

OUTAGAMIE COUNTY
REQUEST FOR PROPOSAL
FOR
ARCHITECTURAL / ENGINEERING SERVICES
FOR
PRESORT CABIN
AT
TRI-COUNTY RECYCLING CENTER

Due By: July 26, 2018 – 2:00 pm CT

1.0 **Introduction and Background**

The Tri-County Recycling Center is located at Outagamie County's Department of Recycling and Solid Waste at 1419 Holland Rd in Appleton, WI. In 2008 the Recycling Center was renovated (went online in 2009). One part of the renovation included a presort cabin and we feel that presort cabin was not adequately designed to meet our needs.

We feel the existing presort cabin is not designed to maintain a working temperature suitable for the staff (sorters and roamers). We also feel that it is too narrow and lacks sufficient room for the sorters and roamers to do their jobs without interfering with one another.

We are seeking an architectural firm to design a new presort cabin. We are seeking the following objectives with the new presort cabin:

- Ability to maintain a minimum temperature of 50° in the heating months and a maximum temperature of 75° in the cooling months.
- Be of sufficient width to allow sorter and roamers to pass by one another without interference.
- Enclose the head stock and drive of the infeed conveyor which supplies feedstock to the presort cabin. This would alleviate long or oversized materials from damaging the west wall.
- Designed in such a way to not allow dust to build up on the roof/top of the structure.
- Have doors that are self-closing which swing to both the interior and the exterior of the presort cabin.
- Have the interior and exterior wall material be made of steel.

Reference the following drawings for the specifications pertaining to the existing presort deck structural steel:

- BHS 1971-150 Drawings 1-3

2.0 **Scope of Service**

The awarded firm will provide all tasks in accordance with the AIA B101 Owner Architect Agreement and AIA A201 General Conditions of Contract, both as modified by Owner.

Additionally, the tasks shall include -

- 2.1.1 **Task (1) –Conceptual Design and Cost Estimate:** Prepare a conceptual design and cost estimate for the new presort cabin.
Value Engineering: Incorporate Value Engineering principles throughout the design process, suggesting various ideas for the owner's consideration.
- 2.1.2 **Prepare Bidding Documents:** After approval of the conceptual design by the owner, prepare final design for the owner's approval. Prepare the bidding documents for the technical portion of the building modification project. Present to Owner for Final Approval.
- 2.1.3 **Finalize Bid Documents:** Finalize the bidding documents using all appropriate input from the owner.
- 2.1.4 **Pre-Bid Meeting:** Conduct the on-site, pre-bid meeting for the general contractors and their sub-contractors. Answer all technical questions, in writing.
- 2.1.5 **Bid Addenda:** Assist in issuing all necessary technical bid addenda as requested.
- 2.1.6 **Bid Evaluation:** Provide award recommendation.
- 2.1.7 **Construction Period:** Provide the basic architectural/engineering services, as

defined by the AIA throughout the construction period, unless otherwise directed by the owner.

2.1.8 **Project Close Out:** Assist with all normal project close out activities, as defined by the AIA, and include both hard and electronic copies of the As-Built documents.

3.0 **Site Visit**

There will not be a formal site tour. However, if you'd like to tour the site, arrange a time with Jeff Tetzlaff (contact information in Section 8.0).

4.0 **Insurance and Indemnification**

The awarded firm must comply with the limits set forth in Attachment A.

5.0 **Contract**

AIA B101-2017 (as modified by Owner) and associated General Conditions (as modified by Owner) will be the only contract used between the awarded firm and Outagamie County.

6.0 **Pricing**

We are seeking a not to exceed lump sum price for the project to include all services referenced in Section 2.0. There will be no reimbursable items, thus all expenses (i.e. travel, photocopying, etc) must be included in your lump sum proposal price.

The only reimbursable item will be the state plan review fees. The County will reimburse the firm for the actual cost only of those fees.

7.0 **Proposal Submittal**

Provide one unbound proposal and two bound proposals. Failure to provide all requested information below may result in the rejection of your proposal. Your proposal must include the following –

- Cover Letter (not more than one page).
- Tab 1: Executive Summary (summarize your proposal in not more than one page).
- Tab 2: Contact Information – Provide your firm's name, address, contact person, telephone and email for the contact person. Provide the same information for one backup who has the ability to speak on behalf of the firm.
- Tab 3: Qualifications – Indicate your firm's particular abilities and qualifications related to this project. Include resumes of key personnel who will perform the project. Indicate related experience for each team member.
- Tab 4: Similar Projects - Describe projects of similar size and program, which your firm has completed or has in progress. Provide a name and phone number of a contact person for each project. Include a minimum of three and a maximum of five.
- Tab 5: Schedule - Present a schedule for this project. Indicate key events in a bar graph format from contract signing to project close out. Start your schedule with a notice of award by August 3rd. The architect shall keep in mind though, when you project your dates for construction, the contractor will only be able to work on the County's third shift, which is Monday – Thursday from midnight to 5:00 am and/or work hours and/or Friday from midnight to 5:00 am Monday morning. The Recycling Center will remain fully operational during the construction thus the Contractor would be required to construct any temporary safety railings, lighting, climate control, etc.

- Tab 6: Unique Capabilities - In a maximum of one page, explain why your firm is uniquely positioned to be the selected consultant for this project.
- Tab 7: Forms – Include the following forms in this section; Proposal Form, Completed Attachment A and Addendum Acknowledgement Form (if one is issued).

Failure to provide all information as requested may result in the rejection of your proposal.

8.0 **Contact Information**

Please contact the following if assistance is needed -

Department of Solid Waste Information

Jeff Tetzlaff

Department of Recycling and Solid Waste, Maintenance Supervisor

(920) 832-2169

Jeff.Tetzlaff@outagamie.org

Purchasing Policy Information

Nicole Schoultz

Outagamie County, Purchasing Coordinator

(920) 832-6083

Nicole.Schoultz@Outagamie.org

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

Proposer must examine the RFP documents carefully. Before submitting a Proposal the proposer may request from the County's contact person(s) 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 Proposal due date. Proposers should rely only on the representations, statements or explanations that are contained in this RFP and the written addendum 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 online at www.outagamie.org under RFPs & Bids. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s).

10.0 **County Reservation**

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 award, to waive any or all informalities and or irregularities, or 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 26, 2018.

12.0 Proposal Submittal

Fax and/or email proposal will not be accepted.

Provide all copies and information as requested in Section 7.0.

Send or deliver proposals to --

Outagamie County Purchasing
Attn: Nicole Schoultz
410 S Walnut St
Appleton, WI 54911

Mark on the outside of your proposal "Scale Modification / Office Addition A&E".

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. After submission of the written proposal, qualified proposers may be requested to make an oral presentation to a committee responsible for making final recommendations. The process allows for confidential negotiations and revisions.

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. Information on status could be obtained from Outagamie County's web site www.outagamie.org then **Status of Bids/Proposals**.

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Send Proposals To: Outagamie County Purchasing
Attn: Nicole Schoultz
410 S Walnut St
Appleton, WI 54911

Lump Sum Cost for Project \$ _____

Written _____ Dollars and _____ Cents

Include information as requested in Section 7.0

Firm Name: _____

Authorized Signature / Date: _____

Print Name / Title: _____

Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____