engineering Studies (see below).
- B. A minimum of two coordination meetings will be required with the other consultants, designers & contractors working on the emergency radio communications upgrade project. It must be ensured that services, responsibilities, engineering & construction are organized & in sync between all involved parties.
- C. Expect to work with Dane County staff from the Public Works Engineering Division, the PSC Dept. & the Facilities Management Division. Others may need to be involved on an as needed basis.

3. HENNEMAN ENGINEERING STUDIES

- A. Studies related to PSC Dept. HVAC needs (1st floor) & electrical needs (penthouse & 1st floor) are included in this Section. They are to be used a guideline regarding what work needs to be done in the CCB for this Project.
- B. Four studies will be included via Addendum:
 - 1. Part 1 - Report for Existing HVAC Cooling Equipment Study
 - 2. Part 2 - Report for HVAC Equipment Options & Cost Estimates
 - 3. Part 1 - Report for Electrical Infrastructure & Generator Capacity Study
 - 4. Part 2 - Report for Electrical Infrastructure & Emergency Power Generator Options & Cost Estimates