

JEFFERSON COUNTY, WISCONSIN



# REQUEST FOR QUALIFICATIONS

Jefferson County Human Service Work  
Place Analysis / Master Plan Project

Issued: 09-Apr-2026  
Responses Due: 05-May-2026

## REQUEST FOR QUALIFICATIONS JEFFERSON COUNTY

Title: Human Services Campus Work Place Analysis / Master Plan

Issue Date: April 9, 2026

Email Questions By: April 23, 2026

Due Date/Time: May 5, 2026, by 2:00 PM

### **I. INTRODUCTION**

Jefferson County, Wisconsin is located directly to the west of Milwaukee and east of Madison. Jefferson County is quickly growing due to major investments being made in the county, which will cause a large increase in governmental service needs, and employee recruitment over the coming decades. As a function of this growth, and in accordance with WI General Statutes, Jefferson County is soliciting qualification statements from firms experienced in providing space analysis and Master Facility Planning Services. This analysis and service will study county government buildings and office space needs and present a comprehensive vision that will inform efforts to plan for and accommodate space needs as the county grows. Interested Firms will be required to include information describing how its firm is equipped to facilitate such an undertaking and what experience the firm may have with this service. Jefferson County reserves the right to reject all submittals and will award in the best interest of Jefferson County and the project.

### **II. BACKGROUND**

Jefferson County departments and employees are primarily stationed in the Courthouse Campus and the Human Services Campus. With the growth of the county, age of some facilities, and size of the workforce the county has decided to study existing county facilities for space needs specific to the Human Services Campus. This space needs assessment will inform a facilities master plan. This master plan will explore alternatives, and capital improvement opportunities to facilitate space need improvements found through the assessment. Note we recently completed substantial renovation to the Courthouse Campus and do not feel a need to include this space in this project scope.

### **III. PROJECT DESCRIPTION**

Jefferson County is requesting services from a firm with experience in Wisconsin to review and update current data along with studying and documenting the specific space needs of Jefferson County and its related agencies. This study will include specific County departments and related agency functions that occupy space in county owned/leased buildings. The study should show the most efficient, effective, and functional analysis of space allocations for facilities work place solutions including remote work, hybrid work, and desk sharing. Additionally, this space assessment should inform a second phase of the project, which will include finding and presenting options in the form of high-level master plans for space allocations and capital improvements, as well as possibilities and designs for new facilities on Annex Road as needed. The Human Services Campus consists of five buildings, 1) Human Services / Health Department, 2) Work Forces Development Building, 3) Lueder Haus, 4) Hillside, & 5) Storage and maintenance shop.

#### **IV. SCOPE OF WORK**

##### Phase I: Work Place Strategy Analysis / Master Planning

1. Meet with Jefferson County appointed steering committee and develop a dynamic and inclusive listing of current Jefferson County space, buildings, and land holdings. The steering committee will include but is not limited to the County Administrator, Finance Director, Facilities Director, MIS Director, Human Service Director & associated leadership staff, Health Department Director and Human Resource Director.
2. Meet with Human Service / Health Department Leadership Team to discuss immediate as well as longterm operational requirements and associated space needs, including but not limited to parking, storage, security, privacy, etc.
3. Conduct site visits as needed to verify information and further evaluate the current and physical asset inventory.
4. Assess Human Services Campus owned/leased spaces as well as land holdings and document and quantify the conditions found with regards to existing space and the space needs observed, as well as their impact on:
  - Operational efficiency
  - Staff and visitor safety and building security if necessary.
  - Access and circulation to and from as well as within the building
  - Quantity and type of specific space needed now.
  - Accessibility to/use of technology and/or building limitations to use and/or access.

- Visitor and Staff parking; including quantity, accessibility, and security.
- Analyze and report badge swipe data.
- Analyze and report on current office configuration and report if higher density options are available.
- Modernize the interior configuration and finishes at Hillside building.
- Provide an enclosed emergency exit solution at the Hillside building.

5. Assess the impact of growth and apply results based on general population growth projections as well as the above-mentioned interviews.

6. Identify options for providing the total projected space needs:

- Expansion on site
- New Construction
- Restoration of existing space
- Other
- Suggest alternative solutions

7. Provide estimates of probable costs for each of the developed options identified and or created.

8. Prepare a written report of findings and recommendations and be prepared to present a summary of all findings and recommendations to the County Administrator, Staff, and the Board of County Supervisors. The report should also include a preparation of options for consideration, with pros and cons for each, preferred ranking, and a recommendation of which option(s) to pursue.

#### Phase II: Master Plan Development

1. Using feedback from steering team, develop master plans presenting best alternatives addressing issues arising from the space needs assessment.

