



RFP NO. 315041

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. 315041
LAUNDRY FACILITIES UPGRADE
PUBLIC SAFETY BUILDING & FERRIS HUBER CENTER
MADISON, WISCONSIN

Due Date / Time: **TUESDAY, SEPTEMBER 8, 2015 / 2:00 P.M.**

Location: **PUBLIC WORKS OFFICE**

FOR INFORMATION ON THIS REQUEST FOR BIDS, PLEASE CONTACT:

SCOTT CARLSON, PROJECT MANAGER
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

August 11, 2015

INVITATION FOR PROPOSALS

You are invited to submit a Proposal for RFP No. 315041 to provide professional architectural & engineering design services for a Laundry Facilities Upgrade for the Public Safety Building & Ferris Huber Center. The Proposals are due on or before **2:00 p.m., September 8, 2015**. No proposal bond or performance bond is required for this project.

PROJECT DESCRIPTION

This is a phased project to increase the laundry services capacity at two separate Dane County locations. The project design will involve following the recommendations of a feasibility study, additional planning, space alterations, & new equipment with all associated utilities.

SPECIAL INSTRUCTIONS

Please be sure to complete one unbound original and four 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. 315041
Laundry Facilities Upgrade
2:00 p.m., September 8, 2015"
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 Manager

Encl.: Request for Proposals No. 315041 Package

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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, SEPTEMBER 8, 2015

REQUEST FOR PROPOSALS NO. 315041

LAUNDRY FACILITIES UPGRADE

PUBLIC SAFETY BUILDING & FERRIS HUBER CENTER

MADISON, WISCONSIN

Dane County is inviting Proposals for professional architectural and engineering design services. The Sheriff's Dept. is looking to build out a laundry facility in one building & modify existing services in another 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 August 11, 2015** by downloading it from countyofdane.com/pwbids. Please call Scott Carlson, Project Manager, at 608/266-4179, 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 or obtain one by calling 608/266-4131.

An informational facilities tour will be held September 2,2015 at 9:00 a.m. at the Public Safety Building, 115 West Doty St., Madison, starting in a room yet to be determined. Proposers are required to attend this mandatory tour in order to propose on the Work.

PUBLISH: AUGUST 11 & 18, 2015 - WISCONSIN STATE JOURNAL
AUGUST 11 & 18, 2015 - 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, Specific Goods, Other] | | | |
| REQUEST FOR PROPOSAL NO.: 315041 | PROPOSAL DUE DATE: 09/08/15 | BID BOND: N/A | PERFORMANCE BOND: N/A |
| <p>PROPOSAL INVALID WITHOUT SIGNATURE</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> | | | |
| 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:

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

REQUESTED SERVICES AND BUSINESS INFORMATION

1. GENERAL INFORMATION

- A. Dane County is inviting proposals for professional architectural and engineering (A/E) for the Laundry Facilities Upgrade at the Public Safety Building & the Ferris Huber Center.
- B. The Dane County Public Safety Building is located on the Outer Ring of the Capitol Square on West Doty Street between South Hamilton and South Carroll Streets in downtown Madison, Wisconsin. The building was built in the early 1990s & houses the Dane County Departments of the Sheriff, Emergency Management & the Medical Examiner.
- C. The Ferris Huber Center is run by the Dane County Sheriff & houses inmates primarily on a work release program. It is located off East Rusk Road near the intersection of East Rusk and Rimrock Roads in Madison, Wisconsin.
- D. To be considered for this project, the Consultant must meet or exceed the following criteria:
 - 1. Have more than one registered professional engineer as responsible member of the firm.
 - 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) similar large laundry operations facilities 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. Design & Construction
 - 1. Design & construction services shall be for two facilities.
 - 2. Meet with designated Dane County Sheriff's Department representatives to determine facilities requirements. An architectural space programming plan & conceptual floor plans have been developed. This will be shared with the selected A/E firm.
 - 3. Law Enforcement Planning Guidelines: Any guidelines for design, specification of materials, and protocols provided by the Dane County Sheriff's Department shall be used in the development of the study. In addition, State of Wisconsin and National guidelines, such as the IACP Police Facility Planning Guidelines, shall be referenced as necessary for during concept design.

