

**OUTAGAMIE COUNTY**  
**REQUEST FOR PROPOSAL**  
**FOR**  
**COURTROOM DESIGN SERVICES**

**DUE BY: July 1, 2014**

## 1.0 Introduction and Background

Outagamie County currently has a Law Library on the 2<sup>nd</sup> floor of the Justice Center, located at 320 S Walnut St in Appleton, WI. The County intends to convert this Law Library into a Video and Tele Conferencing Courtroom.

## 2.0 Project Scope

We are seeking a consultant to design the present Law Library into a Courtroom (approx size 900sf) to match as closely as possibly the existing courtrooms (located on the same floor of the Justice Center). The video / teleconferencing technology will not be part of this scope; a separate consultant will be hired for that work. The awarded consultant for the Courtroom design will work with the video/teleconferencing consultant to ensure this new Courtroom will meet the required technology needs they are proposing. Upon completion of the design, the County will bid out the renovation work. The firm that designs the Courtroom is unable to bid on the renovation work.

The awarded consultant will need to design the new Courtroom in accordance with the Supreme Court Rule Chapter 68, which includes but not limited to –

- Safety and security concerns not only for the Judge but also for the Judge's staff
- ADA Compliance
- The County is exempt from some of the space requirements for the new Courtroom in this ruling however the overall guidelines in this Rule shall be followed

After the consultant has designed the new courtroom the County will bid out the renovation work. The consultant may assist during the bid process.

The awarded consultant will be responsible for the following in addition to standard tasks for design work –

- Meet with the County security team to discuss any concerns.
- Code Compliance: Review all existing systems/layouts for code compliance includes electrical and fire protection. The consultant will be responsible for ensuring the County is code compliant upon completion of the Courtroom renovation
- Preparing Bid Documents: Provide the technical specifications including drawings for the County to use to bid out the renovation
- Pre-Bid Meeting: Conduct the on-site pre-bid meeting for the Courtroom renovation. Answer all technical questions, in writing
- Project Close Out: Assist in normal project close out duties

## 3.0 Mandatory Requirement for Proposal Submittal

In order for a firm to be considered, they must have previous Courtroom design experience and have an understanding of Supreme Court Rule Chapter 68.

## 4.0 Site Visit

There will not be a mandatory site visit. However, if you'd like to tour the site, contact Jerry Wittmann at 920-832-1855 or [jerry.wittmann@outagamie.org](mailto:jerry.wittmann@outagamie.org)

## 5.0 Pricing

Vendor will price a lump sum to include all services. There will not be any allowances (i.e. travel,

mailings, copies, etc.)

**6.0 Insurance and Indemnification**

The awarded firm must abide by the requirements as set forth in Attachment A.

**7.0 Proposal Submittal**

Provide one original (unbound) proposal and two copies. Failure to provide all requested information below may result in the rejection of your proposal. Your proposal must include the following (in the requested order) –

- Completed Proposal Form
- Brief company history including your qualifications to provide the service
- Estimated schedule for completion of specifications for the County to use to solicit Bids for the renovation. Use a contract signing date of July 14, 2014.
- References of a minimum of three and maximum five agencies you have provided similar design service for in the past five years. Include company name, location, project description, contact phone number and email

**8.0 Contact Information**

Contact the following –

**Site Information**

Jerry Wittmann

Outagamie County, Maintenance/Facilities Director

920-832-6083

[Jerry.wittmann@outagamie.org](mailto:Jerry.wittmann@outagamie.org)

**Purchasing Policy Information**

Nicole Schoultz

Outagamie County, Purchasing Coordinator

(920) 832-6083

[Nicole.Schoultz@Outagamie.org](mailto:Nicole.Schoultz@Outagamie.org)

**9.0 Clarification and/or Revisions to the Specifications and Requirements**

Proposer must examine the RFP documents carefully and before submitting a Proposal may request additional information or clarification. A Proposer's failure to request additional information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the due date. Proposers should rely only on the representations, statements or explanations that are contained in this RFP and the written addenda to this RFP. Where there appears to be a conflict between the RFP and any addendum issued, the last addendum issued will prevail.

It is the Proposer's responsibility to assure receipt of all addenda, which will be posted to the County's website ([www.outagamie.org](http://www.outagamie.org)) then Bids & Proposals and will be referenced under this

project. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s).

#### 10.0 **County Reservation**

Outagamie County openly solicits the best possible value on all of our "Requests for Proposals". Because we are a local government, we are able to purchase directly from many of the state and federal contracts. However, in order to not discriminate against our local proposers, we openly solicit proposals of similar pricing structure from all qualified proposers. In the event that all proposals received are in excess of any existing state or federal contract that is available to Outagamie County, we may at our discretion, reject all proposals, and purchase directly from the vendor awarded the state or federal government contract. Outagamie County reserves the right to accept or reject, any or all proposals, in whole or in part, as deemed in the best interest of the County.

- a. This proposal request does not commit Outagamie County to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- b. The proposals will become part of Outagamie County's files without any obligation on Outagamie County's part.
- c. The Proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose.
- d. The vendor shall report to Outagamie County any manufacturer product price reductions, model changes, and product substitutions. No substitutions are allowed without prior approval from Outagamie County.
- e. Outagamie County has the sole discretion and reserves the right to cancel this proposal and to reject any and all proposals received prior to or after award to re-advertise with either an identical or revised specification.
- f. Outagamie County reserves the right to request clarifications for any proposal.
- g. Outagamie County reserves the right to select elements from different individual proposals and combine and consolidate them in any way deemed to be in the best interest of Outagamie County.

#### 11.0 **Closing Date**

Proposals will be received up to 2:00 pm CT, July 1, 2014.

#### 12.0 **Proposal Submittal**

Proposals shall be marked "RFP – Courtroom Design" and mailed or delivered to –  
Outagamie County Purchasing  
Attn: Nicole Schoultz  
410 S Walnut St  
Appleton, WI 54911

Only sealed proposals will be accepted, neither fax nor email will be acceptable.

**13.0 Taxes**

Outagamie County is exempt from Federal Excise Tax (39-6005724), Wisconsin Sales Tax (ES 41005), but if there is a tax, such as local or county, it must be shown in the proposal.

**14.0 Method of Procurement**

The method for this procurement is competitive proposal, pursuant to Chapter 22 of the Outagamie County Code of Ordinances.

**15.0 Venue**

This agreement will be governed and construed according to the laws of the State of Wisconsin. This agreement is performable in Outagamie County.

**16.0 Status of Proposal**

Upon award, proposals will be considered public record and details will be posted online.

**PROPOSAL FORM**  
**Courtroom Design Consultant**

**Proposals Due:** July 1, 2014 -- 2:00 pm CT

**Mail/Deliver Proposals To:** Outagamie County Purchasing  
Attn: Nicole Schoultz  
410 S Walnut St  
Appleton, WI 54911

**Mandatory Requirement to Submit a Proposal**

Your firm has previous Courtroom design experience and has an understanding of Supreme Court Rule Chapter 68.

Comply (check one) \_\_\_\_\_YES \_\_\_\_\_NO

Lump Sum \$ \_\_\_\_\_

**Include all information as requested in Section 7.0**

Firm Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone/Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_