2. These master plans shall at minimum include, but based off steering committee direction are not limited to:

- a. Conceptual design of current and future requirements for facilities, along with proposed capital improvements to facilities.
- b. Analysis comparing remodel/improvements versus new facilities, and the cost differences.
- c. Budget analysis for construction, operations, and alternatives.
- d. If new facilities are included in the alternatives, as the location has been determined, the architect/landscape consultant will coordinate the site layout process and provide as a part of the Master Plans, designs for the park/open air space to accommodate employee and resident use and access.

- e. Incorporate the addition of parking facilities and roadway improvements as needed to accommodate the expected increased traffic.
  - f. Facilitation of a growth plan (e.g., 20-year growth plan) that may be revisited based on unforeseen circumstances.
  - g. An employee phasing plan to address all affected departments temporary relocation during demolition and construction. This would include timing of permanent moves (which departments move first, second, etc. and use of vacated space).
3. Master plans should be suitable for submission to firms for execution and in-depth design.

**V. PROPOSED SCHEDULE**

Thursday, April 9, 2026	Issue RFQ
Tuesday, May 5, 2026	Submit RFQ for review by Jefferson County
Early May, 2026	Begin interview / award contract
Late May, 2026	Architect design team to begin phase 1
August, 2026	Phase 1 deliverable
September, 2026	Present Phase 1 to County Board
October, 2026	Phase 2 start
TBD	Phase 2 deliverable
TBD	Present phase 2 to County Board

**VI. REQUIREMENTS**

- A. Architects must submit five (5) written, bound responses and one (1) electronic copy by 2:00 pm CDT on Tuesday, May 5, 2026. Written responses should be delivered to John Fox, 311 S. Center Avenue, Jefferson, WI 53549. The electronic copy should be submitted in .pdf format and e-mailed to [facilitiesbids@jeffersoncountywi.gov](mailto:facilitiesbids@jeffersoncountywi.gov). Both the written and electronic copies must be received by the deadline above.
- B. Responses submitted should be concise and address the objectives requested by the County.
- C. Responses shall be limited to a maximum of 25 pages (front and back equals 2 pages).
- D. All respondents to the request for qualifications shall address the following, as a minimum, and should conform to the numbering system used below:
  - 1. Letter of transmittal, identifying contact person.
  - 2. Statement substantiating firm’s understanding of project objectives and task assignments.
  - 3. Company background and history.

- a) A brief history of the firm.
- b) Resumes of principals.
4. List similar design work performed by the company over the last five (5) years.
  - a) Include as a minimum: size, scope, cost, location, dates, time adherence, and owner contact.
  - b) List similar work performed by the company beyond five (5) years including size, location, and year of completion.
5. Identify proposed Project Architect (person directly responsible) and proposed Principal-in-Charge and/or Project Manager, if different from the Project Architect.
  - a) Include five (5) projects your firm's proposed Project Architect completed in the last five (5) years for the type of project above in which you have interest. For each project, include size, scope, cost, location, the date completed versus the original scheduled completion date, the initial budget versus the actual cost, and the percentage of change orders issued for the project. Projects listed in Item #4 may be included.
  - b) Include resumes of Project Architect and Project Manager.
6. List any subcontractors that would be proposed to work on the project, if the scope of any part of the project is greater than what would be possible by the firm alone. The information from Item #4 is needed for each proposed subcontractor.
7. Provide three (3) client references (other than items 4 and 5 above). Government project references are preferred. Provide one reference from a financial institution.
8. Provide a schedule of professional fee rates as Attachment A.
9. Respond to the proposed schedule. Include a statement of whether your firm will be able to meet the proposed schedule, including starting on time and ending on time. If the firm wishes to propose an alternative schedule, please include that as Attachment B.
10. Describe previous litigation or arbitration in which your firm has been involved and the outcome during the past five (5) years.
11. State any history or present condition that would put the firm in a conflict of interest in the design and/or construction of the project.
12. Attach any other supporting material to your response.
13. Provide your Architect's license number.

## **VII. PROPOSAL INSTRUCTIONS**

1. **Deadline and Number of Submittals:** Architects/Design Teams must submit five (5) written, bound responses and one (1) electronic copy by 2:00 pm CDT on Tuesday, May 5, 2026. Written responses should be delivered to

John Fox, 311 S. Center Avenue, Jefferson, WI 53549. The electronic copy should be submitted in .PDF format and emailed to [facilitiesbids@jeffersoncountywi.gov](mailto:facilitiesbids@jeffersoncountywi.gov). Both the written and electronic copies must be received by the deadline above.

2. Withdrawal of Proposals: Proposing vendors may withdraw their proposals any time before the deadline for submission on 2:00 pm CDT on Tuesday, May 5, 2026, but the withdrawal must be submitted in writing and signed by the proposing vendor.

