



RFP NO. 319010

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. 319010
REMOTE DESCENT SYSTEM
CITY-COUNTY BUILDING
210 MARTIN LUTHER KING JR BLVD
MADISON, WISCONSIN**

Due Date / Time: **THURSDAY, APRIL 2, 2019 / 2:00 P.M.**

Location: **PUBLIC WORKS OFFICE**

Performance / Payment Bond: **100% OF CONTRACT AMOUNT**

Bid Deposit: **5% OF BID AMOUNT**

FOR INFORMATION ON THIS REQUEST FOR PROPOSALS, PLEASE CONTACT:

TODD DRAPER, PROJECT MANAGER
TELEPHONE NO.: 608/267-0119
FAX NO.: 608/267-1533
E-MAIL: DRAPER@COUNTYOFDANE.COM

Page Intentionally Left Blank



Department of Public Works, Highway & Transportation
Public Works Engineering Division

608/266-4018

Gerald J. Mandli, P.E.
Commissioner / Director

Deputy Director
Todd Draper

Joseph T. Parisi
County Executive

1919 Alliant Energy Center Way
Madison, Wisconsin 53713
Fax: 608/267-1533
www.countyofdane.com/pwht/public_works.aspx

March 7, 2019

INVITATION FOR PROPOSALS

You are invited to submit a Proposal for RFP No. 319010 to provide professional engineering design services for a Remote Descent System for the City-County Building. The Proposals are due on or before **2:00 p.m., Thursday, April 2, 2019**. No performance bond is required for this project.

SPECIAL INSTRUCTIONS

Please provide the entire proposal package in these formats: one (1) unbound original hard copy, one (1) bound hard copy and an electronic download version. Follow these instructions when submitting your proposal:

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.
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. 319010
Remote Descent System
April 2, 2019, 2:00 p.m.

5. Mail or deliver to:
Todd Draper, Project Manager
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 Todd Draper at 608/267-0119 or send email to draper@countyofdane.com.

Sincerely,

Todd Draper

Project Manager

Enclosure: Request for Proposals No. 319010 Package

TABLE OF CONTENTS FOR RFP NO. 319010

PROPOSAL CONTENTS

RFP Cover
RFP Cover Letter
Table of Contents
Request for Proposal Announcement
Signature Page
Requested Services and Business Information
Fair Labor Practices Certification
Sample Architectural / Engineering Professional Services Agreement

REQUEST FOR PROPOSALS

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

2:00 P.M., THURSDAY, APRIL 2, 2019

RFP NO. 319010

REMOTE DESCENT SYSTEM

CITY-COUNTY BUILDING

210 MARTIN LUTHER KING JR BLVD

MADISON, WI

Dane County is inviting Proposals for professional engineering design services for a Remote Descent System at the City-County Building. Only firms with capabilities, experience & expertise with similar projects should obtain this Request for Proposals document & submit Proposals.

Request for Proposals document may be obtained after **2:00 p.m. on Thursday, March 7, 2019** by downloading it from bids-pwht.countyofdane.com. Please call Todd Draper, Project Manager, at 608/267-0119, or our office at 608/266-4018, for any questions or additional information. An informational site tour will be held Thursday, March 21, 2019 at 9:00 a.m. in the City-County Building, starting in the first floor lobby. Interested firms are strongly encouraged to attend this tour.

Page Intentionally Left Blank



Department of Public Works, Highway & Transportation
Public Works Engineering Division

608/266-4018

Gerald J. Mandli, P.E.
Commissioner / Director

Joseph T. Parisi
County Executive

Deputy Director
Todd Draper

1919 Alliant Energy Center Way
Madison, Wisconsin 53713
Fax: 608/267-1533
www.countyofdane.com/pwht/public_works.aspx

PROPOSAL SIGNATURE PAGE

PROPOSAL NO. 319010
PROJECT: REMOTE DESCENT SYSTEM
CITY-COUNTY BUILDING

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?

