

Space Design RFP questions

Are the site visits a required part of the bidding process?

No, the site visits were not required, but they are recommended.

What items need to be submitted in addition to the fee when responding to the RFP?

Please include the names of the staff who will be assigned to the project. Include a bio and or Resume` of projects similar to the Space Design RFP completed by the staff involved. A list of at least three references should be included when submitting for this RFP. Provide a brief description of how the project will be completed and a flow chart / timeline is not required but strongly encouraged. This package can be submitted via email to the County Clerk.

What is the budget of the project scope?

Sauk County has a budget of 2.5 million dollars for the scope of work.

Is the design fee included in the 2.5 million dollar budget?

No, Sauk County has set separate funds for the design process.

What is the timeline for the project?

Design and create biddable construction documents by the April 1st, 2020 deadline. The construction bidding will take place in the May-June-2020 timeline. Construction will tentatively for in the September-October-November 2020 timeframe.

Emergency Power outlets should be planned for in all three (3) branches of circuit court and the Family Court Commissioner's courtrooms.

Are mechanical plans available?

Yes, Mechanical plans are available to the winning firm. Mechanical plans are available for the Courthouse and Reedsburg Human Services building in a PDF version.

Will the email submissions be treated the same way as a paper submittal?

Yes, email submissions will be treated the same as a paper submittal

Do we need to account for any additional printing if submitted electronically?

No, The County Clerk will print off a single copy and seal it for the bid opening. A digital copy of the submitted packet should also be sent to the clerk so she can then forward the electronic copy onto the evaluation team.

Would you like all recommended considerations from the Strang report addressed in the scope of work for this project?

We would like the proposer to use their best judgement as to what if any additional strategies should be incorporated into the areas of work.

Clarify the items listed on page 7,9,11 of the Space Needs Study for inclusion in regards to the project's scope of work.

The items listed on pages 7, 9, and 11 are for information purposes. It is up to the proposer to decide if they choose to incorporate more of the recommendations from those pages than what are required to be included in the scope of work from the request for proposal in Part Two, Specifics 2.2, 2.3, 2.5, and 2.6.