



DANE COUNTY DEPARTMENT of PUBLIC WORKS, HIGHWAY and TRANSPORTATION

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Commissioner / Director
Gerald J. Mandli

March 15, 2013

ATTENTION ALL REQUEST FOR PROPOSAL (RFP) HOLDERS

RFP NO. 313037 - ADDENDUM NO. 1

TENANT IMPROVEMENTS FOR ADMIN BUILDING

PROPOSALS DUE: Tuesday, March 26, 2013, 2:00 PM. DUE DATE AND TIME ARE CHANGED BY THIS ADDENDUM.

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

PLEASE MAKE THE FOLLOWING CHANGES:

1. Proposal Due Date

The proposal due date is extended. Proposals will be due Tuesday, March 26, 2013 at 2:00 PM.

2. Document Index

Add "Supplementary Content" to the document index

3. Requested Services and Business Information

Page RSBI-1 - Item A:

Remove item A and replace with:

- A. "Dane County is inviting proposals for professional architectural and engineering (A/E) design services for the Tenant Improvements for Admin Building at the Badger Prairie Healthcare Center. The design will require radio equipment to be tied in with the existing Public Safety Communications radio network. The project involves two phases. Each phase will be separately bid for construction. The first phase will be the new metal storage building and the second phase will be the remodel of the office space.

1. the design of a new metal storage building for Emergency Management and Badger Prairie vehicles.
2. the redesign of approximately 12,000 square feet of office space."

4. Sample Agreement for Professional Services

A new sample agreement will be published in a later addendum.

5. Supplementary Content

Add the supplementary content section attached to this addendum

Sincerely,

Luke Voss

Project Manager

Enclosures:

Supplementary Content

S:\PubWork\Shared\Engineering Division\Construction Docs\Addendum 07-23-08.doc

Supplementary Content

Questions from walk through and space needs

What are Emergency Managements vehicle space needs?

The following is a listing of Emergency Management equipment and related needs:

CV-1 - 40'

Rescue 30 – 22'

IMT equipment trailer – 13'

Special Populations trailer – 17'

Mass Casualty trailer – 13'

IMT Communications Trailer – 27'

Tahoe – 17'

Yukon XL – 18'

F-350 - 22'

Bay 1 – CV – 1 (40')*

Bay 2 – Special Populations Trailer - Rescue 30 (39')

Bay 3 - IMT equipment Trailer - Yukon XL (31')

Bay 4 – Mass Casualty Trailer – Tahoe (30')

Bay 5 – IMT Comm Trailer – F-350 (49') *

Building Needs:

Concrete floor

16' door for CV-1

*Drive-through bays

Secure access

Heat to 50 F in winter

Ceiling fans for work in summer

Additional vehicle space is needed for the following Badger Prairie vehicles:

Bus 1 – 26' x 9'*

Bus 2 – 21' x 9'*

Bus 3 – 21' x 10'*

Car – 15'6" x 6'8"

Snow Equipment – 10' x 10'

Bobcat + Attachment – 17' x 7'

Bobcat Additional Attachments – 10' x 10'

Full Size Maintenance Truck with Plow – 24' x 8'6"

*needs drive through bay

Should the Architect/Engineer take into account the need to design shower facilities?

This can be discussed in more detail to the awarded vendor, however there may be existing synergies with adjacent buildings already existing to meet this need.

Will Emergency Management, Public Safety Communications, and Information Management be able to share common computer room space? Yes, all equipment should be able to be co-located in the Information Management computer room.

Will the Architect/Engineer be responsible for radio tower design? The Architect/Engineer will be expected to work with the county to find the appropriate placement of the tower on the site.

What is the office space requirement for Emergency Management?

The following is a list of Emergency Management Space requirements:

Current non-personnel areas

Radio Room	12x17	204 sq ft
Office Supply Room	12x17	204 sq ft
Back Storage Room	20x14	280 sq ft
Sub-basement 18	14x28	392 sq ft (Note my previous message indicated that SB-18 was about 300 sf. That was not correct. Also items in SB-18 are currently stacked the ceiling- 14' high)

Total 1080 sq ft

Office Standards for the move
"Current"

7 Managerial/Professional*	100-150 sq ft	700-1050 sq ft
1 Administrative/Senior Clerical	80-90 sq ft	80-90 sq ft
1 Clerical	50-60 sq ft	50-60 sq ft

"Additional"

2 Managerial/Professional	100-150 sq ft	200-300 sq ft
2 Clerical	50-60 sq ft	100-120 sq ft

Total 1130-1620 sq ft

(*Note – the existing 7 Managerial/Professional offices should be individually walled with doors)

EOC (50 individuals)

Minimum	50 sq ft per person	2500 sq ft
Preferred	80 sq ft per person	4000 sq ft

Does not include – mechanical space, kitchen, bathrooms (sized for full capacity of EOC and other building occupants), break room, conference/policy room, training room, hallways

Total Minimum – 4710 sq ft

Total Preferred – 6700 sq ft

When doing a structural analysis of the building what is the expectation for wind speed resistance? The building is expected to withstand an EF3 tornado or wind speeds of 136-165 mph.

