



Burnett County
REQUEST FOR PROPOSALS
for
Architect/Engineer and
Construction Manager Services
Team for
Burnett County Public Safety
Facility
Siren, Wisconsin
Issued: February 1, 2021

PROJECT BACKGROUND AND SUMMARY

- A. Intent of Request for Proposals. Burnett County is seeking statements of qualification from teams following an integrated project delivery method that includes, but not limited to, Architect/Engineer and Construction Management firms to provide professional services relating to the design, planning, development, and construction of a new jail, housing up to 92 inmates, and partial renovation of existing Sherriff’s department office space. The work will be performed in close cooperation with Burnett County staff, Burnett County Administration Committee and the WI Department of Corrections. Burnett County will only accept team proposals, and will reject proposals that include only one of the aforementioned professional services.
- B. Project Summary. In 2019 Burnett County collaborated with BWBR and Kueny Architects to assess the feasibility of developing a new jail and Sheriff’s Department. The project concluded with several high level, limited detailed, jail and remodel options. Reviewing the completed work, the County Board of Supervisors approved the County Administrator to develop an RFP for Architect/Engineer and Construction Manager services to assist the County in design, planning, development, and construction of a new jail facility, housing up to 92 inmates, and partial renovation of existing Sherriff’s department office space. The proposal must ensure that all services are provided and performed in such a manner that will pose minimal interference with the ongoing operations of daily functions of the existing Sheriff’s department space. The final report accepted by the County Board, that identifies a 92 bed facility option, is attached to this RFP.

The County desires that the Architect/Engineer and Construction services team work jointly as Agent to advise the County and oversee the project at all phases, from completion of the final design through the construction and renovation phases, and post- construction activities.

- C. Project Budget. The project funding has not been finalized.
- D. Project Schedule. The County desires to commence construction activity no later than spring of 2022, with completion and occupancy by end of summer 2023.

DESCRIPTION OF SERVICES

Burnett County reserves the right to delete, modify, or add to any of these services prior to selection of a construction manager for the project.

- A. Preconstruction Services.
1. The Architect/Engineer and Construction Manager Team (“AECT”) shall develop for the County the architectural, engineering and site development plans, including input regarding constructability of proposed conceptual design, site investigation recommendations, and phasing and sequence of construction.

2. The AECT shall provide a preliminary evaluation of the County's program, site and construction costs, schedule, and total project budget requirements, each in terms of the other.
3. The AECT shall prepare preliminary estimates of Construction Cost at key intervals, as agreed upon and approved within a final agreement, in the project process. At a minimum, the AECT shall prepare project estimates for the following:
 - a. Based on program confirmation prepared by the Architect in early stages of design.
 - b. Based on design drawings prepared by the Architect at each phase, including design development phases.
 - c. The AECT shall provide cost evaluations of alternative materials and system, and project cost updates as appropriate to achieve the project budget.
4. The AECT shall review design documents during their development and advise the County on proposed site use and improvements, selection of materials, building systems and equipment, and methods of Project delivery. The AECT shall provide recommendations on relative feasibility of construction methods, availability of materials and labor, time requirements for procurement, installation and construction, and factors related to construction cost including, but not limited to, costs of alternative designs or materials, and preliminary budgets.
5. The AECT shall prepare and periodically update a Project Schedule for the County's acceptance. In the Project Schedule, the AECT shall coordinate and integrate the County and WI Department of Corrections input. The AECT should also include decision timelines to help facilitate decisions required by the County.
6. The AECT will conduct regular progress meetings as required by the project, but it is anticipated there will be at least one each month. Minutes of each meeting will be recorded and distributed to all attendees and all other appropriate parties within two (2) days after the meeting.
7. As the Project progresses with the preparation of the design development, and construction documents, the AECT shall prepare and update estimates of construction cost of increasing detail and refinement, at appropriate intervals agreed to by the County, and the ACET. These estimates shall be made available to the entire team and shall include detailed line items of all work by specification section based on quantity, unit of measure, and unit cost at a minimum. The estimated cost of each contract shall be indicated with supporting detail. Such estimates shall be provided for the County's approval. The AECT shall advise the County on the approved project budget and make recommendations for necessary corrective action in writing. Constructability, sequencing, and contractibility reviews shall be performed at each phase of design.

