

**REQUEST FOR PROPOSAL FOR ARCHITECTURAL PLANNING SERVICES**

**SAUK COUNTY HIGHWAY DEPARTMENT**

**BARABOO & REEDSBURG GARAGES FACILITY ASSESSMENT, SPACE NEEDS & CONCEPT DESIGN**

Issue Date: November 21, 2018

Proposals due: December 12, 2018 at 8:30 AM (CST)

## **INVITATION TO PROPOSE**

The Sauk County Highway Department is seeking proposals from well-qualified architectural firms to provide architectural planning services for the development of a facility condition assessment, space needs and conceptual of a combined Baraboo and Reedsburg Shops.

## **BACKGROUND & SITES**

Sauk County maintains its central Highway Garage located at 620 Linn Street in Baraboo and a satellite Garage located at 537 K Street in Reedsburg. Both of these Garages are no longer adequate for the current fleet storage, repair activities, parts storage and employee quarters. The existing facilities are too small, improperly laid out, in need of many architectural and mechanical repairs.

At this point, the County does not have a full cost projection on what it will take repair the buildings in order to maintain their working performance over the next few decades. Nor does the County have a full sense of what the current space needs are for these two Garage facilities. But in general, it is believed that the current buildings are beyond merit of further investment and that the aggregation of building space is too small for current and future operational needs. This study effort will define these facility parameters and costs.

At the same time, the County has a parcel of land that it would like to explore as alternate development site for a combined Baraboo and Reedsburg Yard facilities. The site is located at the landfill E8795 Evergreen Ln, Baraboo WI 53913.

## **SCOPE OF SERVICES**

For the Highway Department to consider its long-term facility needs for the Highway Department, it would like to assess what maintenance, repair and replacement items should be undertaken over the next ten years. In parallel, the County wants to know what the current spatial needs are for the building and yard, along with identifying any deficits in space. Finally, the County wishes to explore the alternative of redeveloping a combined Baraboo and Reedsburg Garage Yard at the County-owned site.

The selected Architect will provide the Sauk County Highway Department with the following three Tasks and deliverables to pursue this assessment and concept design effort.

### **TASK 1 – FACILITIES CONDITION ASSESSMENT**

The Facilities Condition Assessment (FCA) will identify long-term maintenance and replacement needs for keeping the buildings operational. Building system will be reviewed to determine its current condition, projected useful life, and any required corrective action. A total cost to maintain the buildings and two sites will be projected for the next ten years.

In addition, make an operational assessment on how well the facilities support or detract from Shop operations.

Specific tasks for the Baraboo and Reedsburg facility will include:

1. Create a base floor and site plans for planning and work identification purposes. This will include all buildings and structures in the two Yards.
2. Tour the Garage and Yard structures and document their facility condition through photographs and plan notations.
3. Interview staff on the history of maintenance, items not functioning or needing repairs, and operational deficiencies in the flow, relationship and sizing of the rooms.

4. Write up a narrative on each systems conditions noting repair needs, capital improvements needed, spatial deficiencies, code compliance, worker safety and convenience items, life safety requirements, HVAC system condition and general electrical and plumbing system conditions.
5. Develop a cost estimate to maintain and repair the buildings and yards as is over the next ten years.
6. Prepare a technical narrative on how well or deficient the buildings and site support Highway Garage operations.

## **TASK 2 – SPACE NEEDS ASSESSMENT**

The space needs assessment will quantify the amount of space needed for each function along with key architectural criteria such as heights, clearances and major equipment needs. This includes the facilities at Baraboo and Reedsburg.