The following is a reference for potential vendors regarding the Dane County Emergency Operations Center:

Dane County EOC Relocation Overview

EOC Purpose

The County's Emergency Operations Center (EOC) is a designated site from which County government can provide interagency and intergovernmental coordination and executive decision-making in support of incident response and recovery operations. The purpose of the EOC is to provide a centralized location where public safety, emergency response, and support agencies coordinate response and recovery activities. The decisions made through the EOC are designed to be broad in scope and offer general guidance on priorities. The agency representatives in the EOC are responsible for the strategic overview, or "big picture" of the disaster, and do not normally directly control field assets, instead making strategic decisions and leaving tactical decisions to lower commands.

EOC Function

The EOC is a critical disaster response and recovery asset for Dane County government. The EOC does not command or control on-scene response efforts, but does carry out multi-jurisdictional, multi-agency coordination functions through:

1. Collecting, evaluating and sharing incident information (aka situational awareness);
2. Analyzing jurisdictional impacts and setting priority actions;
3. Managing requests, procurement and utilization of resources;
4. Managing public information.

A large-scale emergency or disaster has wide ranging public safety and community-wide impacts. An effective EOC provides elected officials and decision-makers with timely and accurate information on the scope, scale, and impacts of the situation. The EOC also provides the mechanism to establish response and recovery priorities, to manage competing interests, and to effectively allocate scarce resources. A well designed and properly functioning EOC can will make the difference between a well-coordinated response and a poorly coordinated response. Ultimately, in disaster response and recovery, this is the difference between good, responsive public service and poor public service.

The purpose, function, and operations of the EOC are described in detail in the Basic Plan and Emergency Support Function 5 (Emergency Management) of the County's Emergency Response Plan.

Dane County EOC Agency Representatives

Dane County's EOC is managed by Dane County Emergency Management personnel. The Dane County EOC, however, should not be thought of as a departmental asset. Rather, the EOC is a countywide emergency and disaster response asset. Dane County Emergency Management is merely the steward of this essential resource.

The most critical component of the EOC is the individuals who staff it. They must be properly trained, and have the proper authority to carry out actions that are necessary to respond to the disaster. They must have access to the facility and they must have the communications, technology, and information collection, assessment, and dissemination tools they need to do their jobs.

The following agencies are identified as primary representatives in Dane County's EOC.

Dane County Agencies:

Administration
County Board
Corporation Counsel
Emergency Management
Executive
Extension
Facilities Management
Human Services

Response Partner Agencies:

Alliant Energy
Amateur Radio Emergency Services
Dean Health Systems
Dane County Humane Society
Dane County EMS Association
Dane County Fire Chiefs Association
Dane County Chiefs of Police Association
Meriter Hospital

Information Management	St Mary's Hospital
Land and Water Resources	Madison Metropolitan Sewerage District
Land Information Office	Madison Gas and Electric
Medical Examiner	American Red Cross
Public Health, Madison and Dane County	The Salvation Army
Public Safety Communications (911)	United Way 2-1-1
Public Works, Highway, and Transportation	UW Medical Foundation – UW Hospital and Clinics
Regional Airport	Wisconsin Emergency Management
Risk Management	Affected Local Government Representatives
Sheriff's Office	

Other County and local government agencies, response partners, or stakeholders may be requested to participate in EOC operations, depending on the impacts of the disaster and the needs generated in the response and recovery.

EOC Facility Best Practices

The following is a summary of EOC best practices. This information is summarized from a range of sources. In addition to Dane County Emergency Management staff experience, these best practices will be used as the basis for design specification of Dane County's new EOC and back-up facility.

An Emergency Operations Center is a complex facility. There are five primary considerations in the design and construction of an EOC: flexibility, sustainability, security, survivability, interoperability.

- Flexibility – scale operations and adapt operational space to meet the needs of the response (e.g., have sufficient space, equipment, furniture, administrative supplies, telecommunications, computer support, etc., available to satisfy mission requirements.) Includes flexibility to incorporate new, future technologies, personnel, and equipment.
- Sustainability – support operations for extended duration; e.g., be able to sustain operations 24 hours a day/seven days a week during all emergency situations without interruption; to the extent practical, be located in a place that is not a high-risk area for known hazards such as flood zone, other natural hazard, nuclear power plant, hazardous material sites, etc.

