



REQUEST FOR PROPOSALS

SPACE AND FACILITY NEEDS ASSESSMENT
FOR
WAUPACA COUNTY COURTHOUSE

Proposals Must Be Received No Later
Than 2PM, May 22, 2017
Late Proposals Will Be Rejected.

If hand-delivered, please submit to the County Clerk at the address below.

For Further Information, Please Contact:

Ronald Hansen, Maintenance Director
811 Harding Street
Waupaca, WI 54981
715-258-6491
Email: ron.hansen@co.waupaca.wi.us

Waupaca County Public Property Committee

April 19, 2017

INTRODUCTION

Waupaca County, acting through its Public Property Committee, invites qualified and experienced firms to submit a proposal for the development of a twenty-year space and facility needs assessment for the Waupaca County Courthouse. The assessment would include the Circuit Courts and court-related offices, and internal and external County departments, and public meeting spaces currently housed within the Courthouse located at 811 Harding Street in Waupaca, Wisconsin.

SPECIFIC REQUIREMENTS AND PROVISIONS

1. TEN (10) hard copies of the proposal are to be submitted within a single sealed envelope or container and one digital copy on a USB drive. The lower left corner of the envelope/container should have the following notation: **"SPACE AND FACILITY NEEDS ASSESSMENT - WAUPACA COUNTY COURTHOUSE."**
2. Proposals shall be received no later than **2:00 p.m. CST on May 22, 2017** by:

Ron Hansen, Director
Waupaca County Maintenance
811 Harding Street
Waupaca, WI 54981
(715) 258-6491
ron.hansen@co.waupaca.wi.us

If hand-delivered, please deliver to the County Clerk's office.
3. Proposals received after the above day and time will **NOT** be accepted and will be returned to the sender unopened. Actual receipt by stated time is required; deposit in the mail is insufficient.
4. Submit any questions in written form only to Ronald Hansen using the contact information provided above. Responses will be issued in the form of an addendum and found on the County website only at: http://www.co.waupaca.wi.us/businesses/bids_and_proposals.php. Deadline for question submission is May 18, 2017.
5. Any restrictions on the use of data contained within your proposal must be clearly stated in the proposal itself. Any restrictions on the use of the information in the proposal based upon confidentiality of information, proprietary interests, trade secrets, copyrighted information, or similar basis shall be clearly stated in the proposal. From the time proposals are received until completion of negotiations with the selected firm, the contents of all proposals will be confidential. Due to public records law considerations, nondisclosure cannot be guaranteed after completion of the negotiation phase of this procurement.
6. Waupaca County reserves the right to reject in whole or in part any and all proposals, to waive any informalities, and to accept the proposal determined to be in its best interest. This solicitation for proposals may also be canceled in whole or in part if determined to be in the best interest of Waupaca County.
7. All aspects of this Request for Proposal will be in accordance with the Waupaca County Code of Ordinances Chapter 16 Procurement Code, Section 15. A copy of the Waupaca County Code of Ordinances Chapter 16 is available online at the Waupaca County website:

www.co.waupaca.wi.us or in the Waupaca County Clerk's office, 811 Harding Street, Waupaca Wisconsin 54981. The General Code of Ordinances contains various policies applicable to this procurement, including prohibitions against gratuities.

PROPOSAL CONTENTS

In general, the proposal should describe your approach to the Scope of Services and should provide sufficient detail to enable the Selection Team to thoroughly evaluate and compare it with other proposals. It should include the following information at a minimum and any other information your firm believes is relevant to this project.

