

JEFFERSON COUNTY, WISCONSIN



REQUEST FOR PROPOSAL RFP 2019-5 COURTHOUSE AND SHERIFF BUILDING DESIGN SERVICES

CONTACT INFORMATION	
BUYER	Jefferson County, c/o Ben Wehmeier
E-MAIL CONTACT	benjaminw@jeffersoncountywi.gov
MAILING ADDRESS	311 S Center Ave, Room 111 Jefferson, WI 53549

SCHEDULE OF EVENTS	
The following dates are provided for your information and planning purposes. Although every effort will be made to follow this schedule, we reserve the right to modify the dates as necessary.	
RFP Released	November 19, 2019
Pre-proposal conference	December 3, 1:00 PM, East Lobby Entrance Jefferson County Courthouse 311 S. Center Ave. Jefferson, WI
Questions Due	December 4, 4:00 PM
Responses to Questions	December 6, 12:00 PM
Proposals Due	311 S Center Ave., Room 111 Jefferson, WI 53549 December 10, 2019 at 12:00 p.m.
Proposal Review/Interview Process	December 16 – 20, 2019
Building and Grounds Committee Approval	January 3, 2020
Board of Supervisors Approval	January 14, 2020
Commencement Date	To Be Determined

REQUEST FOR PROPOSAL

PREPARATION, SUBMISSION, PROCESS AND AWARD

A. Communication:

This RFP is issued on behalf of Jefferson County by the Central Services Department. The buyer assigned to this RFP, along with contact information, is noted on Page 1. The buyer is the sole point during this process and no information provided by any personnel will be considered binding.

The County prohibits communication initiated by the respondent to any other County official, employee or representative evaluating or considering the proposals, prior to the time an award has been made.

All respondents shall use this written document, its attachments and any amendments as the sole basis for responding.

B. Access to County Building:

Controlled access screening is mandatory for all vendors seeking access to the Courthouse. Vendors who will be visiting are to enter and exit the facilities through the main Courthouse public entrance 311 S Center Avenue. Screening will take place in the lobby of the Courthouse. Allow sufficient time to get through the screening process if you are hand delivering your response.

C. Clarifications/Amendments:

If you discover any significant ambiguity, error, omission or other deficiency in the RFP, immediately notify the Buyer in writing. All other questions, clarifications or exceptions regarding the RFP document must be raised prior to the submission of the proposal. We encourage you to submit preliminary questions prior to the pre-proposal conference. Please note the due dates and times noted on page 1 for questions. All questions must be submitted to the buyer/Jefferson County in writing, via email, with the RFP Number and description clearly identified.

If it becomes necessary to clarify or revise any part of this RFP, amendments will be posted to the Jefferson County website: <http://www.jeffersoncountywi.gov/rfp>, in accordance with the schedule on Page 1. It is the responsibility of prospective vendors to check the website for any amendments prior to the proposal due date.

D. Contents of Proposal:

All attachments, additional pages, addenda or explanations supplied by the vendor with their proposal will be considered as part of the proposal response.

E. Nonconforming Terms and Conditions:

A response that includes contractual terms and conditions that do not conform to the contractual terms and conditions in the RFP document are **subject to rejection as nonresponsive**. Jefferson County reserves the right to permit the respondent to withdraw nonconforming terms and conditions from its response or negotiate changes to the contractual requirements prior to making a determination of responsiveness.

F. Amendment/Withdrawal of Proposals by Vendor:

After receipt by the Central Services Department, vendor proposals may only be amended by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the bid proposal due date unless authorized by the buyer/Jefferson County.

Proposals may be withdrawn only in total, and only by a written request to the buyer/Jefferson County prior to the time and date scheduled for opening of proposals.

PROPOSAL FORMAT & SUBMISSION

A. Tentative Project Timeline

Please Note: These dates are for planning purposes. They represent the County's desired timeline for implementing this project. Any revision to the Due Date for submission of proposals will be made by addendum. All other dates may be adjusted without notice, as needs and circumstances dictate.