8. The AECT shall review and maintain the County's overall project budget, including construction and site costs, and identify items for inclusion within the budget to achieve an overall and complete project budget. The AECT shall review the project budget with the County at key intervals of the project.
9. The Value Engineering, Life Cycle Cost analysis, evaluations for alternative materials and systems shall be performed prior to the beginning of the construction document phase.
10. The AECT will review, coordinate, and integrate opportunities for energy efficiency and related investments that can reduce long term operating costs.
11. The AECT shall provide recommendations and information to the County regarding the assignment of responsibilities for temporary project facilities and equipment, materials, and services for common use of the contractors. The AECT shall verify that such requirements and assignment of responsibilities are included in the proposed contract documents.
12. The AECT shall advise on the division of the project into individual contracts for various categories of work, including the method to be used for selecting contractors and awarding contracts. If multiple contracts are to be awarded, the AECT shall review the construction documents and make recommendations as required to provide that (1) the work of the contractors is coordinated, (2) all requirements for the project have been assigned to the appropriate contract, (3) the likelihood of jurisdictional disputes has been minimized, and (4) proper coordination has been provided for phased construction. The AECT shall review the design documents for clarity and completeness and make appropriate recommendations.
13. The AECT shall prepare a project construction schedule providing for the components of the work, including phasing of contractor, ordering and delivery of products requiring long lead time, and the occupancy requirements of the County. The AECT shall provide the current project construction schedule for each set of bidding documents.
14. The AECT shall coordinate the selection, retaining, and coordinating the professional services of surveyors, geotechnical, special consultants, commissioning agents, special inspectors and testing laboratories required for the project.
15. The AECT shall provide an analysis of the types and quantities of labor required for the project and review the availability of appropriate categories of labor required for critical phases. The AECT shall make recommendations for actions designed to minimize adverse effects of labor shortages.
16. The AECT will become familiar with and adhere to the requirements outlined in state statute and the County's financial policies for the quoting and/or bidding of any bid package.
17. The AECT shall assist the County in obtaining information regarding applicable requirements for equal employment opportunity programs and project labor agreements for inclusion in the contract documents.

18. Following the County's approval of the construction documents, the AECT shall update and submit the latest estimate of construction cost and the project construction schedule for the County's approval.
19. The AECT, shall issue bidding documents to bidders and conduct as needed pre-bid conferences with prospective bidders. The AECT shall answer questions from bidders.
20. The AECT shall generate interest in the project, advertise for the bids, solicit competitive bids, and conduct the bid opening at the Burnett County Government Center in conjunction with County Representatives. The AECT will review each bid for conformity with the requirements of the bid package and contract documents and make recommendations to the County on the award of contracts or rejection of bids.
21. The AECT shall provide the County with bid tabulations, proposal forms, bid securities, proposed contracts, and executed letters of authorization not less than ten (10) working days after bid opening.
22. The AECT shall assist the County in preparing construction contracts and advise the County on acceptability of Subcontractors and material suppliers proposed by Contractors. The AECT shall collect executed contracts, purchase orders, affidavits of assurance, insurance certificates, and performance and payment bonds and distribute copies to the County.
23. The AECT shall assist the County in obtaining building permits and special permits for permanent improvements, except for permits required to be obtained directly by the various contractors. The AECT shall verify that the County has paid applicable fees and assessments. The AECT shall assist the County with the County's responsibility for filing documents required for the approvals of governmental authorities having jurisdiction over the project.
24. The AECT shall make recommendations on appropriate phasing and sequencing for the renovation of vacated space within the existing Sheriff's department office and shall provide for the County's approval, a plan for the temporary housing of County staff, a County staff and equipment relocation plan to minimize disruption while maintaining beneficial and safe occupancy of the renovation phase of the project. The plan will also provide for continuous beneficial and safe access for the visiting public.
25. The AECT shall assure compliance with Americans with Disability (ADA) through all phases of construction, including but not limited to, an ADA compliant entrance to the building.

