

RICHLAND COUNTY, WISCONSIN

REQUEST FOR PROPOSALS

FACILITIES ASSESSMENT AND SPACE NEEDS ANALYSIS FOR RICHLAND COUNTY FACILITIES



**Submission Deadline:
December 15, 2023 4:30 PM Local Time**

REQUEST FOR PROPOSALS (RFP)
FACILITIES ASSESSMENT & SPACE NEEDS ANALYSIS
FOR RICHLAND COUNTY FACILITIES

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REQUEST FOR PROPOSALS (RFP)

FACILITIES ASSESSMENT & SPACE NEEDS ANALYSIS FOR RICHLAND COUNTY FACILITIES

Section 1 – Introduction

Richland County, seated in Richland Center, WI, was established in 1842. The properties/facilities subject to this RFP include the Richland County Government Center, the Community Services Building and the multiple buildings previously occupied at the UW-Platteville Richland Campus.

Items for consideration are assessing building structure, enclosure, building systems, future growth of County Departments, development / repurpose of existing buildings and the potential to reduce the number of county owned buildings.

The purpose of this Request for Proposal (RFP) is to obtain information and qualifications from firms interested in contracting with the County for services described in this RFP. Selection will be based on responses to this RFP; the County reserves the right for requests to interview qualified firms.

Goals & Objectives

Richland County is pursuing a facility assessment and space needs assessment to assist in accomplishing the following goals & objectives:

- Obtain an accurate inventory and assessment of current facilities
- Obtain clear understanding of current and projected facility deficiencies including: building code compliance, operational & efficiency requirements, safety & security, and accessibility.
- Forecast future physical structure and operational requirements.
- Determining immediate, short-term, and long-term facility needs.
- Determination and assessment of potential action steps to take including:
 - o Reconfigure and remodel current facilities
 - o Constructing of new facilities
 - o Combination of remodeling and new facilities
 - o Developing a project in stages
 - o Possible relocation of County Departments to UW-Richland Campus
- Prioritization of facility needs and action steps.
- Explore / Recommend potential solutions.
 - o Site impacts
 - o Concept Plans for Proposed Projects
- Determining budget/costs of potential action steps and determining affordability.

Assessment

- Building Envelope
 - o Façade
 - o Roofing
 - o Doors (including keys, key fobs and locks)
 - o Windows
- Building Systems
 - o Plumbing
 - o Fire Protection
 - o HVAC
 - o Electrical
 - o Low Voltage
 - o Security System
- Site
 - o Parking Lots
 - o Walks
 - o Lighting
 - o Utilities / Stormwater
- Energy Assessment
- Environmental Assessment

Locations of Assessment (Maps Attached)

- UW-Richland Campus
 - o 1. Science Hall
 - o 2. Classroom Building
 - o 3. Miller Memorial Library
 - o 4. Melvill Hall
 - o 5. Wallace Student Center
 - o 6. Roadrunner Gymnasium
- Government Center
 - o Courthouse
 - o Additions
 - o Sheriff's Office / Jail
- Community Services Building

Section 2 – Instruction to Proposers

A. Pre-submittal Conference

A tour of the facilities and mandatory pre-submittal conference has been scheduled for this project at the time and date identified in Section 2.F. Prospective consultants are required to attend the pre-submittal conference.

Questions in advance of the conference directed to the Richland County Administrator are not required but would be appreciated.

B. Clarification of the RFP (Request for Proposals)

If additional information is necessary to assist the vendor in interpreting this RFP, questions will be accepted by: telephone, (608) 649-3001, or email: candace.pesch@co.richland.wi.us

See timetable for submittal of formal questions.

Proposers are expected to raise any questions, exceptions, or additions they have concerning the RFP document at this point in the process and to not wait until after the due date.

C. Contracting Department

The Richland County Administrator will administer the contract resulting from this RFP. Richland County’s administrator of the contract will be Candace Pesch, telephone, (608) 649-3001, or email: candace.pesch@co.richland.wi.us

D. Incurring Cost

Richland County is not liable for any cost incurred by proposers in replying to this RFP. Richland County reserves the right to accept or reject any or all proposals and to waive technicalities in any proposal or part thereof deemed to be in the best interest of Richland County.

E. Definitions.

The following definitions are used throughout the RFP.

-PROPOSER/VENDOR is a firm or person submitting a proposal in response to this RFP.

-CONTRACTOR/CONSULTANT/ENGINEER is the proposer awarded the contract.