1. Interview key County staff on the operations of parking, repairs, storage, staff support and Yard functions.
2. Onsite, observe the flow of shop operations, vehicles, material and personnel. Recommend the best relationship network the rooms should have to each other.
3. Intake facility data on: fleet composition, rolling stock, major fixed equipment, parts and bulk storage, mechanics, and operators.
4. Identify the optimal number of parking stalls, repair bays and bulk storage areas needed. Break out vehicle and equipment parking by stall size and heated parking needs.
5. Project out what growth or changes are expected in the fleet, staff and material over the next ten years.
6. Develop an Optimal Room Program that identifies the needed space and configuration for the room. Compare recommended square feet against existing square feet and identify increases in SF.
7. Create a summary of facility deficiencies beyond square feet that cover: ceiling heights, door clearance, drive aisle clearances, equipment needs and accessibility of equipment and parts.
8. Create a diagram floor plan reflecting the optimal room program sizes and relationships. Create an idealized site layout that matches the building and site program.

## **TASK 3 – CONCEPTUAL DESIGN**

With the optimal rooms sizes established, the Architect will develop layout options at the two existing sites mentioned above as well as for a proposed site at the landfill. It is assumed for the new site that the Reedsburg facilities will be combined with the Baraboo Garage program.

Specific tasks include:

- 1) Establishing a base map of the building and site layouts at the sites. Data will be gathered from the County GIS maps. Utilities and drainage patterns will be generally identified.
- 2) Assess site characteristics and development constraints for each site.
  - a) Determine best locations for access into the site off the roadways.
  - b) Assess contours of site and likely grading efforts involved.
  - c) Identify likely drainage patterns and retention pond locations.
  - d) Identify probable buildable zones for each site with best areas for building pad.
  - e) Meet once with local planning officials to review zoning and utility conditions. Note extension of utilities required.
  - f) Identify zoning and any annexation requirements or restrictions.
  - g) From the GIS maps note areas identified with wetlands.
  - h) Design plans to include conceptual building plan and site plan.
- 3) Review and meet with staff to discuss merits and drawbacks of each alternate at each site.

- 4) Select one alternate for each site and further these to a Conceptual Design level.
  - a) Options will be developed to a diagrammatic plan level for building and major site features. The plans will note room functions and square footages along with site acreage.
  - b) Floor plans will identify parking stall assignments in the heated parking bay along with repair bays major fixed equipment.
- 5) Conceptual cost estimates for each option will be developed for each site.
- 6) A technical narrative will be developed that assesses the pros and costs of each option.

For each Task listed above, the selected Firm will meet onsite once to gather data, have two progress/review meetings and provide a technical presentation. The selected Firm will provide the final report in a pdf format and provide 10 hardcopies of the Concept Design of the report.

## **SCHEDULE**

Conceptual Design is to be completed over a three-month period. At the end of two months, the Architect is to have completed a 90% draft of Concept Design and present the report to the County during the third month.

## **PROPOSAL REQUIREMENTS**

Architectural firms are to provide a lump-sum fee to provide the services described above along with a reimbursable budget. In addition, provide an Hourly Rate by category for any negotiated time and material work.

## **PROPOSAL CONTENTS**

The RFP will include the following section headings and contents:

1. Letter of Interest.
2. List at least five County Highway garage projects that have been completed in the last five years. These projects shall demonstrate the following services: facility condition assessments, space needs, planning and final design.
3. Cost estimating performance with past Garages that have been bid out. Up to five Garage projects.
4. Architectural team members resumes along with listing of their County Highway Garages design. Work with prior firms will not be considered.
5. Engineering Team Members. Their experience with similar type buildings and sitework.
6. List of References. Provide at least five project references from similar projects.
7. Scope of Work to be provided and Project Approach.
8. Lump Sum Fee proposal & Hourly Rates.

## **SUBMISSION, SELECTION PROCESS AND SCHEDULE**

1. **Inquiries/Questions.** All inquiries/questions regarding this RFP must be directed to Patrick Gavinski by email and must reach the office by December 5, 2018, 4:30pm (CST) in order to be considered for a response. Any response to a question will be emailed to each Consultant who has submitted a "Notification of Interest" by email to Patrick Gavinski. Any other contact in reference to this RFP prior to the time of an award decision will not be addressed.