3. Inquiries and Corrections: All inquiries relating to this request should be in writing and addressed to: John Fox, Director of Facilities Jefferson County, 311 S. Center Avenue, Jefferson, WI 53549, 920-674-7322, [facilitiesbids@jeffersoncountywi.gov](mailto:facilitiesbids@jeffersoncountywi.gov)

4. Discrepancies and omissions: If a proposing vendor finds discrepancies in or omissions from the specifications or should require additional clarification of any part, a written request for interpretation shall be submitted to [facilitiesbids@jeffersoncountywi.gov](mailto:facilitiesbids@jeffersoncountywi.gov). Any interpretation of or changes made to the RFQ will be made by written addendum to each proposing consultant and shall become part of the request for any contract awarded. The County will not be responsible for the accuracy of any other oral explanations, interpretations, or representations. All inquiries must be made by April 23, 2026. It shall be the responsibility of each proposing organization or individual to verify that every addenda has been received prior to submitting proposals.

5. Vendor Certification: The submission of proposal shall be deemed a representation and certification that the proposing vendor:

- Has carefully read and fully understands the information provided by Jefferson County in this RFQ;
- Is financially solvent and as the capability to successfully undertake and complete the responsibilities and obligations of the proposal submitted;
- Represents that all of the information contained in the submitted proposal is true and correct;
- Did not in any way collude or conspire with any other parties, directly or indirectly, in regard to the amount, terms or conditions of this proposals;
- Acknowledges that Jefferson County has the right to make any inquiry it deems appropriate to substantiate or supplement information provided by proposing vendors and hereby grants Jefferson County permission to make these inquiries; and
- Acknowledges that any proposal cannot be modified after its submission for any reason.

6. Late Proposals: Late proposals will not be accepted under any circumstance and will not be opened or reviewed. We will not accept

proposals by fax or any method. The sender must allow ample delivery time for the selected shipment or transmission methods.

7. Definition and Context: Unless otherwise specified in this document, all words shall have a common meaning unless the context in which they are used clearly requires a different meaning. Words in the singular number include the plural, and in the plural include the singular.

8. County Conditions:

- All proposing firms or individuals shall comply with all conditions, requirements, and specifications contained herein, with any departure constituting sufficient cause for rejection of the proposal. However, Jefferson County reserves the right to change the conditions, requirements and specifications as it deems necessary.
- The proposal must be signed by a duly authorized official of the proposing organization or individual submitting the proposal.
- No proposals will be accepted from any person or organization that is in arrears for any obligation to Jefferson County, or that otherwise may be deemed irresponsible or unresponsive by county staff or the Jefferson County Board of Supervisors.
- Jefferson County is not obligated to enter into any contract as a result of the RFQ.
- Jefferson County reserves the right to reject all proposals or any part thereof and to select the most responsive proposal that is deemed in the best interest of Jefferson County.
- Only one proposal will be awarded as the result of the RFQ.
- Jefferson County may approve or disapprove the use of specific proposed subcontractors in any proposals.
- Jefferson County reserves the right to enter into an agreement with another proposing vendor if the originally selected vendor fails to execute a contract with the County or defaults on their contract.
- All proposals shall be prepared in a comprehensive manner as to content, but we do not require specific types of binders or promotional material for submissions. Promotional material will not be considered part of the proposal and will not affect the evaluation of proposals.
- Jefferson County reserves the right to negotiate with any, none or all the proposing companies.
- All costs, including travel and expenses, incurred in the preparation of this proposal will be borne solely by the proposing company.
- The County will not return proposal materials to those submitting proposals.
- The proposer shall complete and sign the Vendor Information & Signature Form.

- No agreements with any selected vendor shall be binding until a contract is signed and executed by the Board of Supervisors or County Administrator and authorized representatives of the vendor.

## **VIII. SELECTION AND AWARD**

Jefferson County anticipates interviewing one or more firms before making a final selection. The interview team may include but is not limited to:

1. representatives from the Jefferson County Administrator's Office,
2. the Jefferson County Director of Facilities
3. representatives of Jefferson County MIS and Human Services departments
4. the Project Manager.

Jefferson County shall award the contract to the most qualified firm and reserves the right to reject any of and all responses based on the following criteria:

- a. Demonstrated understanding of the project.
- b. Demonstrated experience with government projects.
- c. Demonstrated experience with Space Needs Studies of similar requirements.
- d. Familiarity with Jefferson County.
- e. Successful negotiation of fee for this work.
- f. Such other appropriate information as the County deems advisable.

## **IX. QUESTIONS:**

John Fox Director of Facilities  
311 S. Center Avenue  
Jefferson, WI 53549  
920-674-7322  
jfox@jeffersoncountywi.gov