-RFP is a Request for Proposal.

F. Timetable

- RFP available for distribution..... October 19, 2023
- Deadline for receipt of questions..... by Noon November 3, 2023
- Pre-Submittal Conference & Tour.....1:30pm on November 30, 2023
- Deadline for submittal of Proposal.....December 15, 2023
- Short List Determination December 22, 2023
- Consultant Interviews (If required) TBD
- Deadline for submittal of price proposal..... TBD
- Complete evaluation, review & prepare recommendation.. January 21, 2024
- County Board approval of selected consultant January 25, 2024
- Completion of Facilities Assessment & Space Needs Analysis .. June 3, 2024

G. Proprietary Information

Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself. Each page must be clearly marked "CONFIDENTIAL". Richland County shall comply with State and Federal Law(s) as to complying with request for information.

H. Preparing and Submitting Proposal

1. General Instructions. The selection of a consultant will involve a two-step process. The first step will involve the submittal of a Statement of Qualifications and proposed scope of work. The consultants that are short-listed may be asked to participate in an interview and submit a revised scope of work and cost proposal. Evaluation and selection of the consultant for this project will be based on information submitted in the request for proposal plus references to any required on-site visits, oral presentations, other references and supplemental information. Failure to respond to each requirement in the RFP may be the basis for rejecting a response.
2. Elaborate Proposals; e.g. expensive artwork beyond that which is sufficient to present a complete and effective proposal is not necessary.
3. Alternate Proposal. Proposers may submit an alternate proposal or creative cost-saving alternatives which meet minimum requirements and specifications of this RFP. Indicate such on the proposal. Proposers may submit more than one proposal.
4. Response Submissions: Submit one electronic copy of the proposal via email. Proposals to candace.pesch@co.richland.wi.us must be submitted by email in Adobe.pdf format; however, Richland County cannot assure nor guarantee delivery due to current system file size limitations and possible spam/filter blocking. Vendors will be responsible to verify delivery. Please confirm receipt with Candace Pesch, telephone, (608) 649-3001, or email: candace.pesch@co.richland.wi.us

Section 3 – Scope of Anticipated Services

- A. Evaluation and assessment of existing structural, electrical, mechanical, safety & security, and HVAC conditions and recommendations for required maintenance, improvements, repairs, and replacement.
- B. Identification of deficiencies in subject facilities, code/licensing compliance, safety issues, inefficient use of space, and space limitations.
- C. Space needs review of each functional operational area of the Government Center.
- D. Recommendation for operational efficiencies through facility improvements, remodeling or new construction.
- E. Overall space needs evaluation and recommendations for optimization. Recommendation shall include property needs.
- F. Recommended implementation schedule for improvements and optimizations.
- G. Cost estimates for recommendations.
- H. All meetings with employees and stakeholders required for study.
- I. Renderings and display materials to convey messages to employees, the County Board, and the public.
- J. Other items to meet goals & objectives, as determined with consultant.

Section 4 – Proposal Format

Proposers should carefully follow the format and instructions outlined below, observing format requirements where indicated. Proposals must contain each of the documents described, fully completed, and signed as required. Proposers shall provide documentation that demonstrates their ability to satisfy the qualifications needed to successfully complete the project. Proposals submitted which do not include the items described or which do not meet the qualification requirements, or which fail to provide the necessary supporting documentation may be considered non-responsive and may not be considered for award.

- A. **Content of Proposals**
 - 1. LETTER OF INTRODUCTION, include name of contact person, phone number, e-mail address and website address.
 - 2. CONSULTANT INFORMATION, including the following:
 - a. Office location

- b. Ownership and affiliation
 - c. Size of agency,
 - d. Agency's objectives in relation to this project
 - e. Past performances on similar contracts in terms of cost control, quality of work and compliance with performance schedules.
 - f. List of the last three (3) assignments of similar projects that were completed by the firm, including the firm's lead person and references for this project.
3. INFORMATION ON INDIVIDUALS, name who will provide the service, including the following:
- a. Resume or bio of the individual in charge of the service and other main employees involved.
 - b. Identify any sub-consultants intended to be used on the project.
 - c. Past performances on similar contracts in terms of cost control, quality of work and compliance with performance schedules.
 - d. List of the last three (3) assignments of similar projects that were completed by the firm, including the firm's lead person and references for this project.
 - e. PROPOSED SERVICES, state how your firm will meet the scope of services. Include the following:
 - f. Proposed work plan or scope of work and technical/innovative approaches for the project.
 - g. Indicate proposed timeframe to complete the tasks.
 - h. Indicate the number and type of communications with staff, the type and number of meetings and the estimated level of service (number of hours).
4. PROPOSED COST
- a. To be proposed as a fixed fee, including reimbursable expenses
 - b. Include a list of any reimbursable expenses anticipated

B. Evaluation Criteria

The evaluation team will base their decision on the qualifications and experience of the firm and staff along with feedback that may be requested from references and the firm's proposed scope. The evaluation team will also consider the availability, realistic completion timeframe and fee.