B. Services During Renovation, Construction and Post-Construction.

1. The AECT shall provide administration of the contracts during the construction and renovation phases in cooperation with the County.
2. The AECT shall provide administrative, management, or related services to coordinate scheduled activities and responsibilities of the contractors with each other and with those of the AECT.

3. The AECT shall create and update the project construction schedule incorporating the activities of the contractors on the project, including activity sequences and durations, allocation of labor and materials, processing of shop drawings, product data and samples, and delivery of products requiring long lead time and procurement. The project construction schedule shall include the County's occupancy requirements. The AECT shall update and reissue the project construction schedule monthly or as required to show current conditions. If an update indicates that the previously approved project construction schedule may not be met, the AECT shall recommend corrective action to the County and Architect.
4. Consistent with the various bidding documents, and utilizing information from the contractors, the AECT shall coordinate the sequence of construction and assignment, separation, security, protection, and access to space in areas where the contractors are performing work and spaces requiring staff or public access.
5. The AECT shall endeavor to obtain satisfactory performance from each of the contractors. The AECT shall recommend courses of action to the County when requirements of a contract are not being fulfilled.
6. The AECT shall monitor the approved estimate of construction cost. The AECT shall show actual costs for activities in progress and estimates for uncompleted tasks by way of comparison with such approved estimate.
7. The AECT shall develop cash flow reports and forecasts for the project and advise the County as to variances between actual and budgeted or estimated costs.
8. The AECT shall maintain accounting records on authorized work performed under unit costs, additional work performed on the basis of actual costs of labor and materials, and other Work requiring accounting records.
9. The AECT shall develop and implement procedures for the review and processing of applications by contractors for progress and final payments. The procedures shall be approved by the County during the preconstruction phase.
10. Based on the AECT's observations and evaluations of each contractor's application for payment, the AECT shall review and certify the amounts due the respective contractors.
11. The AECT shall prepare a project application for payment based on the contractors' certificates for payment. The AECT's certification for payment shall constitute a representation to the County, based on the AECT's determinations at the site and on the data comprising the contractors' applications for payment, that, to the best of the AECT's knowledge, information and belief, the work has progressed to the point indicated and the quality of the work is in accordance with the contract documents. The foregoing representations are subject to an evaluation of the work of conformance with the contract documents upon substantial completion, to results of subsequent tests and inspections, to minor deviations from the contract documents correctable prior to completion and to specific qualifications expressed by the AECT. The issuance of a certificate for payment shall further constitute a representation that the contractor is entitled to payment in the amount certified.

