



# 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

April 9, 2013

## ATTENTION ALL REQUEST FOR PROPOSAL (RFP) HOLDERS

**RFP NO. 313044 - ADDENDUM NO. 5**

### ARCHITECTURAL AND DESIGN SERVICES FOR THE

### MEDICAL EXAMINER OFFICE BUILDING

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**PROPOSALS DUE:** THURSDAY, APRIL 11, 2013, 2:00 PM. DUE TO CHANGE IN REQUESTED SERVICES AND BUSINESS INFORMATION PAGES AND ADDITION OF QUESTIONS PAGE **ARE** CHANGED BY THIS ADDENDUM.

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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. Question Page**

Add new Question Page, issued with this Addendum.

**2. Requested Services and Business Information**

Pages RSBI-1-4: Delete current pages RSBI-1-4; replace with new pages RSBI-1-4, issued with this Addendum.

If any additional information about this Addendum is needed, please call Rob Nebel at 608/267-0119 or 608/575-0890, [nebel@countyofdane.com](mailto:nebel@countyofdane.com)

Sincerely,

Rob Nebel  
Assistant Public Works Director

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## RFP 313044 Questions

1. Is FF&E included in the \$3.4M construction budget? If FF&E is not included in the construction budget are the offices all systems furniture or custom millwork, is the lab and autopsy areas modular casework (equipment) or custom built-in casework? We are assuming the x-ray equipment, coolers, freezers, lab equipment, autopsy exam lights, stainless steel tables, breakroom refrigerator, microwave, etc are all considered under FF&E?
  - This project is budgeted for 3.75m (includes FFE, and A/E services) and the county will thoroughly evaluate the needs of the Medical Examiner's Office and address those needs in a fiscally responsible manner which may or may not require additional funding.
2. Is the square footage approximately 15,000sf or 20,000sf. If we submit on 20,000sf and some else bases their fee on 15,000 then the proposals aren't apples to apples – please clarify.
  - See item 10.
3. Verify if the medical examiner (ME) site will need to address its own storm water management.
  - yes
4. Verify if the ME site will need to address its own infiltration
  - Yes
5. If there's needs to be on site infiltration for the ME site than the soil logs must be per USDA soil classification.
  - Yes
6. Do we assume the ME site will have 40 parking stalls or more? If yes then the site will be required to address oil and grease.
  - Less than 40
7. Will the ME site have public sewer and water, if yes is it in the street or will it be by the time this site develops?
  - No, Septic/well
8. How many copies of the RFP are to be submitted?
  - 5 copies
9. Is LEED certification required? At the pre bid conference I noted that the project was to be equal to LEED silver but would not go through the complete accreditation process. Are LEED systems commissioning to be a part of the project? Please clarify.
  - No commissioning/no accreditation – goal silver point
10. At the pre bid meeting a building size of 15,000 – 20,000 SF was discussed. The RFP under article 2 a) indicates the garage is to be 15,000 – 20,000 SF. What is the approximate total size of the entire ME project?
  - Total project for ME project is 15,000 (including a 2,500 garage)

## REQUESTED SERVICES AND BUSINESS INFORMATION

- A. Dane County is seeking proposals for professional architectural and engineering (A/E) design and construction services. Dane County is buying 22 acres just east of Madison for an expanded medical examiner's office. Plans and specifications must meet all applicable State building codes.
- B. Services that will be included in a Professional Services Agreement are as follows:
- 1. Adhere to Dane County Green Building Policy in every phase of the Work (from Schematic Design through Commissioning / Start-Up). LEED® certification is a goal of this project.
  - 2. Schematic Design documents:
    - a) Implementation of Facility Study results into preliminary drawings for Dane County review, input and modifications; and
    - b) Refined cost estimates.
  - 3. Design Development documents:
    - a) Working design drawings and specifications for Dane County review, input and modifications; design to include all building architectural, structural, mechanical, electrical, plumbing, telecommunications, fire protection, security and utility services; and
    - b) Design Development level cost estimates.
  - 4. Construction Documents:
    - a) Final design drawings and specifications for Dane County review, input and modifications; design to include all building architectural, structural, mechanical, electrical, plumbing, telecommunications, fire protection, security and utility services;
    - b) Detailed cost estimates; and
    - c) Final Construction Documents; all drawings and specifications to be stamped by professional architect and/or engineer and State approved.
  - 5. Bidding Process:
    - a) Represent Dane County throughout process;
    - b) Modify project design as required by Dane County Agreement; and
    - c) Provide details for any addenda, change orders or construction bulletins.
  - 6. Construction:
    - a) Coordinate project with Dane County Public Works Project Engineer;
    - b) Construction inspection (two inspections/week – minimum) and construction meetings (two meetings/month) including construction meeting minutes;
    - c) Approving material submittals; and
    - d) Processing construction documents such as construction bulletins, pay requests, change orders and shop drawings.
  - 7. Commissioning / Start-Up:
    - a) LEED® certification building and systems commissioning procedures;
    - b) Coordinate start-up with Public Works Project Engineer;
    - c) Development and completion of project punch list; and

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•d) Training Dane County for building and systems operations.

