JEFFERSON COUNTY, WISCONSIN

REQUEST FOR PROPOSAL

Jefferson County Jail Improvements Project

Issued: 20-Oct-2026
Responses Due: 17-Nov-2026

REQUEST FOR PROPOSAL JEFFERSON COUNTY

Title: Law Enforcement Center Jail Painting Project

Issue Date: October 20, 2026

Email Questions By: November 6, 2026

Due Date/Time: November 17, 2026, by 1:00 PM

I. 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 following improvement projects for the jail. 1) Specify paint finishes and room schedule and 2) Specify and design lighting upgrades to replace legacy lighting products. This project will refurbish / refinish painted surfaces of walls, ceilings, bars, etc. of the jail pods and associated spaces and replace light fixtures with modern LED products.

II. SCOPE OF WORK

1. Meet with Jefferson County appointed steering committee and develop a comprehensive list of spaces required for this project. The steering committee will include but is not limited to the County Administrator, Facilities Director, Sheriff, and select Sheriff Deputies.

2. Meet with Sheriff Leadership Team to discuss immediate as well as longterm operational requirements and associated paint finishes and lighting products.

3. Conduct site visits as needed to verify information and further evaluate the current and physical space inventory.

4. Development of construction documents the County can use to solicit bids from contractors to execute the work. Documents shall include floor plans depicting existing field conditions, room finish schedules, elevations, details, sections, specifications, and phasing plans as needed to ensure bidders can accurately prepare proposals for the project.

5. Provide construction administration services that review submittal packages from the selected contractors and inspect contractors work for compliance with the construction documents, including field reports associated with site inspections.

III. PROPOSED SCHEDULE

Tuesday, October 20, 2026	Issue RFQ
Tuesday, November 3, 2026	Onsite tour / job walk thru
Friday, November 6, 2026	Last date for questions
Tuesday, November 17, 2026	Design proposal due at 1:00pm

IIII. REQUIREMENTS

A. Architects must submit three (3) written, bound responses and one (1) electronic copy by 1:00 pm CDT on Tuesday, November 17, 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. 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 project team.
4. List similar design work performed by the company over the last three (3) years.
    a) Include as a minimum: size, scope, cost, location, dates, time adherence, and owner contact.
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 lump sum fee to complete this project.
   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.

V. SELECTION AND AWARD

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 similar project 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