C. Short-List and Interviews (If Required)

A list of qualified firms will be established and the top 2-4 firms may be asked to interview with the evaluation team.

An interview may be arranged with each of the firms on the final list, with the firms given approximately 45 minutes to make a presentation to the selection team. The selection team and staff involved in the interview process will then ask questions with respect to the proposal.

D. Selection Process

Upon completion of the interviews (if required) and the evaluation it is anticipated that one firm will be recommended and retained under contract to complete the project.

E. Award Procedures

Award of the contract will be made to the consultant judged to be the best qualified in meeting the overall objectives to the Request for Proposal, negotiate separately in any manner necessary while providing the best value and service to Richland County. Richland County reserves the right to use this process as a guide only and may elect to modify this process or eliminate the process completely. Richland County further reserves the right to reject any and all proposals.

F. Fixed Price Period

All prices, cost, and conditions outlined in the RFP/Priced Proposal shall remain fixed and valid for acceptance for a 90-day period commencing on the due date of contractor's proposals. Richland County reserves the right to negotiate the scope of services and cost with the highest ranked consultant.

G. Cost Negotiations

Due to the complexity of the project, Richland County reserves the right to negotiate the scope of the services with the highest ranked firm, should the estimated costs exceed the available budget for the project.

H. Insurance

Insurance Responsibility: The contractor to perform services for Richland County shall:

1. Maintain worker's compensation insurance as required by Wisconsin Statutes, for all employees engaged in work:
2. Maintain general liability and property damage against any and all claim(s) which might occur in the carrying out of this agreement/contract. Minimum coverage is \$1 million-combined single limit liability. When required, professional liability insurance; minimum coverage is \$1 million. Provide, upon request, an insurance certificate(s) indicating this coverage, countersigned by an insurer licensed to do business in the State of Wisconsin, covering the period of this agreement/contract.

I. Cancellation

Richland County reserves the right to cancel this contract in whole or in part without penalty due to the non-appropriation of funds or for failure of the contractor to comply with terms, conditions, and specification of this contract.

Section 5 – Evaluation / Selection Process

Following the opening of the RFP submittal packages, the proposals will be evaluated by a Selection Committee. The Selection Committee will evaluate the technical aspects of the proposal and participate in the oral interviews.

A recommendation for Contract award will be based on technical (qualifications) and price.

A. Part A – Technical Qualifications

The Selection Committee will first evaluate and rate all responsive proposals on the four (4) technical and qualification criteria listed below. **These criteria and points are subject to change.**

1. EXPERIENCE

a. Previous Experience - Firm

Overall rating of related projects of a similar nature completed by the firm within the last 10 years.
Law Enforcement Center Experience completed by the firm within the last within the last 10 years.
Building Assessment Experience completed by the firm within the last 10 years.

2. KEY PERSONNEL & ROLES

a. Study

Qualifications and professional skills, related to the proposed project of the key individuals to be assigned to the evaluation, analysis, association of space based on working relationships and space needs.

b. Facility Review

Qualifications and professional skills, related to the part of the project of reviewing building, facility current and future needs.

c. Overall proposed team

This includes key individuals and sub-consultants and their experience and proposal to work together as a team.

3. PROPOSED SCOPE OF WORK

Demonstrated understanding of the scope of work required to successfully complete the tasks required for a completed project. AND their plan or scope, including deliverables. Includes technical and innovative approaches for the project.

4. TIME SCHEDULE

Time estimated to complete the scope of work.

B. Part B - Price Proposal

After the Selection Committee has rated and ranked the proposals based on technical qualifications, interviews (if needed) and the proposed detailed scope of services, it will then evaluate the price proposals proportionately in relation to the lowest total price proposed.

C. Contract Award

The County reserves the right to award a contract to the Proposer whose Proposal is deemed to be in the best interest of Richland County.