



**RFP NO. 316012**

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. 316012  
A/E DESIGN SERVICES FOR  
DIVISION OF INFORMATION MANAGEMENT OFFICE REMODEL  
CITY/COUNTY BUILDING  
210 MARTIN LUTHER KING JR. BLVD.  
MADISON, WISCONSIN**

Due Date / Time: **TUESDAY, May 31, 2016 / 2:00 P.M.**

Location: **PUBLIC WORKS OFFICE**

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FOR INFORMATION ON THIS REQUEST FOR BIDS, PLEASE CONTACT:

RYAN SHORE, PROJECT MANAGER  
TELEPHONE NO.: 608/266-4475  
FAX NO.: 608/267-1533  
E-MAIL: [SHORE@COUNTYOFDANE.COM](mailto:SHORE@COUNTYOFDANE.COM)



# DANE COUNTY DEPARTMENT of PUBLIC WORKS, HIGHWAY and TRANSPORTATION

County Executive  
Joseph T. Parisi

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

Commissioner / Director  
Gerald J. Mandli

May 10, 2016

## INVITATION FOR PROPOSALS

You are invited to submit a Proposal for RFP No. 316012 to provide professional architectural & engineering design services for the Division of Information Management Office Remodel at the City-County Building Fifth Floor. The documents to be developed by the architectural/engineering (A/E) design firm selected for the Work will guide the phasing, demolition and remodel of the County's Information Management offices. The Proposals are due on or before **2:00 p.m., Tuesday, May 31, 2016**. No proposal bond or performance bond is required for this project.

## ADDITIONAL INFORMATION

Dane County is requesting a comprehensive phased plan which details means of optimizing space to include operation and performance of climate controlled computer equipment and space for staffing needs. The plan must include the following:

1. Construction documents and cost estimates for remodel of the computer server room. Provisions must be made to ensure no loss of computer server functionality during the project.
2. Design and layout of fifth floor offices with cost estimates for remodel.

## SPECIAL INSTRUCTIONS

Please be sure to complete one unbound original and four (4) 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. 316012  
A/E Design Services for Information Management Office Remodel  
2:00 p.m., Tuesday, May 31, 2016"
4. Mail to:  
Ryan Shore - 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 Ryan Shore at 608/266-4475 or send email to [shore@countyofdane.com](mailto:shore@countyofdane.com).

Sincerely,

Ryan Shore  
Project Manager

Encl.: Request for Proposals No.316012 Package

## **TABLE OF CONTENTS FOR RFP NO. 316012**

### **PROPOSAL CONTENTS**

- RFP Cover
- RFP Cover Letter
- Table of Contents
- Request for Proposals (Legal Notice)
- Signature Page and Additional Dane County Requirements
- Requested Services and Business Information
- Fair Labor Practices Certification
- Architectural / Engineering Professional Services Agreement
- Equal Benefits Compliance Payment Certification

### **DRAWINGS**

- Plot drawings on 11" x 17" (ANSI B) paper for correct scale
- Figure 1 – City-County Building 5<sup>th</sup> Floor, Existing Layout

**LEGAL NOTICE**

**REQUEST FOR PROPOSALS**

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

**2:00 P.M., TUESDAY, MAY 31, 2016**

**REQUEST FOR PROPOSALS NO. 316012**

**A/E DESIGN SERVICES FOR THE DIVISION OF INFORMATION MANAGEMENT  
OFFICE REMODEL**

**CITY/COUNTY BUILDING**

**210 MARTIN LUTHER KING JR. BLVD.**

**MADISON, WISCONSIN**

Dane County is inviting Proposals for professional architectural and engineering design services to provide construction documents and a comprehensive phased plan which details means of optimizing space to include operation and performance of climate controlled computer equipment and space for staffing needs. 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 Tuesday, May 10, 2016** by downloading it from [countyofdane.com/pwbids](http://countyofdane.com/pwbids). Please call Ryan Shore, Project Manager, at 608/266-4475, or our office at 608/266-4018, 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 [danepurchasing.com/registration](http://danepurchasing.com/registration) or obtain one by calling 608/266-4131.

An informational facility tour will be held Thursday, May 19, 2016 at 11 a.m., at the City County Building, Fifth Floor starting in 524. Proposers are strongly encouraged to attend this tour.

**PUBLISH:   MAY 10 & MAY 17, 2016 - WISCONSIN STATE JOURNAL  
              MAY 10 & MAY 17, 2016 - 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: <b>Professional Design Services</b>											
REQUEST FOR PROPOSAL NO.: 316012	PROPOSAL DUE DATE: 05/31/2016	BID BOND: N/A	PERFORMANCE BOND: N/A								
<p align="center"><b>PROPOSAL INVALID WITHOUT SIGNATURE</b></p> <p>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.</p> <table border="1"> <tr> <td><b>SIGNATURE OF PROPOSER REQUIRED: (Do Not Type or Print)</b></td> <td><b>DATE:</b></td> </tr> <tr> <td>SUBMITTED BY: (Typed Name)</td> <td>TELEPHONE: (Include Area Code)</td> </tr> <tr> <td colspan="2">COMPANY NAME:</td> </tr> <tr> <td colspan="2">ADDRESS: (Street, City, State, Zip Code)</td> </tr> </table>				<b>SIGNATURE OF PROPOSER REQUIRED: (Do Not Type or Print)</b>	<b>DATE:</b>	SUBMITTED BY: (Typed Name)	TELEPHONE: (Include Area Code)	COMPANY NAME:		ADDRESS: (Street, City, State, Zip Code)	
<b>SIGNATURE OF PROPOSER REQUIRED: (Do Not Type or Print)</b>	<b>DATE:</b>										
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:

<input type="checkbox"/> <b>D</b>	<b>DBE</b>	<input type="checkbox"/> <b>B</b>	<b>African American</b>	<input type="checkbox"/> <b>L</b>	<b>Male</b>	<input type="checkbox"/> <b>E</b>	<b>ESB</b>
<input type="checkbox"/> <b>M</b>	<b>MBE</b>	<input type="checkbox"/> <b>H</b>	<b>Hispanic American</b>	<input type="checkbox"/> <b>F</b>	<b>Female</b>		
<input type="checkbox"/> <b>W</b>	<b>WBE</b>	<input type="checkbox"/> <b>N</b>	<b>Native American / American Indian</b>				
		<input type="checkbox"/> <b>A</b>	<b>Asian Pacific American</b>				
		<input type="checkbox"/> <b>I</b>	<b>Asian-Indian American</b>				
↓		↓		↓		↓	
<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](http://www.danepurchasing.com/partner_benefit.aspx)

## REQUESTED SERVICES AND BUSINESS INFORMATION

### 1. GENERAL INFORMATION

- A. Dane County is inviting proposals for professional architectural and engineering (A/E), services for the Division of Information Management Office Remodel. The proposal will require development of the conceptual layout through creation of Construction Documents for bidding of the project. The proposal shall also include bidding services and construction administration services through the completion of the project
- B. Dane County's Information Management Division is responsible for building and maintaining the county's network and information technology-related infrastructure, developing and purchasing computer programs to increase the openness and efficiency of county government, and assisting employees with technology-related problems when they arise. Functionality of the Division must be maintained during the Project
- C. Proposals must include separate costs for each phase of the project. Provisions must be made to ensure no loss of computer server functionality or damage to equipment during the project.
- D. To be considered for this project, the Consultant must meet or exceed the following criteria:
  - 1. Have more than one registered architect as lead 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 (3) 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 *Architectural / Engineering Professional Services Agreement*.
- B. Phase 1 - Server Room Design & Construction
  - 1. Design & construction services shall be for a comprehensive plan from concepts to Construction Documents through the complete remodel of the computer Server Room.
  - 2. Provisions must be made to ensure no loss of computer server functionality or damage during the project.
  - 3. Proposal shall include line item cost for this Phase, which is planned for 2016.
- C. Phase 2 - Fifth Floor Design & Construction
  - 1. Design services shall be for concepts through schematic design for a remodel of this space.



2. Provisions must be made to move staff, furnishings & equipment while maintaining Information Management Division services.
3. Proposal shall include two line item costs for:
  - a. The concepts through Schematic Design Phase, which is done in conjunction with Phase 1; and
  - b. The Design Development through completion of the space remodel, which is planned for 2017.

**3. PROPOSAL CONTENT**

- A. Interested consultants are requested to submit the following information in their proposal, in distinct sections or divisions:
1. Proposer’s cover letter, Signature Page and Fair Labor Practices Certification.
  2. Description of firm’s qualifications, related experience, organization and resources.
  3. Brief list of similar projects (min. of three, max. of five) previously completed with the project details, 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. 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. Actual consultant project engineer / architect will be interviewed if firm is short-listed. 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. Individual fee for five separate services stated as fixed fees. The five separate services are detailed in Section 2. *Scope of Services* and in the *Architectural / Engineering Professional Services Agreement*. In addition, provide Hourly Rates for professional services as outlined in the Agreement as a table to be included in the proposal.
  8. State clearly any limitations you wish to include in *Architectural / Engineering 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	25%
Strength / Capabilities	20%
Relative Experience	20%
Approach to Project	15%
Past Project References	10%
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.

**6. FACILITY TOUR**

- A. A proposing company facility tour will be held on Thursday, May 19, 2016 at 11 a.m. at the City-County Building, 210 Martin Luther King, Jr. Blvd., Madison, Wisconsin, starting on the Fifth Floor, Room 524. This cursory tour will go until approximately 12p.m. Proposing companies are strongly encouraged to attend this tour, however attendance is optional

**7. OWNER’S RESPONSIBILITY**

- A. Dane County will provide all available building site, architectural, structural, mechanical, electrical, plumbing, telecommunications, fire protection, and security drawings 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.

**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>
May 10, 2016	RFP issued
May 19, 2016 - 11:00 a.m.	Facility tour
May 23, 2016 - 2:00 p.m.	Written inquiries due
May 31, 2016 - 2:00 p.m.	Proposals due
June 14, 2016 (estimated)	Notification of intent to award sent out
July 12, 2016 (estimated)	Agreement start date

**9. 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 Ryan Shore, Public Works Project Manager, 608/266-4475, shore@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 31, 2016.
- 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.