12. The AECT shall determine in general that the work of each contractor is being performed in accordance with the requirements of the contract documents, endeavoring to guard the County against defects and deficiencies in the work. As appropriate, the AECT shall have authority, upon written authorization from the County, to require additional inspection or testing of the Work in accordance with the provisions of the contract documents, whether or not such work is fabricated, installed or completed. The AECT, in consultation with the County, may reject work which does not conform to the requirements of the contract documents.
13. The AECT shall schedule and coordinate the sequence of construction in accordance with the contract documents and the latest approved project construction schedule.
14. The AECT shall schedule and coordinate the sequence of moving County staff and equipment during the renovation phase and shall make recommendations to the County whenever design or construction details adversely affect the cost or schedule for moving County staff.
15. The AECT shall review requests for changes, assist in negotiating contractors' proposals, submit recommendations to the County, and, if they are accepted, prepare change orders and construction change directives which incorporate the approved modifications to the documents.
16. All supplemental agreements and proposal requests will be tracked in the AECT's log, which will be the basis for the supplemental agreement report to the County.
17. The AECT shall receive and monitor the expiration date of certificates of insurance from the contractors and forward them to the County.
18. The AECT shall establish and implement procedures for expediting the processing and approval of drawings, product data, samples and other submittals. The AECT shall review all drawings, product data, samples and other submittals from the contractors. The AECT shall coordinate submittals with information contained in related documents and transmit to the Architect those which have been reviewed by the AECT. The AECT's actions shall be taken with such reasonable promptness as to cause no delay in the work or in the activities of the County or contractors.
19. The AECT shall record the progress of the project. The AECT shall submit written progress reports to the County including information on each contractor and each contractor's work, as well as the entire project, showing percentages of completion. The AECT shall keep a daily log containing a record of weather, each contractor's work on the site, number of workers, identification of equipment, work accomplished, problems encountered, and other similar relevant data as the County may require.
20. The AECT shall maintain at the project site for the County one record copy of all contracts, drawings, specifications, addenda, change orders and other modifications, in good order and marked currently to record changes and selections made during construction, and in addition, approved shop drawings, product data, samples and similar required submittals. The AECT shall maintain records, in duplicate, of principal building layout lines, elevators of the bottom of footings, floor levels and key site elevations certified by a qualified surveyor or professional engineer. The AECT shall, upon completion, deliver such records to the County.

21. The AECT shall arrange for the delivery, storage, protection, and security of County purchased materials, systems and equipment that are a part of the project until such items are incorporated into the project.
22. AECT, in coordination with County Representative(s), shall observe the contractors' final testing and start-up of utilities, operational systems, and equipment, prior to acceptance.
23. When the AECT considers each contractor's work or a designated portion thereof substantially complete, the AECT shall, jointly with the contractor, prepare for the County a list of incomplete or unsatisfactory items and a schedule for their completion. The AECT shall conduct inspections to determine whether the work or designated portion thereof is substantially complete.
24. The AECT shall coordinate the correction and completion of the work. Following issuance of a Certificate of Substantial Completion of the work or a designated portion thereof, the AECT shall evaluate the completion of the work of the contractors and make recommendations to the County when work is ready for final inspection. The AECT shall conduct final inspections.
25. The AECT shall secure and transmit electronically to the County warranties and similar submittals required by the contract documents. The AECT will insure the Prime Contractor(s) compiles material, such as manufacturer's operations and maintenance manuals, warranties, guarantees, etc., in an organized manner, prepares an appropriate index for the County's use and binds such documents.
26. The AECT will prepare and coordinate facility commissioning and obtaining the occupancy permit. This task includes, where necessary, accompanying governmental officials during inspection, preparing and submitting property documentation to the appropriate approving agencies, coordinating final testing, and other activities.
27. The AECT will prepare final accounting and close-out reports of all above indicated report systems. These reports will summarize for historical purposes, any items that are not self-explanatory.
28. The AECT will manage the transfer of building operations to the County. The AECT shall provide assistance to the County throughout warranty periods.
29. The AECT will coordinate the training of County personnel with the prime contractor(s) suppliers for operation and maintenance of the major building systems (i.e., building automation system, fire alarm system, security system, HVAC system, etc.)

SUBMITTAL REQUIREMENTS

A. General Information.

1. Submission of Proposals. The proposal shall be no more than 30 pages and can be submitted by:

PDF via email to nehalt@burnettcounty.org

Nathan Ehalt, County Administrator
715.349.2181 x2131

2. Deadline for Submission. All proposals must be received in completed form by **Noon on March 15, 2021**. Proposal received after that time will not be accepted.
3. Examination of RFP. By submitting a proposal, the consultant team represents that it has thoroughly examined and become familiar with the work required under this RFP and that it is capable of performing quality work to achieve the County's objectives for the project.
4. Addenda/Clarifications. If additional information is necessary to assist the vendor in interpreting this RFP, questions will be accepted by this sole point of contact:

Nathan Ehalt
nehalt@burnettcounty.org
715.349.2181 x2131

Clarifications or addendums to this RFP will be available on the County's website. It is the responsibility of the proposers to check the website. No verbal modifications will be binding.