1. Firm name, address, phone and fax numbers, contact person and e-mail address.
2. One page statement of interest and qualifications for this project.
3. One page description of your understanding of the project, including any concerns you may have regarding the availability of information, schedule, etc.
4. List of any information, archival material, or other data which you will need Waupaca County to furnish in order for you to complete this project.
5. Description of your firm's specific abilities and expertise applicable to providing the required professional services and your firm's qualifications relative to the requirements of this project, including any specialized techniques or methodology that your firm will use in this project.
6. One page description of your firm's intended relationship with County staff members, including the level of involvement you anticipate needing from them in order to complete this project.
7. Description of all subcontracts or associations with other firms that your firm proposes to utilize in the completion of this project. Fully describe the responsibilities of each firm, the intended working relationships between firms, and for each subcontracted or associated firm indicate the number of previous projects on which your firm has collaborated with that particular firm.
8. List of key personnel proposed by your firm as project team members including detailed resumés for each. Resumés should list general project duties and experience that directly relates to this project. Provide similar information for sub-consultants or associated firms, if proposed.
9. Examples of your firm's specific knowledge, expertise, and project experience relative to this type of project.
10. Descriptions of one to three comparable projects recently completed by your firm, preferably projects completed by the Project Manager that your firm is proposing to assign to this project. **Project Manager** is defined as the person designated as having day-to-day responsibility to perform the work or to directly supervise the work of others throughout the duration of the project.
11. References of other owners for which your firm has provided similar professional services. Reference information must include the following:

Name of owning agency or organization
Project name

Brief description of your firm's involvement
Key personnel in your firm that were assigned to the project

Date during which professional services were provided
Total cost of professional services

Owner contact person
Address
Telephone number

12. Milestone schedule proposed by your firm for this project.
13. Financial Estimate (Cost of Services): Waupaca County Public Property Committee requests a financial breakdown for cost of services associated with the completion of the scope of work. The cost of services should include direct labor costs, any mark-up for fringe benefits, overhead, profit and other direct expenses such as reproduction costs, transportation, housing and per diem. Include additional fees for sub-contractors, if any. Please note this project will be contracted on a lump sum basis.
14. Statement of all applicable insurance coverage, including but not limited to general liability and workers compensation, as required by Waupaca County's Standard Terms and Conditions, attached as Attachment A, Section 14.
15. All proposals become the property of Waupaca County. See Attachment A, Section 20 for Proprietary Information considerations.

PROJECT BACKGROUND

Waupaca County Courthouse was built in 1990. The building is approximately 135,000 feet on three stories with a complete Lower Level. There is a penthouse on the roof of the building housing mechanical and HVAC equipment. The building houses specialized service areas, such as three Circuit Court branches and their administrative support areas, a public health clinic including patient examination rooms and several large meeting spaces. The County's employees provide internal support to other Departments and provide services to the County's 52,000 citizens, including but not limited to obtaining permits and licenses, filing documents, providing outpatient counseling services, and receiving tax payments.

A security site assessment was conducted in May of 2016 by Crisis Reality. A Site Assessment Summary Report made recommendations to improve employee safety and security within the facility. The Waupaca County Board of Supervisors is committed to providing a safe and secure environment for its employees and members of the public using the building. If your firm is interested in submitting a proposal for this project, the Site Assessment Summary Report will be provided to you in order to incorporate security recommendations into the proposal.

Over the past years Waupaca County has experienced some challenges accommodating its space needs within the existing Courthouse facilities. Some Departments have experienced growth with additional personnel added to a finite work area while other Departments have been able to reduce staff and physical storage space needs with the advent of electronic records. The Committee determined a facilities space and needs assessment be done to assist with current organizational and functional needs and to project how to best meet those needs in the next twenty years.

PRELIMINARY SCOPE OF SERVICES

The firm awarded this project will prepare a space and facilities needs assessment for Waupaca County Courthouse facility located at 811 Harding Street in Waupaca. The scope of services should consist of four phases: Needs Assessment, Facilities Evaluation, Development Options Analysis, and Master Plan Recommendations. An overview of the phases and the related tasks associated with each is outlined later in this document.