2. **Proposal Submittal.** Six paper copies of the proposal must be received and date-stamped by the Sauk County Highway Department prior to December 12, 2018, 8:30 a.m. (CST), along with an electronic version of the submittal in PDF or JPEG (or combination thereof) format submitted on a USB flash drive. Submittals received after this deadline will not be considered. The proposal must be marked "Highway Garage Conceptual Design" on the envelope, and submitted to the following address:

Sauk County Highway Department  
Attn: Patrick Gavinski  
620 Linn St  
Baraboo, WI 53913  
Email: [patrick.gavinski@saukcountywi.gov](mailto:patrick.gavinski@saukcountywi.gov)

3. **Selection.** The Sauk County Highway Committee will review all submitted proposals and select a final consultant. One firm will be selected.
4. **Contract Agreement.** A contract agreement between the selected firm and Sauk County will be negotiated and executed prior to the time the project is started. The contract must incorporate the provisions of this RFP, the firm's Response to RFP, and Sauk County Standard Terms and Conditions.

#### GENERAL PROVISIONS

1. **Submittal Ownership / Costs.** Upon submission, all information becomes the property of Sauk County which has the right to use any or all ideas presented in any submission in response to this RFP, whether or not the submittal results in a contract with the submitting Consultant. All costs for development of the written submittal, attendance at the mandatory meeting, or any other presentation are entirely the obligation of the Consultant and shall not be remunerated in any manner by Sauk County.
2. **Non-Warranty of Request for Qualifications.** Due care and diligence has been used in preparing this RFP, however, Sauk County shall not be responsible for any error or omission in this RFP, nor for the failure on the part of the Consultants to ensure that they have all information necessary to affect their submittals.
3. **Request for Clarification.** Sauk County reserves the right to request clarification of information submitted and to request additional information of one or more Consultants, either verbally or in writing.
4. **Acceptance/Rejection of Submittals.** Sauk County reserves the right to accept or reject any or all submittals in whole or in part, with or without cause, to waive technicalities, or to accept submittals or portions thereof which, in Sauk County's judgement, best serve the interest of Sauk County.

Sauk County reserves the right to allow alterations, modifications, or revisions to individual elements of the Scope of Services any time during the period of contracts which result from this RFP.

5. **Collusion.** The Consultant, by submitting a Proposal, declares that the

submission is made without any previous understanding, agreement, or connections with any persons, Consultants, or corporations making a competing submission on the same project, and that it is in all respects fair and in good faith without any outside control, collusion, or fraud.

6. **Consideration of Submittals.** Proposals will be considered from firms/consultants normally engaged in providing and performing services as specified in this RFP. The firm must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to Sauk County. Sauk County reserves the right to inspect all facilities and organization or to take any other action necessary to determine ability to perform in accordance with specifications, terms and conditions before recommending any award.
7. **Americans with Disabilities Act (ADA) Compliance.** Sauk County will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of a disability. Sauk County will make reasonable accommodations in all programs to enable participation by an individual with a disability who meets essential eligibility requirements. If any accommodations are necessary, participants are encouraged to notify Sauk County staff.
8. **Nondiscrimination.** In connection with the work performed under a project agreement, the consultant agrees not to discriminate against any employee or applicant for employment because of age, ethnicity, religion, disability, gender, sexual orientation, or national origin.
9. **Insurance and Indemnity Requirements.** To the extent permitted by law the Consultant shall indemnify and hold harmless Sauk County, and their boards, employees and agents from and against all loss, cost damages, expense and liability (including actual attorney fees) of any kind arising from the willful or negligent acts, errors, or omissions of the Consultant in the performance of professional services provided to Sauk County.
10. **Other Insurance.** The Consultant further agrees to purchase and maintain during the life of any contracts entered into with Sauk County, automobile, comprehensive general liability, consultant's professional liability, and worker's compensation and occupational disease insurance. Proof of insurance shall be provided at the request of Sauk County.

**END OF REQUEST FOR PROPOSALS FOR ARCHITECTURAL PLANNING SERVICE**