C. Interested consultants are requested to submit the following information in their proposal, in 9 distinct divisions:

1. Description of firm's qualifications, experience, organization and resources. This description must pay specific attention to the programming, planning and design of Medical Examiner facility. Description must include:

- a) Experience with, or involvement in developing associated professional design standards, regulations, codes, etc.;
- b) Related new construction experience;
- c) Related facility renovation/remodeling experience; and
- d) Resumes describing the professional affiliations, educational and work experiences for each of the key staff including sub-contractors that would be assigned to this Work; these key staff shall retain project involvement and oversight throughout the course of the Work.

2. Listing of at least three specific facility type(s) construction projects completed by their company that are similar to the one being proposed. If project does not include both a facility study and construction project, then list three facility studies and three construction projects. 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) Start and end dates of services; and
- e) Specific details of originally proposed project budget and time of completion and final (actual) project budget and time of completion.

3. Description of programming, planning and design techniques to be used in approaching the Work. Close attention will be paid to the A/E firm's knowledge and understanding of:

a) Medical Facility:

Description of Room needed:

- 1 Administrative Assistant Area (incl. copy and waiting for 6)
- 2 Morgue Tech
- 7 MLI
- 3 Doctors Offices
  - 1 Director Of Operations Office
  - 2 Night Rooms
- 1 Conference Room (Seating 25 In Rows)
- 1 Family Meeting Room (Seating 8)
- 1 Kitchen Break Area (Seating 8)
- 1 Closet Storage MLI/Staff (16 Open Storage)
- 1 Storage (Tissue/Slide/Specimen) (3 chest freezers, 66 l.f. shelving)
- 1 Storage (Chemical)
- 1 Storage (Supply)
- 1 Storage (Records) (56 l.f. 2' deep files)
- 1 Storage (Evidence/Property)
- 1 Cart Cleaning Room

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- 3 Autopsy
    - 1 Lab (2) 15'x10' lab stations
    - 1 X-Ray Room
    - 1 Scale Room/Check In Area
    - 1 Clean Room Adjacent To Morgue
  - 4 Coolers (double current 13x18)
    - 1 Freezer (double current 9x9)
  - 2 Locker Rooms (2 Showers and Water Closets per Sex)
    - 1 Laundry
    - 1 PPE Storage Area (40 l.f. adjacent to other circulation)
    - 1 Garage
      - Approximate sqft space 15,000 to 20,000
  - b) State and federal statutes, regulations and codes for the same; and
  - c) Specific experience with specialized facilities and populations.
4. Listing of other consultants who will participate in this Work and their area of expertise.
5. 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 Date.
6. Details of experience with green building design and LEED® certification projects and procedures.
7. Fee for services stated as a lump sum.
8. State clearly any limitations you wish to include in agreement and advise of any conditions that you may have
9. Design Development should include information on additional financial incentives including but not limited to Focus on Energy and other State and Federal incentives available for this project.

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D. Proposing consultants will be evaluated on this criteria:

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

E. A proposing company facility tour will be held on April 4, 2013 at 10:30 a.m. at 1919 Alliant Energy center Way, Madison, WI – first and then will continue at 3562 County Road AB, McFarland, Wisconsin. All Proposing companies are strongly encouraged to attend this tour, however attendance is optional.

- F. Dane County will provide all surveying services including existing plot plan, existing building locations and elevations. Dane County may also provide material and services such as excavating, grading aggregate and paving.
- G. Deliverables: Provide the following deliverables:
1. Five (5) bound 11"x17" plan set hardcopies for each of the facilities.
  2. Five (5) spiral bound 8.5"x11" specification books for each of the facilities.
  3. CADD files for all plans, Word document files for specifications and building material lists.
- H. 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 26, 2013	RFP issued
April 4, 2013	Facility Tour
April 6, 2013 @ 2:00 p.m.	Written inquiries due
April 8, 2013	Addendum (if necessary)
April 11, 2013 @ 2:00 p.m.	Proposals due
April 18, 2013 (estimated)	Oral presentations / interviews for invited proposing companies
April 25, 2013 (estimated)	Notification of intent to award sent out
May 2, 2013 (estimated)	Contract start date
July 26, 2013 (estimated)	Construction Documents due

- I. Dane County Department of Public Works, Highway & Transportation, 1919 Alliant Energy Center Way, Madison, Wisconsin 53713, will receive your Proposal.
- J. Information regarding this project may be obtained from Rob Nebel, Assistant Public Works Director, 608/267-0119 or 608/575-0890, nebel@countyofdane.com.
- K. 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.
- L. **All Proposals must be submitted by 2:00 P.M., Tuesday, April 11, 2013.**
- M. Dane County reserves the right to accept or reject any Proposal submitted.
- N. 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.
- O. 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.

P. Dane County is an Equal Opportunity Employer.