I. Project Goal and Objectives

- A.** The goal of this project is to prepare a plan that addresses the short and long-range space and facility needs of Waupaca County Courthouse. The plan should be based on a sound forecast methodology and should incorporate the following objectives in achieving the project goal:
1. Quality work space for employees and the public
 2. Equitable allocation of space according to industry standards
 3. Strategic location of departments to foster inter- and intra-departmental communication and to more efficiently provide public services
 4. Cost effective solutions for new space and infrastructure
 5. The incorporation of security recommendations outlined in the Crisis Reality report.
- B.** The following are currently located in the Waupaca County Courthouse and are to be included in the scope of this project:

Circuit Courts and Court-Related Offices:

Circuit Court Branches 1 through 3	District Attorney
Clerk of Courts	Corporation Counsel
Register in Probate	Drug Court (new program for 2017)
Jury Assembly and Jury Deliberation	Child Support

Public Meeting Spaces including County Board Room

County Departmental Offices:

Corporation Counsel	Land and Water Conservation
County Clerk	Maintenance
County Treasurer	Parks and Recreation
Finance Department	Planning and Zoning
Health and Human Services	Register of Deeds
Human Resources	Solid Waste and Recycling
Information Technology	UW Extension Office
Land Information	Veterans Service Office

- C.** The project should also consider space needs and location of a future County Administrator, associated administrative staff and conference room.

II. Project Phases

The project should consist of the four phases and related tasks outlined below:

A. Needs Assessment Phase

1. Issue space planning surveys to the supervisory personnel or elected officials described in I.B. above
2. Arrange and conduct personal interviews with supervisory personnel or elected official described in I.B. above
3. Analyze results from the surveys and interviews
4. Generate personnel projection models
5. Prepare and apply space standards
6. Summarize all data into a department profile format
7. Forecast projections for future personnel and space needs

B. Assessment of Existing Major Building- System and Components

1. Conduct facility and operational assessments of the Courthouse to be used as a determinate in the final analysis and recommendation for its immediate and long-term use, and building renovation options.
2. Provide an overview of the current (2017) physical and operational conditions of the site and building components, related deficiencies, and the ability or opportunity to accommodate existing and projected space needs. The overview of physical condition should include, where applicable, an assessment of useful life, efficiency, and building code/ADA compliance of all building systems including, but not limited to, the following:

Structural	Electrical service and distribution
Roofing	Lighting
Windows and doors	Telecommunications distribution
Plumbing	
HVAC systems	

C. Functional Space / Capacity Analysis and Solutions

1. Review space utilization and service delivery identifying space deficiencies and future space requirements
2. Assist with the determination or definition of capacity(ies) within the Courthouse and develop facility and service delivery options including preliminary cost estimates for maintaining the building as is, remodeling, and/or additions.
 - a. Meet standards of safety/security, quality of workspace, and ADA/environmental standards for employees and the public.
 - b. Location of workspace within the building to enhance inter- and intra-departmental communication and to best meet the needs of the public seeking and receiving services within the Courthouse.

- c. Ease or difficulty of achieving required levels of confidentiality of records, including storage and retrieval of same.
 - d. Ease or difficulty of limiting or enhancing public and/or staff access, including issues of traffic flow, parking, convenience, ADA accessibility and security/safety.
 - e. Recommendations for modernization including storage/digital storage of records, video-conferencing and smart board technology, and dedicated employee wellness areas which may include fitness areas with locker rooms and showers.
 - f. Recommendations for an after-hours meeting space that does not infringe on the security of the remainder of the Courthouse.
3. Master plan development options should define approaches that meet the immediate (2018), 10-year (2028), and 20-year (2038) needs for the Courthouse.
 4. The focus of all development approaches should be to minimize disruptions to existing operations and maintain critical functional relationships between departments that interact regularly.

D. Master Plan Recommendations Phase

1. Conduct planning workshops between Consultant(s), the various stakeholders, and the County's Public Property Committee to review the development options for the Master Plan Recommendations.
2. Include in the final Master Plan Recommendations a proposed phasing, project cost, and implementation plan.
3. Present the results of the planning workshop to the Public Property Committee and to the County Board of Supervisors.

III. Additional Scope of Services Requirements

- A. Throughout this project and at its completion, all drawings and documents shall be provided to the County in an acceptable electronic file format, in addition to conventional printed hardcopy form.
- B. The anticipated completion date for this project is no later than January 1, 2018.