5. Pre-Contractual Expenses. Pre-contractual expenses are defined as expenses incurred by the consultant team in: 1) preparing its proposal in response to this RFP; 2) submitting that proposal to the County; 3) negotiating with the County on any matter related to this RFP; 4) any other expenses incurred by the consultant prior to the date of execution of the proposed agreement. The County shall not, in any event, be liable for any pre-contractual expenses incurred by the consultant in the preparation of their proposals. Consultant shall not include any such expenses as part of their proposals.
6. Exceptions and Deviations. Any exceptions to the requirements in this RFP must be included in the proposal submitted by the consultant. Segregate such exceptions as a separate element of the proposal under the heading "Exceptions and Deviations."
7. Proprietary Information. Proprietary information submitted will be handled in accordance with Wisconsin Statutes. Proposer should identify confidential information. The County must comply with the open records law.
8. Contract Award. Issuance of this RFP and receipt of proposals do not commit the County to the awarding of the contract, nor does it obligate the County to pay for any costs incurred in preparing and submitting proposals in anticipation of a contract. The County reserves the right to postpone opening for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with other than the selected consultant, should negotiations with the selected consultant be terminated, to negotiate with more than one consultant simultaneously, or to cancel all or part of this RFP.

9. County Rights. The County may investigate the qualifications of any consultant team under consideration, require confirmation of information furnished by the submitting team, and require additional evidence of qualifications, to perform the work described in this RFP. The County reserves the right to:

- a. Reject any or all proposals if such action is in the public interest.
- b. Cancel the entire Request for Proposals.
- c. Issue a subsequent Request for Proposals.
- d. Remedy technical errors in a Request for Proposals process.
- e. Appoint evaluation committees to review the proposals.
- f. Establish a short list of consultants eligible for interview after evaluation of written proposals.
- g. Award the contract after evaluation of written proposals without conducting interviews at their discretion.
- h. Extend the deadline or accept late proposals under extenuating circumstances at its discretion.
- i. Negotiate with any, all, or none of the RFP consultants.
- j. Reject and replace one or more subcontractors.

10. Independent Contractor Status. The AECT will be an independent consultant and nothing contained in any contract awarded shall be construed to create the relationship of employer and employee between County and the AECT. The AECT is not entitled to receive any of the benefits by County employees and is not eligible for workers' or unemployment compensation benefits. The AECT understands that no withholding or deduction for state or federal income taxes, FICA, FUTA, or otherwise, will be made from payments due the AECT and that it is the AECT's sole obligation to comply with the applicable provisions of all federal and state tax laws.

B. Contents of Proposal. The following shall be provided within the proposal:

1. Letter of Introduction. The proposal shall contain a Letter of Introduction, including:

- a. A narrative statement of qualifications (no more than one page) explaining why your firm is especially qualified to undertake this project.
- b. Name, address, phone number of the firm, and website of firm.
- c. Acknowledgement of receipt of RFP addenda, if any.
- d. Name, title, address, telephone, and email address, of contact person during the period of evaluation.
- e. A statement to the effect that the proposal shall remain valid for a period of not less than 90 days from the date of submittal.
- f. Signature of a person authorized to bind the offering firm to the terms of the proposal.

2. Project Approach. Briefly describe the project understanding and approach used by your team. Give a brief description of issues you believe significant on this project; your approach to needed public participation; how you intend to use existing information to help limit project costs; any unique options to be pursued for this project; and a brief outline of your project approach.

