



REQUEST FOR PROPOSAL NOTICE

**Professional Services for the Design Concept Development and Facility Layout
For Green Lake County Highway Facility
Green Lake, Wisconsin
November 20, 2023**

REQUEST FOR PROPOSAL

PROJECT SCOPE

This request for proposal (RFP) outlines the nature and scope of professional services for a design concept development, preliminary layout/facility design, and preparation of estimated cost related to the development of a new Highway Facility. The new facility will be used to accommodate the Highway Department. A project assessment review, focusing on functional design for vehicle movement and storage, as well as multi-department employee workspace will be necessary.

PROPOSAL CLOSING DATE

Deadline for submission: Tuesday, January 2, 2024, at 11:59pm.

Tuesday, January 2, 2024, at 11:59pm is the final submission deadline for proposals for the project. Proposals must be sealed, endorsed with the *Name of the Provider*, and delivered by mail or hand delivered to the office of:

Cate Wylie, County Administrator
Green Lake County Govt. Center
571 county Road A
Green Lake, WI 54941

Proposals must be physically received by Green Lake County prior to the deadline established by this RFP. Proposals received after this date and time will not be considered.

PROPOSAL DOCUMENTS:

The RFP document is available on the county website [Home - Green Lake County, WI \(greenlakecountywi.gov\)](https://www.greenlakecountywi.gov). A copy of the RFP document can also be obtained by contacting:

Derek Mashuda, Highway Commissioner
South Street
Green Lake, WI 54941
Phone: (920) 294-4062

REJECTION OF PROPOSALS:

The Green Lake County Board or its designee reserves the right to reject any and all proposals, or any proposal which, in their opinion, will be inappropriate to carry out the work under the terms of the contract and to waive any irregularities.

This document constitutes a request for sealed proposals, including prices, from qualified individuals and organizations to furnish those services and/or items as described herein. Green Lake County is exempt by statute from payment of certain taxes.

INTRODUCTION AND GENERAL INFORMATION

This document constitutes a request for competitive, sealed proposals from qualified individuals and organizations to perform services in accordance with the terms and conditions set forth herein.

DEFINITIONS

For the purpose of this RFP, the following definitions will be found throughout the document:

Provider – licensed and authorized company representing proposal submission for design concept development, preliminary layout/facility design

County – Green Lake County and its Board and/or staff designees

Project – design concept development, preliminary layout/facility design of the Green Lake County Highway Facility

INSTRUCTIONS TO PROVIDERS

The following provides general guidance on submission of proposals:

- Each proposal shall be sent in a sealed envelope. The envelope shall be marked on the outside with the name of the Provider and the name of the project on which he/she is proposing, together with any addendum received, as follows:
Cate Wylie, County Administrator
Green Lake County Govt. Center
571 county Road A
Green Lake, WI 54941
- Green Lake County will open and review bids on **Wednesday, January 3, 2024, at 3pm CST** during the Highway Ad Hoc Committee meeting.
- The Highway Ad Hoc Committee members will then vote on the preferred bid, to be moved to the Green Lake County Board of Supervisors for final approval.

CONTRACTUAL CONDITIONS

The following provides specific descriptions related to conditions to be recognized or adhered to within proposal submissions:

- **Effective date** – The contract shall be effective on the date it is approved and signed by Green Lake County.
- **Risk of Loss of Damage** – Green Lake County shall be relieved from all risks of loss or injury received by Provider or employees of Provider while on site during the period of the subject services.
- **Successful Provider Liability** – The successful Provider shall indemnify, hold harmless and defend Green Lake County, its officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses, including, but not limited to, attorneys' fees which Green Lake County, its elected officials, its officers, employees and representatives may sustain, incur or be required to pay by reason of the successful Provider furnishing the services or goods required to be provided under the contract with Green Lake County, provided, however, that the provisions of this paragraph shall not apply to losses caused by or resulting from the acts or omissions of Green Lake County, its elected officials, its officers, employees or representatives.
- **Cancellation** – Green Lake County reserves the right to terminate any Agreement due to non-appropriation of funds or failure of performance by the Provider. This paragraph shall not relieve Green Lake County of its responsibility to pay for services or goods provided or furnished to Green Lake County prior to the effective date of termination.
- **Applicable Law and Venue** – This contract shall be governed under the laws of the State of Wisconsin, and venue for any legal action between the parties shall be in Green Lake

County Circuit Court. The Provider shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work or its conduct.

- Assignment of Interest – The successful Provider shall not assign any part of its interest in this agreement without prior written consent of Green Lake County or its agents thereof. Any assignment without the prior written consent of Green Lake County shall be void.
- Green Lake County reserves the right to accept or reject any proposals. A proposal once submitted shall be deemed final and binding on the Provider and shall constitute an option with Green Lake County to enter into a contract upon the terms set forth in the proposal.
- Green Lake County reserves the right to negotiate a contract after the successful Provider is selected.
- Selection will be based only on the proposal and subsequent interviews, if any; therefore, proposals must be complete.