Issuance of RFP	November 19, 2019
Required pre-proposal conference - East Lobby Entrance	December 3, 1:00 PM
Questions on RFP due from Vendors	December 4., 4:00 PM
Responses to questions provided to Vendors	December 6, 12:00 PM
Proposal responses due from vendors	December 10, 12:00 PM
Proposal review/interview process	December 16 - 20
Review proposal selections with Building and Grounds Committee	January 3
Award of contract pending County board approval	January 14
Send out Intent to Award/Thank You letters	Mid-January
Contract start date	TBD between County and Vendor

B. RFP Questions

All questions related to this RFP must be in writing and received by the Jefferson County Administration Department Attention: Ben Wehmeier no later than 4:00 p.m., December 4, 2019 via e-mail to benjaminw@jeffersoncountywi.gov. Clearly mark the e-mail: "Questions for RFP-Courthouse and Sheriff Building Design Services." **Mailed, phone call and faxed questions will not be accepted.**

Answers to all written questions will be published in the form of an addendum and posted on the Jefferson County website at: (<http://www.jeffersoncountywi.gov/rfp>). It is the responsibility of all interested vendors to access the web site for this information. Calls for assistance with the web site can be made to (920) 674-7142.

C. Proposal Submission Requirements:

Proposal documents must be submitted via email. Any deviation from these requirements may result in the proposal being considered non-responsive, and could eliminate the vendor from further consideration. The proposal shall be prepared with a straight forward, concise delineation of the vendor's capabilities to satisfy the requirements of this RFP.

Proposals should be prepared in a simple, cost effective format providing a straightforward, concise description of the vendor's capabilities to satisfy the requirements of the RFP. The use of elaborate materials and the inclusion of additional information that has no direct bearing on the project are not desired. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled. Instructions relative to each part of the response to this RFP are defined in the remainder of this section.

D. Email Address:

All submissions are to be emailed to:
Ben Wehmeier, County Administrator
BenjaminW@jeffersoncountywi.gov

E. Response Receipt/Opening:

Responses received after the due date and time will be rejected.

All proposals received in response to this request will become the property of the County and will not be returned to the respondents.

F. Interviews:

Interviews may be required of selected finalists at the respondent’s expense. However, an award may be made without discussion with the respondents. Therefore, respondents are cautioned that proposals should be submitted initially on the most favorable terms, from both a technical and cost standpoint.

If an interview is required, the selected finalists will be notified of the date and time of the interview process. Vendors not selected will also be notified.

Proposers not selected will be notified that their proposal will no longer be considered unless the evaluation committee finds, after the completion of interviews, that additional proposers should be interviewed.

G. Financial Verification

Vendor verification prior to award: Vendor’s financial solvency may be verified through financial background checks via Dun & Bradstreet or other means (i.e.; Wisconsin Circuit Court Access, UCC) prior to contract award. Jefferson County reserves the right to reject proposals based on information obtained through these background checks if it’s deemed to be in the best interest of the County.

H. Evaluation and Award:

Proposals will be evaluated in accordance with the criteria listed below. Award will be made to the responsive, responsible Contractor who complies with the requirements and scores the highest total on the evaluation criteria as it pertains to the overall needs of Jefferson County.

Experience of company and assigned personnel in performing similar work	45%
Quality and completeness of Proposal including methods used to produce deliverables and adequacy in responding to the scope of services as defined in RFP	45%
Cost	10%

I. Other Considerations:

Factors which include, but are not limited to, quantity involved, time of completion, purpose for which required, competency and financial capacity of vendor, ability to render satisfactory service and past performance will be considered in determining status as a responsible vendor. The County reserves the right to request additional information as may reasonably be required to make this determination and to further investigate the qualifications of the respondent as deemed appropriate.

All work shall conform to all applicable industry, federal, state and local laws, codes, ordinances, and standards.

The County prohibits communication initiated by the respondent to any County official, representative from another entity or employee evaluating or considering the proposals, prior to the time a decision has been made.

Interested vendors must inform the County Administrator, prior to proposal submission deadline, if they have any pre-existing business relationship(s) with the County related to this project that may conflict with a potential contract award.