## 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 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.nlrb.gov](http://www.nlrb.gov) and [werc.wi.gov](http://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.**

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

**EQUAL BENEFITS COMPLIANCE PAYMENT CERTIFICATION FORM**

**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

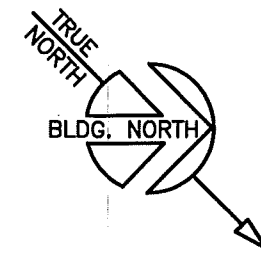
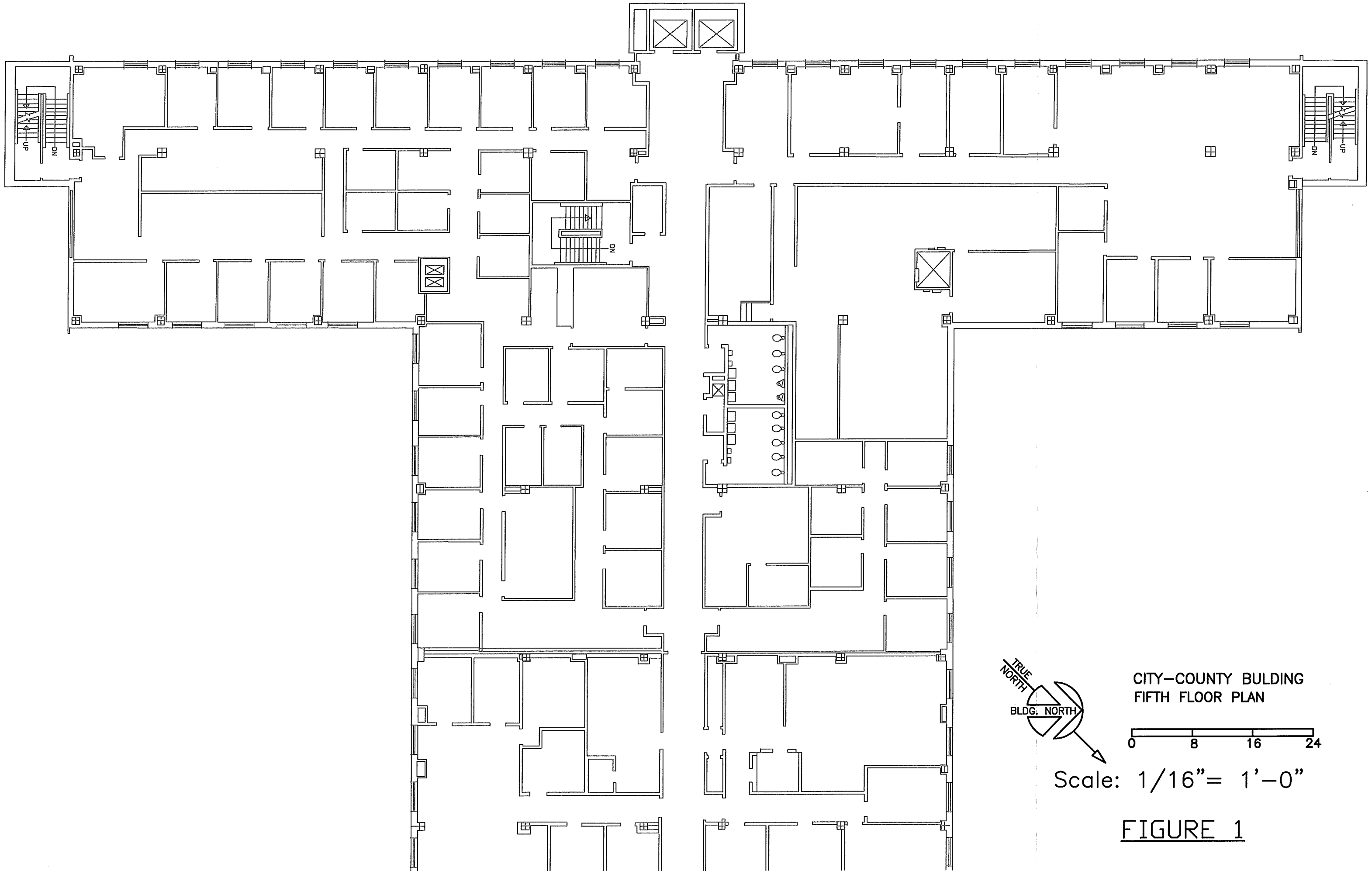
\_\_\_\_\_  
Printed or Typed Name of Contractor

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

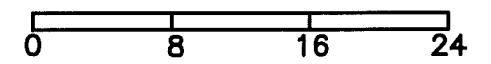
Signed \_\_\_\_\_

Date \_\_\_\_\_

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



CITY-COUNTY BUILDING  
FIFTH FLOOR PLAN



Scale: 1/16" = 1'-0"

FIGURE 1