3. PROPOSAL CONTENT

- A. Interested consultants are requested to submit the following information in their proposal, in eight 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 (min. of three, max. of five) of similar projects 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 both project phases.
 7. Fee for services stated as fixed fee.
 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 | 10% |
| Relative Experience | 30% |
| Approach to Project | 20% |
| Past Project References | 25% |
| Interview | 5% |
| 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. Prices shall be submitted in the Proposals:
1. Design & Construction - a fixed fee.

6. FACILITY TOUR

- A. A proposing company facility tour will be held on September 8, 2015 at 9:00 a.m. at the Public Safety Building, W. Doty St., Madison, Wisconsin, starting in a location to be announced. After this we will also tour the Huber Center off Rusk Ave., Madison. This cursory tour will go until approximately 11:30 a.m.. Attendance at this tour is mandatory for proposing companies to be considered for this Work.

7. 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.

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> |
|-----------------------|---|
| 08/11/15 | RFP issued |
| 08/24/15 | Background Check Forms due |
| 09/02/15 - 10:00 a.m. | Facility tour |
| 09/03/15 - 2:00 p.m. | Written inquiries due |
| 09/04/15 | Addendum (if necessary) |
| 09/08/15 - 2:00 p.m. | Proposals due |
| 09/14/15 (estimated) | Oral presentations / interviews for invited proposing companies |
| 09/17/15 (estimated) | Notification of intent to award sent out |
| TBA | Contract 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 Scott Carlson, Public Works Project Manager, 608/266-4179, carlson.scott@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, September 8, 2015.

- 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) days following the proposal due date.
- H. Dane County is an Equal Opportunity Employer.

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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 25.11(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.

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COUNTY OF DANE
ARCHITECTURAL / ENGINEERING PROFESSIONAL SERVICES AGREEMENT
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COUNTY OF DANE

ARCHITECTURAL / ENGINEERING PROFESSIONAL SERVICES AGREEMENT

SIGNATURE PAGE

Date: [Date]

Project No.: 315041

Agreement No.: _____

THIS AGREEMENT is between the County of Dane, by its Department of Public Works, hereinafter referred to as "COUNTY", and [A/E Name, Address, City, State, Zip], hereinafter called the "A/E".

WITNESSETH

WHEREAS, COUNTY proposes securing architectural / engineering services for a project described as follows:

Laundry Facilities Upgrade

WHEREAS, COUNTY deems it advisable to engage the services of the A/E to furnish professional services in connection with this project, and

WHEREAS, COUNTY has authority to engage such services, and

WHEREAS, the A/E represents that it is in compliance with the applicable Wisconsin Statutes relating to the registration of architects and professional engineers and designers, and has agreed to furnish professional services for COUNTY.

NOW, THEREFORE, in consideration of the premises and to their mutual and dependent agreements, the parties hereto agree as set forth in the following pages, which are annexed hereto and made a part hereof.

IN WITNESS WHEREOF, COUNTY and the A/E have executed this Agreement as of the above date.

[A/E Firm Name]