Jefferson County reserves the right to accept or reject any or all proposals and to waive any informality in proposals Jefferson County determines that doing so is in the best interests of Jefferson County. No vendor will be provided with financial and/or competitive vendor information on this proposal until after the award of contract has been made. To the extent possible, it is the intention of Jefferson County to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of Jefferson County. At that time, all proposals will be available for review in accordance with the Wisconsin Open Records Law. Jefferson County shall not be held liable for any claims arising from disclosure it determines is required under the Wisconsin Open Records Law.

Taxes: Jefferson County and its departments are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise taxes.

This contract shall be subject to the laws of the State of Wisconsin. In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Stats., sexual orientation as defined in s.111.32(13m), WI Stats, national origin, or any other class protected under federal, state or local law.

Jefferson County is an Equal Opportunity Employer.

The chosen vendor will be required to provide a certificate of insurance at an amount to be determined by the County.

J. Reservations:

This RFP does not commit the County to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The Central Services Department reserves the right to accept or reject any or all proposals received as a result of this request, request additional information, waive minor irregularities in the procedure, negotiate with any qualified source, or to cancel this RFP in part or in its entirety.

K. Non-Interest of County Employees and Officials:

No County official, employee or representative on the evaluation committee shall have any financial interest, either direct or indirect, in the proposal or contract or shall exercise any undue influence in the awarding of the contract.

L. RFP Tabulations:

RFP tabulations are available to the public after contract execution, approximately 60-90 days from the date of the opening. RFP Tabulations can be found at the Jefferson County website <http://www.jeffersoncountywi.gov/rfp>. If you are unable to access the internet, you may contact 920-674-7101 for a hard copy. Copies are 15 cents per page plus postage costs if applicable.

SCOPE OF SERVICES

Jefferson County is currently exploring renovation options for the existing Courthouse Building & Sheriff's Department/Jail (approximately 153,500 SF total) and is seeking to procure the services of a design firm to assist them in exploring the feasibility of various options. Design information developed as part of this process will be presented to relevant county committees and/or the full board to determine how to proceed. There is no set plan or schedule for proceeding to final design or construction at this time.

We are soliciting design firms to provide the following services at this point in time:

- Programming/Master Planning
 - Programming including addressing operational needs not currently being met (security, confidentiality, etc.)
 - Preliminary floor plan layout diagrams
 - Recommendations including phasing options

- Schematic Design to provide enough information for an accurate project budget to be developed by the Construction Manager. At a minimum, schematic design should include preliminary scope information on structural systems (if required), interior finishes, MEP systems, and any other relevant building components or systems related to the scopes of work listed above.

- Comprehensive analysis of systems in the building (HVAC, fire alarm, generator) and plan to address any issues with system shortcomings, deferred maintenance, or excessive operating costs.

- Improvements to, or replacement of, building components such as windows, insulation, or interior finishes, that may improve comfort for employees and visitors, operating efficiency, etc.

Your firm is invited to submit a proposal to become eligible for a possible interview in the selection process. We would like you to include the following information in your proposal:

1. General company information including address, phone number, and contact person.
2. What, if any, phases of design will be out-sourced to independent consulting engineers or designers? Please provide all pertinent information for these companies, including services provided. Will the consulting engineers and designers be involved in preliminary design meetings?
3. Resumes of key individuals assigned to this project
4. Similar projects completed by the assigned staff. Please include project scope, owner contact information, year completed, photos, and any other relevant information you may wish to include
5. Approximate timeline to complete the services above, including the estimated number of meetings included in your proposal.
6. A lump sum design fee proposal for the services above. Please note any reimbursable costs or other costs not included in the fee -including any services associated with planning or design that the owner may need to procure from other vendors.

Please note that Jefferson County may procure the services of an HVAC engineering firm outside of this RFP to provide all needed input on HVAC systems in the Courthouse Building. Firms responding to this RFP should provide a cost option to eliminate HVAC design services from their scope of work.

Please also note that the county is in the process of having AutoCAD base floor plans developed that will be available for use by the selected design professional.

We request a digital copy of your proposal be emailed to Ben Wehmeier, County Administrator at BenjaminW@jeffersoncountywi.gov by 12:00 PM on December 10th, 2019.

Please contact Ben with any questions regarding this project or submittal requirements or if you are not interested in submitting a proposal.