Page Intentionally Left Blank

REQUESTED SERVICES AND BUSINESS INFORMATION

1. GENERAL INFORMATION

- A. Dane County is inviting proposals for professional engineering design services for a Remote Descent System at the City-County Building.
- B. The City-County Building has no infrastructure in place for allowing the safe use of equipment to maintain the exterior of the building via access from the rooftops. Comprehensive access to safety tie backs at each building elevation and top of penthouses are needed. Dane County would like to install an OSHA 1910 compliant roof descent system which provides coverage for accessing the building exterior, maximizing user safety, and meeting all applicable codes and standards for this type of life safety infrastructure. This system will need to provide access to the first level of each elevation. First level access from grade can be accomplished by means of ladder or scaffolding.
- C. To be considered for this project, the Consultant must meet or exceed the following criteria:
 - 1. Have at least one registered 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 one (1) remote roof descent system for a large, multi-story office building similar to the City-County Building.
 - 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 *Architectural / Engineering Professional Services Agreement*.
- B. Design & Construction Phases:
 - 1. The nature, age and layout of this building will require review of the existing structural, architectural components / systems that may be impacted by the construction work. Any necessary modifications shall be incorporated into the design.
 - 2. Prepare drawings and other documents that illustrate recommendations / options for a remote decent system with associated priorities & cost estimates.
 - 3. Dane County shall select the system from the recommendations / options. The engineering design team shall develop Construction Documents, as directed by Dane County.

4. Dane County reviews, input & modifications shall be incorporated into design.
5. Prepare cost estimates.
6. Perform site observations & construction work assignments.

3. PROPOSAL CONTENT

- A. Interested consultants are requested to submit the following information in their proposal, in seven distinct sections or divisions:
1. Signature Page, Fair Labor Practices Certification and Proposer’s cover letter.
 2. Description of firm’s qualifications, related experience, organization and resources.
 3. Brief list (min. of one, max. of three) of similar projects previously completed with the project details, name, address, telephone number, and email address of the clients for whom the work was done. Specific reference shall be made to projects involving public facilities as is being proposed. You may separately list additional professional references.
 4. Description of planning and design techniques to be used in approaching the project.
 5. List of staff that will be committed to the Work with their professional resumes. Include listing of other consultants who may participate in this project and their area of expertise.
 6. Indicate staff availability and tentative timetable with project tasks for the Work, including all project phases.
 7. Fee for services stated as fixed fee.

4. EVALUATION CRITERIA

- A. Proposing consultants will be evaluated on this criteria:

Strength / Capabilities	25%
Relative Experience	25%
Planning Process	25%
Related Knowledge / Understanding	15%
Pricing / Cost Proposal	<u>10%</u>
Total	100%

5. PRICING

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

5. FACILITY TOUR

- A. A proposing company facility tour will be held on Thursday, March 21, 2019 at 9:00 a.m. 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 10:00 a.m. Proposing companies are strongly encouraged to attend this tour, however attendance is optional.

6. OWNER'S RESPONSIBILITY

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

7. 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 7, 2019	RFP issued
March 21, 2019 - 9:00 a.m.	Facility tour
March 24, 2019 - 2:00 p.m.	Written inquiries due
March 28, 2019	Addendum (if necessary)
April 2, 2019 - 2:00 p.m.	Proposals due
April 9, 2019	Notification of intent to award sent out
May 14, 2019	Agreement start date
July 8, 2019 (estimated)	Construction Documents Phase deliverables due
Sep - Nov (estimated)	Construction Phase

8. ADDITIONAL INFORMATION

- A. Dane County Department of Public Works, Highway & Transportation, 1919 Alliant Energy Center Way, Madison, Wisconsin 53713, will receive your Proposal.
- B. Information regarding this project may be obtained from Todd Draper, Project Manager, 608/267-0119, draper@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., Thursday, April 2, 2019.
- E. Dane County reserves the right to accept or reject any Proposal submitted.

- F. Dane County reserves the right to negotiate an Agreement after the successful firm is selected. Selection will be based only on the proposal submitted. 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.
- G. Dane County is an Equal Opportunity Employer.

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 and 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.

Page Intentionally Left Blank

COUNTY OF DANE
ARCHITECTURAL / ENGINEERING PROFESSIONAL SERVICES AGREEMENT

TO BE ISSUED BY ADDENDUM