3. Key Personnel and Sub-Consultants. Identify the team that will make up the AECT

who will work on the Project, including the following:

- a. For each of the Architect, Engineer, and Construction Manager team members, and/or others: Provide a bio-sketch, their qualifications for this project, and a list of previous jail project experience relevant to the project. Provide 2-3 project references with email and phone number.
 - b. Superintendent(s): Provide names of superintendent(s) and their experience/role with a list of similar jail projects. Provide 2-3 project references with email and phone number.
 - c. Key Support Personnel: Provide a brief list of key personnel that will be assigned to this project. Identify their area of expertise and how they have worked with the project manager and superintendent on previous projects.
 - d. Sub-consultants. Describe the name and location of sub-consultants that would be used by the firm. Identify the approximate percentage of the work that would be performed by each firm.
4. Provide 5 relevant (similar size and scope) jail facility projects completed by your firm and/or individual AECT team members, within the last 15 years. Provide completion date, size, and cost of project. Provide a reference from each project used to demonstrate qualifications.
 5. County Government Experience. Indicate your team's experience working with county government.
 6. Department of Corrections Experience (DOC). Give a brief description of your team's experience working with the WI DOC.
 7. Other Information. Include other information you believe may be valuable in reviewing the qualifications of your firm.
 8. Legal Concerns.
 - a. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by a county, or any of the same you have filed against a county.
 - b. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by a client for the construction of a government facility, or any of the same you have filed against the owner of a government facility you were involved in the construction of.
 - c. Explain your General Liability Insurance / Professional Liability Coverage.
 9. Fee Proposal. The Fee Proposal should be submitted as a one (1) page summary with support information on additional pages as necessary and should be submitted in a separate PDF via email, and clearly labeled "Fee Proposal".

Outline your team's not-to-exceed cost for this Project based upon providing the services described in this RFP and based upon the project size, site development area and scope described. The AECT fee should be expressed as a dollar amount, and not a percentage, for total services, and should include a not-to-exceed amount for itemized reimbursable expenses, also expressed as a dollar amount. Provide your team's hourly rate schedule and note the number of hours you will allocate per week toward key

personnel during the construction and renovation phases.

EVALUATION CRITERIA

A review of each proposal by Burnett County will identify those AECT firms that most closely meet the needs for the project. Although cost will be considered in the award process, emphasis will also be placed on the quality of the service offered, experience factors, the competency of the prospective AECT, and outside references. Upon review of the proposals, top candidate firm(s) may be asked to make a presentation and be interviewed by the selection committee.

Factors to be considered by the selection committee will include, but are not limited to the following:

- a. Qualifications and experience of the firm relating to similar projects, including projects of similar size and scope, projects the firm is currently managing, and a demonstration of the firm's ability to complete projects on time and at or under budget, including examples of successfully completed projects.
- b. Qualifications of personnel assigned to the ACET, including the project manager, superintendent, and key staff proposed to work on the project. Experience on previous similar projects.
- c. Reference statements.
- d. Demonstration of project requirements, including the ACET's analysis, completeness, and clarity of the proposal, understanding of project, interview preparation, and level of interest.
- e. Approach/methodology, including project management, project communication, cost estimating, and creativity and problem-solving ability.
- f. Fee proposal, demonstrating an understanding of total project costs.

SELECTION SCHEDULE

Burnett County anticipates that it will maintain the following schedule for the AECT selection:

Issue RFP:	February 1, 2021
Questions Due:	February 15, 2021
Response to Questions:	February 26, 2021
Proposals Due:	March 15, 2021
Interviews with Project Team:	TBD
Selection:	April 2021

It is anticipated that no more than three (3) firms will be asked to interview with the Project Team.

CONTRACT TERMS AND CONDITIONS

The County will prepare a contract with the selected ACET. The County will use its standard contract terms and conditions. The contract will include the County's standard insurance terms. The selected ACET must be willing to sign a contract that will incorporate the RFP plus attachments, the response to the request for proposal, and any other terms negotiated by the parties. The term of the contract to be awarded under this RFP will be from the date executed by all parties until services are complete.