IV. Information available from Waupaca County

- A. Courthouse and other facility data
 1. Access to architectural drawings from previous construction and remodeling projects for reference or copying. It should be noted that most of these are in printed form.
 2. Access to specification manuals for previous construction and remodeling projects for reference or copying.
- B. Copy of Security Site Assessment Conducted by Crisis Reality in May of 2016.

V. All Waupaca County Contracts include Standard Terms and Conditions (4 pages) attached as Attachment A to this document.

PROPOSAL SELECTION PROCESS AND ACTIVITY SCHEDULE

The selection process and related milestone activities are as follows:

A. PRE-PROPOSAL MEETING AND SITE TOUR

A pre-proposal meeting will be held on **FRIDAY, MAY 12, 2017**, at 10:00 a.m. in the County Board Room (Room 1068), Waupaca County Courthouse, 811 Harding Street, Waupaca, Wisconsin, for purposes of reviewing the project requirements, fielding any questions about the RFP, and a basic walk-through of the building. **This meeting is not mandatory; however, no individual access to the building will be provided.**

B. PROPOSAL DUE DATE

Responses to the RFP must be received by Waupaca County by **2:00 p.m. on Wednesday, May 22, 2017**. Please mail to Maintenance Department; please hand-deliver to County Clerk.

C. PROPOSAL REVIEW

All proposals received will be reviewed by members of a Proposal Selection Team on or about May 30, 2017. The Selection Team will consist of two members of the Public Property Committee, the Administrative Coordinator and three staff members. The Purchasing Agent for this project will be the Waupaca County Maintenance Director.

D. PROPOSAL SELECTION CRITERIA

The following criteria will be considered in evaluation of the proposals received

	Criterion	Best Possible Rating
1	Quality and content of the firm's written proposal	10
2	Firm's interest in the project and understanding of same	10
3	Firm's history and experience with similar projects	20
4	Firm's ability and expertise (including that of any subcontracted and associated firms) relative to the specific needs of this project	15
5	Qualifications and professional skills of key personnel assigned by firm to this project	10
6	Experience of firm's key personnel with similar or related projects	15
7	Firm's references for similar projects	10
8	Firm's proposed lump-sum fee to complete this project	10
	Total possible points	100

E. INTERVIEW

Depending upon the proposals received, the County *may* elect to short-list two to three firms that demonstrate substantial qualifications and experience for this project. Short-listed firms would be notified by **June 1, 2017**, and scheduled for interviews will be held on the afternoon of **Thursday, June 8, 2017**. Should your firm be selected for an interview, you will have the opportunity to present your firm's proposal and approach to the project and directly answer questions posed by the Selection Team. Details of the interviews are as follows:

1. All interviews will be scheduled for the same day and will be conducted by the Selection Committee.
2. Available interview times will be issued simultaneously to all firms and will be reserved on a first-come first-served basis.
3. Each interview session will be scheduled on the hour and should last approximately 45 minutes. Your initial presentation should be limited to 15-20 minutes. The remainder of the time will be used to respond to follow-up questions from the Committee.
4. Each firm's Project Manager and other key personnel are expected to attend the interview and take an active part in the firm's presentation and subsequent question-and-answer period.

F. INTERVIEW EVALUATION CRITERIA

The following criteria will be considered in evaluation of the interviews:

1. Firm's analysis of, preparation for, and interest level in the project requirements
2. Approach and methodology of the firm or key individuals
3. Qualifications and professional skills of key personnel and assigned roles of same
4. Previous experience of firm on related projects
5. Firm's responsiveness, ability to communicate, and form successful working relationships

The Selection Committee will present its recommended proposal to the Public Property Committee on June 9, 2017 at 9:00 am.

Waupaca County Public Property Committee reserves the right to reject any and all proposals in the best interests of Waupaca County. In the event that all proposers do not meet one or more of the mandatory requirements, Waupaca County Public Property Committee reserves the right to continue the evaluation of the proposals that most closely meet the mandatory requirements of this RFP.

Waupaca County Public Property Committee reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer in order to establish the final scope of services and a professional fee to be earned by the consultant prior to the County entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the Public Property Committee may negotiate a contract with the next highest scoring proposer.

END OF DOCUMENT