- Security – guard against potential risks and protect operations from the unauthorized disclosure of sensitive information, e.g., have sufficient security and structural integrity to protect the facility, its occupants, and communications equipment and systems from relevant threats and hazards.
- Survivability – sustain the effects of a realized potential risk and continue operations from the EOC or a fully-capable alternate location, e.g., have an alternate EOC that can be activated and used if the primary is destroyed, damaged, or not accessible.
- Interoperability – share common principles of operations and exchange routine and time-sensitive information with other EOCs, e.g., be able to communicate with local government EOCs, emergency response teams at or near an incident site, and the state EOC.

A. LOCATION

The EOC should be constructed in a location that will minimize the effects of any local hazards, cannot be in the 100 year flood plain, or change or alter listed or nationally designated historic sites or structures. It should also be located close to government offices or give easy access to agency representatives.

B. SIZE

The EOC should be sized to handle the maximum anticipated staff that would be called in the event of a major disaster. A minimum of 50 square feet per person is required (80 square feet preferred) including restrooms, etc.

C. DESIGN CRITERIA

The facility must be designed and built to comply with state building codes. This code addresses local hazards, high winds, snow loads, Americans with Disabilities Act (ADA) requirements, etc.

D. ROOMS/SPACE

The EOC should contain the following spaces/rooms to provide adequate working room:

1. Meeting/lead agency/executive room
2. Communications Room for radio/telephone and support equipment
3. Operations room for emergency coordination
4. Conference breakout room

5. Restrooms
6. Mechanical/electrical switch room
7. Kitchen/break area
8. Storage area for maps, procedures, publications, supplies, etc.

E. OPERATIONS ROOM

The Operations Room, where agency representatives will assemble, must provide the essential elements that will be needed during a disaster. It must be large enough to provide sufficient space for one or two representatives from each planned agency based on the list developed during the planning process. The Operations Room must also incorporate the following features:

1. Tables, chairs, desks
2. Telephone lines and logs.
3. Status display capability (dry erase, large format video, ability to simultaneous display from multiple sources)
 - Maps
 - Charts
 - Logs
 - Television news sources
 - Computer display
4. Computer, Internet, and network needs for automatic data processing.
5. Public address system

F. COMMUNICATIONS

During a disaster the, EOC must be able to communicate with the responders in the field. These communication capabilities must include:

1. Telephone (VOIP) lines for each agency and other levels of government planned in the Operations Room (such that each agency has telephone access)
2. Telephone lines for other support areas (VOIP)
3. Adequate analog phone lines for back-up purposes
4. FAX line and machine
5. Local Area Network (LAN) or Wide Area Network (WAN) system if applicable
6. Access to multiple networks such as local government, DOT camera systems, etc.
7. Fiber network connections with back-up options
8. Weather monitoring capability
9. Access to warning system activation
10. Electromagnetic protection for facility and antenna (lightning).
11. A Communications Room adjacent to the Operations Room sized to accommodate the maximum staff expected, including space for amateur radio.

12. Radios with frequencies to communicate with field personnel (police, fire, parks, highways, health, school transportation systems, hospitals, public works, utilities, Red Cross, the state and other counties, etc.)
13. Radio tower to support radio equipment (may be remotely located).

G. EMERGENCY POWER

An emergency electrical power generator must be provided which is large enough to power the EOC and all facilities (HVAC, radios, elevator, computer systems, etc.), and is permanently wired with automatic start and transfer. It should be located so that noise or fumes do not interfere with the EOC and include a self-contained fuel system with a minimum four-day reserve.

H. PLANNING CONSIDERATIONS

The first step in developing a new EOC is planning. Careful attention to detail will make execution of the project much easier.

1. Identify needs – how will the facility be used?
2. Design for dual use – the EOC is ideal for meetings and training
3. Locate away from hazards
4. Consider how the facility will be secured during activation
5. Determine maximum staff size
6. Consider co-location
7. Consider including showers in the restrooms
8. Consider separate and adequate space for media assembly and briefing
9. Develop a list of agency personnel that will staff the EOC during emergencies
10. Consider a computer floor to facilitate reconfiguration of Operations Room
11. Build in flexibility to expand and incorporate new, future technologies, personnel, and equipment
12. Plan for an interruption of domestic water supply
13. Consider fiber optics throughout the agency and/or connected to outside agencies
14. Consideration should be given to including the Operations Room with the following features:
 - weather radar and other GIS
 - high ceiling
 - column free
 - video status/shelter, etc. logs
 - video display
 - TV-local, cable, satellite

- Public address
 - Computer usage (wired and wireless network access, internet access, backup)
15. An additional transfer switch should be considered, so that additional generators can be plugged into the system