INCURRING COSTS

Green Lake County is not liable for any costs incurred with replying to this Request for Proposal.

PERMISSION TO PROCEED

The Provider must obtain Green Lake County's permission before proceeding with any work based on design.

MAINTENANCE COORDINATION

The Provider shall coordinate all activities/inspections on the site(s) needed to gather data with Derek Mashuda, Green Lake County Highway Commissioner.

PROPOSAL OPENING

Only proposals that have been prepared in accordance with the instructions for Providers will be accepted. Proposals will be opened, evaluated for completeness, and reviewed at the Highway Committee Ad Hoc meeting scheduled for Wednesday, January 3, 2024, at 3pm CST.

PROPOSAL AWARD

Unless otherwise indicated in the specifications for proposals, Green Lake County reserves the right to award the contract in whole or in part, by item, by group of items, or by section where such action serves the best interest of Green Lake County.

NON-DISCRIMINATION

All Providers agree that during the life of this contract, the Provider will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, age, religion, handicap, sex, physical condition, nor any other basis forbidden by law. All proposals will be accompanied by a signed statement of this fact with failure to sign constituting a reason for proposal objection.

INSURANCE

All Providers shall purchase and maintain such insurance as will protect the Provider from claims set forth below which may arise out of or result from the Provider's operations under this contract whether the operations be by the Provider or by anyone employed by them. Provider must provide Proof of Insurance obtained from an insurance company licensed to do business in the State of Wisconsin, prior to starting work.

- 1) Worker's Compensation as applicable under Wisconsin Law.
- 2) Professional Liability Insurance of not less than \$1,000,000.00 per occurrence.
- 3) Comprehensive General and Automobile Liability Insurance of not less than \$1,000,000.00 per occurrence.
- 4) Waiver of Municipality Liability.

REFERENCES

A current customer list of clients for which the Provider has completed the same or similar design concept development, preliminary layout/facility design, and preparation of estimated cost related to the development of a new Highway Facility services must be submitted with the Provider's proposal.

CLARIFICATION OF THE RFP

If additional information is necessary to assist the Provider in interpreting this RFP, written questions will be accepted by the County Administrator's Office, Green Lake County Govt. Center 571 County Road A, Green Lake, WI 54941. Telephone conversations shall be limited to the RFP procedures. You may call 920-294-4147 and speak with County Administrator, Cate Wylie, or call 920-294-4062 and speak to Derek Mashuda, Highway Commissioner.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be posted on the website at www.greenlakecountywi.gov. It shall be the responsibility of the Providers to regularly monitor the website for any such postings. Green Lake County will provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with disabilities upon request. If you need accommodations at a proposal opening/vendor conference, contact County Administrator, Cate Wylie.

ON-SITE REVIEW

A walk-through inspection of the existing facilities may be held upon a mutually agreed time between Provider and Derek Mashuda, Highway Commissioner, by calling 920-294-4062.

Interested parties must make an appointment - No exceptions. A representative from Green Lake County will be available to address any questions regarding the proposal during this inspection of facilities.

PROPRIETARY INFORMATION

Any material submitted by the Provider in response to this RFP that the Provider considers confidential and proprietary information and which Provider believes qualifies as a trade secret, as defined in §134.90(1)(c), Wis. Stats., must be specifically identified in writing to Green Lake County. In any event, prices will not be held confidential after award of contract. In the event of an open records request, the Provider shall bear the responsibility for maintaining and defending any trade secret designation. If Provider fails to defend or is unsuccessful in its defense of the designation, the County shall be obligated to and will release the records. Data contained in an RFP, all documentation provided therein, plans and innovations developed as a result of the contracted commodities or services cannot be copyrighted or patented. All data, documentation, plans and innovations shall be the property of Green Lake County.

PAYMENT AND PRICING TERMS AND CONDITIONS

PAYMENT TERMS

The Provider shall submit a proposed payment schedule including a proposed timetable and terms of payment.

FIXED PRICE PERIOD

All prices, costs and conditions outlined in the proposal shall remain fixed and valid for acceptance for a 90- day period commencing on the due date of Provider's proposal.

REVIEW & ANALYSIS OF COSTS

Proposers **must** provide a breakdown of hourly costs for these services. This cost will include personnel costs, travel, equipment, materials, and any other costs associated with providing services.

CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

By signing this proposal the Provider certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection hereto:

- 1) The process in the proposal has been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Provider or with any competitor;
- 2) Unless otherwise required by law, the costs which have been quoted in this proposal have not been knowingly disclosed by the Provider and will not knowingly be disclosed by the Provider prior to the opening or award of this proposal, directly or indirectly to any other Provider or to any competitor; and
- 3) No attempt has been made or will be made by the Provider to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

CONTENT OF PROPOSALS

The following information must be included for the proposal to be considered valid:

- 1) Description of Firm: Describe your organization, size, legal status, and major area of expertise. Indicate the number of employees and the firm's age. Indicate affiliations and ownership of the firm. Indicate training procedures.
- 2) Past Project Experience: Include a list of the firm's relative project experience. Include as an appendix the resume or outline of experience of the individual that would be in charge of the project. Resume for this purpose should include related experience, training and an indication of the nature and extent of the individual's involvement in previous similar projects. Include a list of recent projects similar in size and nature, indicating client's name, address, contact person and phone number and all relevant information about each project.
- 3) Team Organization & Staffing Plan: Describe your team organization, assigned project manager, consultants used and key staff. Include a list of employees' recent projects and their experience with this type of project.
- 4) Project Work Plan: Provide a concise description of services your firm will provide for the project. The proposal shall contain a timeline for completion including required presentations. Include a detailed task schedule of how these services will be accomplished, e.g., walk through, meeting with the Highway Commissioner, etc.
- 5) Affirmation of Accuracy: The proposal shall contain an affirmation of accuracy.

PROJECT DESCRIPTION AND SCOPE OF SERVICES

PROJECT BACKGROUND

Currently, the Highway Department maintains a staff of 23 employees, 90 vehicles/moveable equipment pieces needing to be stored, and a facility for road maintenance activities. The existing Highway Facility was built in 1931, is outdated and undersized facility. The location of the current Highway Facility is located within the Town of Green Lake, in a residential area. The current main facility is approximately 26,779 sqft., on a 31-acre parcel; however, our facility takes up only approximately 11 acres. The rest is used for the County Fair or is unusable wetlands. A secondary location is in Manchester.

PROJECT DESCRIPTION

Design of a new central Highway Facility for the county-wide operations of the Green Lake County Highway Department. This is a two-part project: 1.) develop a plan to meet the needs at the current site; and 2.) develop a plan for a future purchased site.

The County has a strong desire to focus on practical and cost conscience facility designs so that financial resources can be directed toward the delivery of services. A general overview of the new facility needs are as follows:

A. Administration

- Workspace design that allows space and office equipment for two administrative professions, the Highway Commissioner and two Superintendents.
- Meeting/conference space
- Shop supervisory office space
- Plan storage and layout area
- Building security and access control

- Energy efficient HVAC and lighting systems
 - Use of natural light
 - Enhanced use of fiber optic communication system
- B. Fleet Maintenance
- Efficient/cost effective layout
 - Adequate overhead lift height
 - Centralized parts/equipment area
 - Proper HVAC
 - Vehicle exhaust system
 - Workbench space
 - Reuse of existing hoist(s) and equipment as possible
 - Adequate work/repair spaces for both departments including fluid dispensing
 - Use of natural light
 - Wash Bay
 - Welding/Fabrication area
 - Parts desk with vendor door
 - Fuel system with upgraded tanks
- C. Employee Support Area
- Adequate lunch/kitchen facility and eating space. This space may also serve as a group meeting space.
 - Adequate men's and women's bathroom/locker room space based upon current and future employment mix.
- D. Fleet/Equipment Storage Area
- Adequately sized to allow vehicle attachments to remain on vehicles when parked inside
 - Adequate storage space including cold storage
 - Energy efficient HVAC. Fleet/Equipment storage area will be part of the overall facility, but enough internal separation shall exist so as to lessen utility cost. This area's climate control will not need to be the same as the fleet maintenance area.
 - Tire storage
- E. Other
- Brine room and holding tank
 - Salt shed
 - Relocation of current scale
 - Facility/property fencing

SCOPE OF CONSULTANT SERVICES

The consultant will work with staff to verify assumptions are still relevant to current and future needs. The consultant will complete preliminary designs and facility costs, including options for facility construction cost savings based on efficient building layouts, designs, and construction materials.

F. Project Evaluation and Concept Development

- Verify departments' needs with regard to administration, fleet maintenance, equipment storage, and space.
- Organize and lead 4 planning meetings with key staff.
- Develop up to three design concepts of building layouts with estimated costs for actual construction and completion of a move-in ready facility.
- Lead and provide necessary layout and schematic presentations for the Highway Building Ad Hoc Committee plan on two) and Committee of the Whole (plan on one).

PROPOSED TIMELINE:

Applications are due no later than Tuesday January 2, 2024, at 11:59pm CST.

The Highway Ad Hoc Committee will open and review bids during the Wednesday January 3, 2024, meeting at 3pm CST.

Recommendation of preferred bid will be submitted to the Green Lake County Board of Supervisors for approval.