



HIGHWAY DEPARTMENT

Patrick Gavinski, PE – Highway Commissioner

P.O. Box 26
620 Linn Street
Baraboo, Wisconsin 53913

phone: 608-355-4855
fax: 608-355-4398
patrick.gavinski@saukcountywi.gov

Request for Qualifications (RFQ)

Owner's Representative / Construction Management / Architectural / Engineering Services

For:

New County Highway Facility

RFQ Issued: 12/4/2020

Questions Due By: December 11, 2020 10:00 a.m.

Qualifications Due: December 18, 2020 10:00 a.m.

Please note that all Notifications, Releases and Amendments associated with this solicitation will be posted on Sauk County Website at: <https://www.co.sauk.wi.us/rfps>

Sauk County will make no attempt to contact vendors with updated information. It is the responsibility of each vendor to periodically check the website for any and all notifications, releases and amendments associated with this solicitation.

Highway Commissioner:

Phone:

Email:

Patrick Gavinski

(608) 355-4380

Patrick.gavinski@saukcountywi.gov

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A. INTRODUCTION

Sauk County, Wisconsin is soliciting Statements of Qualifications from firms to provide:

- Design Development Phase Services
- Construction Document Phase Services
- Bid Phase Services
- Contract Management Phase
- Construction Management Phase

for the construction of a new, stand-alone County Highway Facility. The new facility will be sited on a County-owned parcel located:

620 Linn Street

West Baraboo, Wisconsin, 53913.

It is the intent of the County to engage a single qualified firm (or team) possessing a high level of technical competence in the owners representative, construction management, architectural and engineering disciplines to provide the services outlined in this RFQ.

This RFQ is not an invitation to Bid. Responses will be evaluated, on the basis of the relative merits of the firm through a Qualifications Based Selection (QBS) process.

Firms having considerable experience in the planning and design of Municipal Fleet Repair Facilities or other closely related projects are encouraged to participate.

The County reserves the right to reject all firms, decline to proceed with the selection of any candidates, to request additional information and to make inquiries as may be necessary to verify qualifications. Nothing in this document shall require the County to proceed with any professional services.

Sauk County reserves the right to cancel any agreement that may result from this RFQ with no penalty if the Sauk County Board of Supervisors fails to appropriate funds for future projects.

B. SOQ SUBMISSION

Statements of Qualifications are due by December 18, 2020 at 10:00 a.m. local time. Respondents are responsible for meeting this deadline. Any submittals received after the deadline will be rejected.

Interested firms shall submit four (4) copies of their Statements of Qualifications to:

Sauk County Highway Department
ATTN: Patrick Gavinski
PO Box 26
620 Linn St
Baraboo, WI 53913

Qualifications must be enclosed in a sealed envelope (or other sealed container); the package must be marked "Statement of Qualifications – for New Highway Facility" and the respondent's name.

Submittals should be prepared in a bound, 8-1/2" x 11" format with project and firm identification on the cover.

C. INQUIRIES AND ADDENDA

Any questions or concerns regarding this RFQ shall be directed in writing to:

Patrick Gavinski

Highway Commissioner
Sauk County Highway Department
PO Box 26
620 Linn St
Baraboo, WI 53913

Phone: (608) 355-4380

Email: Patrick.gavinski@saukcountywi.gov

Questions must be received no later than December 11, 2020 at 10:00 a.m. local time.

Any response to questions, or changes in this RFQ, shall be issued in writing as an addendum. Respondents must acknowledge addenda received as part of their submissions.

Verbal and other interpretations or clarification will be without legal effect.

D. BACKGROUND

The Sauk County Highway Facility was constructed in early 1950. Due to continued increases in road maintenance responsibilities over the past three decades, the size and composition of the County's fleet has outgrown the vehicle repair and storage functions of the building.

E. SOQ CONTENT AND FORMAT

For the evaluation committee to objectively compare the SOQs, firms are encouraged to present their qualifications in the order listed below.

- **Introduction Letter.**
Provide a one-page signed statement of qualifications with the name and address of the respondent, expressing interest and capability to perform the work.
- **Description of Firm.** – Provide the following:
 - Firm's history, area of expertise and length of time in business.
 - Firm Name, address, web address, telephone and fax numbers including main office as well as the local office that will manage the project (if any).
 - Contact information of the individual who will be able to answer questions regarding this proposal.
- Disciplines offered in-house
- Staffing information (number of architects, interior designers, engineers, etc.)
- **Project Understanding.**
Provide a brief understanding of the project. Include any concerns regarding, site, schedules, etc.
- **Firm / Team Experience and Capabilities.**
Highlight your Firm's specific abilities and experience in providing the required professional services related to this project. If your submittal includes affiliated firms or multi-disciplinary departments (e.g., civil, mechanical, electrical, or structural engineering), please identify, and provide similar information for them as well.

- **Technical Approach.**

Describe how your firm will approach this project and describe the tasks that must be accomplished to complete the work. Include a timetable of project milestones. If your methodology utilizes any specialized software or systems, please provide a description and summary of capabilities.

- **Key Personnel & Experience:**

Provide a simple organizational chart identifying the project lead and key members of the firm (including sub-consultants) to be assigned to this project and provide resumes. Limit information to relevant experience and one pager maximum per person.

- **Similar Work.**

Briefly describe recent and related projects that demonstrate your Firm's experience in private or municipal vehicle maintenance and repair facilities, public works facilities, or other closely related projects. For each project referenced, provide the name, address and phone number of the person who can be contacted regarding the work.

- **Present and Committed Workload.**

Provide a list of major projects for which your firm is currently under contract for along with their scheduled completion dates.

NOTE:

Fees for Professional services will be negotiated with the selected firm after the interview process. Do not provide fee information with this submittal.

Although supplemental attachments may be included with your submittal, they should not be excessively long or in an elaborate format. Attachments beyond those sufficient to present a complete, comprehensive, and effective response should not be included.

F. EVALUATION AND SELECTION

Firms to be short-listed will be selected based upon the apparent qualifications of the firm and the availability of its staff to complete the work in time to achieve the County's goals. The SOQ's will be reviewed by an Evaluation Committee and scored on the following criteria:

- | | |
|----------|--|
| 0-40 pts | Firm / Team Experience, Capabilities and Professional Qualifications |
| 0-10 pts | Project Technical Approach |
| 0-40 pts | Experience and Qualifications of Key Personnel and Project Team including Sub-Consultants (if any) |
| 0-10 pts | Other Considerations: Factors which include, but are not limited to, time of completion, competency and financial capacity of firm, ability to render satisfactory service and past performance. |

The selection process will follow the Qualifications Based Selection (QBS) process and cost will not be a factor in rating responses. The firms deemed to be the most qualified will be short-listed and may be invited to participate in a final selection interview and/or asked to provide additional information.

END OF RFQ