COUNTY OF DANE

Signature _____ Date _____

Joseph T. Parisi, County Executive _____ Date _____

Printed Name _____

Scott McDonell, County Clerk _____ Date _____

Title _____

Federal Employer Identification Number (FEIN) _____

1. ARTICLE 1: SCOPE OF AGREEMENT

- 1.A. This Agreement between COUNTY and the person or firm, duly licensed under the laws and in accordance with the regulations of the State of Wisconsin, hereinafter referred to as the "A/E" shall be governed by the following Terms and Conditions.
- 1.B. The A/E shall provide technical and professional services under this Agreement. The Terms and Conditions of this Agreement shall apply to modifications made to this Agreement and shall apply to both the services rendered in the creation of the design and to the additional services called for in carrying out the design.
- 1.C. The A/E shall serve as the professional technical advisor and consultant to COUNTY in matters arising out of or incidental to the performance of this Agreement and in that capacity, the A/E shall not have a contractual duty or responsibility to any other person or party or individual regarding the services under this Agreement, except as that duty may arise under the laws of the State of Wisconsin. The A/E is not an agent of the COUNTY within the meaning of s. 893.80 or 895.46, Wis. Stats.
- 1.D. Professional services performed or furnished under this Agreement shall be based on the care and skill ordinarily used by members of the profession involved, who practice under the authority of and who are governed by the license issued under the Wisconsin Statutes and the Wisconsin Administrative Code. The standard of care for architectural, engineering services under this Agreement shall include design of buildings, structures and / or related infrastructural systems that comply with applicable building codes.
- 1.E. The A/E shall review and become familiar with the current Division 00 & 01 requirements utilized by COUNTY in construction contracts and shall provide services and work, consistent with such requirements, so that the Contractor's schedule is not negatively impacted.
- 1.F. The A/E shall review and become familiar with the current Division 00 & 01 requirements utilized by COUNTY in construction contracts and shall provide services and work, consistent with such requirements, so that the Contractor's schedule is not negatively impacted.
- 1.G. The A/E shall be professionally responsible for work performed under this Agreement. Upon written approval of COUNTY, the A/E may subcontract work to an approved consultant under this Agreement, to the specific extent authorized by COUNTY. The authorization to subcontract shall not relieve the A/E of professional or contractual responsibility for any work performed or delivered under this Agreement. The authorization to subcontract shall not be construed to create any contractual relationship between COUNTY and such consultant.
- 1.H. Subcontracts for services under this Agreement shall provide that work performed under such subcontract, shall be subject to provisions of this Agreement and shall also provide that any professional duty or responsibility pertaining thereto shall be accomplished to the benefit of COUNTY. Upon request, an electronic copy of each such subcontract for which COUNTY approval is granted shall be furnished to COUNTY.
- 1.I. The A/E may substitute consultants or professional staff under this Agreement only to the specific extent authorized by COUNTY in writing.
- 1.J. In the performance of this Agreement, the A/E shall become familiar with and perform such services in accordance with the specifications set forth in the Request for Proposals document. The COUNTY reserves the right to update County Master Specifications

Division 00 and Division 01 at any time, including after the signing date of this Agreement. The A/E shall use and conform to the most current County Master Specifications Division 00 and Division 01 available at the time of Final Review Documents and the A/E shall not be eligible for a change order based upon alterations to said County Master Specifications Division 00 and Division 01 occurring after the date of Agreement signing.

ARTICLES 2 THROUGH 12 & ATTACHMENTS TO BE ISSUED VIA ADDENDUM

SAMPLE

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.

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SUPPLEMENTARY CONDITIONS

1. JAIL ACCESS

- A. The Background Check Form on the following page must be filled out before access can be granted to the Dane County project sites. Visiting the sites is mandatory to propose on this project.
- B. Submit Background Check Form_(one form per participant) via fax to Scott Carlson at 608/267-1533 or scan & email it to carlson.scott@countyofdane.com.
- C. In order to be considered & cleared, submit all forms no later than August 24, 2015.

PROPOSING COMPANIES MANDATORY FACILITY TOUR & MEETING



LAUNDRY FACILITIES UPGRADE
PUBLIC SAFETY BUILDING & FERRIS HUBER CENTER
MADISON, WISCONSIN
WEDNESDAY, SEPTEMBER 2, 2015

BACKGROUND CHECK FORM

PLEASE TYPE OR PRINT LEGIBLY

2. TO BE FILLED OUT FOR EACH TOUR & MEETING PARTICIPANT:

This form is mandatory for each individual intending to tour the facilities. Proposers are required to obtain security clearance for individuals scheduled to attend the on-site tours. A full criminal background check will be performed. No more than three (3) individuals may participate for any one Proposing Company. A government issued photo identification is required to enter the facilities.

First Name

Middle Name

Last Name

Other Names Used

Date of Birth Sex Race

Driver's License No. State Issued

Current Full Address

Cities & States Lived In, Past 10 Years

Felony Convictions? (Yes or No)

If yes, when?

Misdemeanor Convictions? (Yes or No)

If yes, when?

Today's Date

Please allow 4-5 full business days for the background process to be completed. Thank you.

OFFICE USE ONLY

D.O.T. TICKETS
C.I.B. JAIL RECORDS
F.B.I. LOCAL COMPUTER CONTACTS
CCAP
WARRANTS

Date Criminal History Run _____

Submit to: