

OUTAGAMIE COUNTY
REQUEST FOR QUALIFICATIONS & PROPOSALS
FOR
ARCHITECTURAL / ENGINEERING SERVICES
FOR
HORTONIA HIGHWAY FACILITY

Due By: August 26, 2025 – 1:00 pm CT

Deadline for vendor questions: Noon CT August 11, 2025 (reference Section 3.0 for details)

1.0 Introduction and Background

In 2023 the Outagamie County Board of Supervisors approved a Facilities and Land Use Plan authorizing recommended improvement at several County-owned sites currently utilized primarily by the Highway Department.

In 2025 the County hired McMahon Associates to develop conceptual site and building plans which included geotechnical studies for the site. These conceptual plans will be the basis for the final design, however the final design could include some minor plan modifications from the conceptual plans.

The Highway Department currently has an existing facility located at 115 S Oak St in the Village of Hortonville. This site was originally constructed in 1982 and lacks space for expansion as well as modern security features, challenges with site circulation and storage space, outdated interior spaces and is in close proximity to residential dwellings.

The County recently purchased a 12-acre parcel located in the Town of Hortonia. The parcel is bounded by County Highway JJ (former STH 15) to the southwest, Givens Rd to the south, State Highway 15 to the north, and a state-owned parcel to the east. The County is currently seeking to begin implementation of the plan's recommendations at the Hortonia site, including construction of a new Highway garage to replace the existing Hortonville facility.

We are seeking an architectural and engineering firm to design and perform construction management services for a new highway facility at the Hortonia location based off of McMahon's conceptual site and building plans. The project shall include but not be limited to: new buildings including a joint shop and office space, various materials and equipment spaces, fueling station, scale, and associated site improvements.

The minimum qualification to submit a proposal requires the proposing firms' prime designer to have been the primary designer on a similar municipal or public works department project within the past ten (10) years.

We are seeking the following objectives with this project:

- Scope of the project, in general, as outlined in McMahon Engineers Architects Pre-Design Report dated July 8, 2025 (65 pages).
- Building to be designed to meet LEED Silver Standards where possible, but not pursue certification.

2.0 Scope of Service

The awarded firm will provide all tasks in accordance with the AIA B101 Owner Architect Agreement and AIA A201 General Conditions of Contract, both as modified by Owner.

Additionally, the tasks shall include -

- 2.1.1 **Final Design and Cost Estimate:** Prepare a final design and cost estimate for the entire site (including buildings, site improvements, fuel station, storage, etc). Several design meetings are anticipated during final design and approval stages to review conceptual plans and address any questions from the design team. We anticipate these meetings would be at 20%, 50%, 90% and 100% completion in order to allow for the County's review and input.

- 2.1.2 **Value Engineering & Sustainable Design:** Incorporate Value Engineering & Sustainable (e.g. LEED Silver) principles throughout the design process, suggesting various ideas for the owner's consideration.
- 2.1.3 **Furnishings, Fixtures and Equipment (FF&E):** Evaluate options and make recommendations to County on the type, quantities, and cost estimates for FF&E needed for the project's interior and exterior spaces. Provide in a format so Owner can procure items directly.
- 2.1.4 **Site Planning, Zoning and Permits.** Conduct work and prepare plans, submittals, and applications for any and all local, state and/or federal permits and approvals required to complete the project. A County conditional use permit is anticipated for the project.
- 2.1.5 **Final Design Presentation:** The firm may be required to attend an Oversight Committee meeting which would include a presentation of the final design.
- 2.1.6 **Prepare Bidding Documents:** After approval of the design by the owner, prepare final design for the owner's approval. Prepare the bidding documents for the technical portion of the project. Present to Owner for final approval.
- 2.1.7 **Finalize Bid Documents:** Finalize the bidding documents using all appropriate input from the owner.
- 2.1.8 **Pre-Bid Meeting:** Conduct the on-site, pre-bid meeting for the general contractors and associated sub-contractors. Provide written responses to all pre-bid questions that arise from the pre-bid meeting.
- 2.1.9 **Bid Addenda:** Assist in issuing all necessary technical bid addenda as requested.
- 2.1.10 **Bid Evaluation:** Provide award recommendation.
- 2.1.11 **Construction Period:** Provide the basic architectural/engineering services, as defined by the AIA throughout the construction period, unless otherwise directed by the owner.
- 2.1.12 **Project Close Out:** Assist with all normal project close out activities, as defined by the AIA, and include both hard and electronic copies of the As-Built documents.

3.0 Vendor Questions

Vendor questions are due by noon August 11, 2025. Email questions to Nicole.Schoultz@outagamie.org all questions will be answered online at www.outagamie.org under Bids & Proposals then this project no later than end of day August 14th.

4.0 Insurance and Indemnification

The awarded firm must comply with the limits set forth in Attachment A.

5.0 Contract

AIA B101-2017 (as modified by Owner) and associated General Conditions (as modified by Owner) will be the only contract used between the awarded firm and Outagamie County, without further modification.

6.0 Pricing

We are seeking a not to exceed lump sum price for the project to include all services referenced in Section 2.0. There will be no reimbursable items other than what is provided below, thus all expenses (i.e. travel, photocopying, etc.) must be included in the lump sum proposal price.

The only reimbursable item shall be the state plan review fees. The County will reimburse the firm for the actual cost only of those fees.

7.0 **Proposal Submittal**

Failure to provide all requested information below may result in the rejection of a firm's proposal. The proposal shall include two pdf documents. The first pdf must include the following –

- Cover Letter (not more than one page).
- Section 1: Executive Summary (summarize your proposal in not more than one page).
- Section 2: Contact Information – Provide your firm's name, address, primary contact person, telephone and email for the contact person. Provide the same information for one backup contact who has the ability to speak on behalf of the firm.
- Section 3: Qualifications – Indicate your firm's particular abilities and qualifications related to this project and the requested scope of services. Include resumes of key personnel who will perform the project. Indicate related experience for each team member.
- Section 4: Similar Projects – Describe projects of similar size and program, which your firm has completed or currently has in progress. Provide a name and phone number of a contact person for each project. Include a minimum of three and a maximum of five.
- Section 5: Schedule – Present a schedule for this project. Indicate key events in a bar graph format from contract signing to project close out. Assume a notice of award by September 23, 2025.
- Section 6: Unique Capabilities - In a maximum of one page, explain why your firm is uniquely positioned to be the selected firm for this project.

The second pdf must include the following –

- Required forms – Include the following forms in this section; Proposal Form, Completed Attachment A and Addendum Acknowledgement Form (if one is issued this form will be provided with the addendum).

Failure to provide all information as requested may result in the rejection of a firm's proposal.

8.0 **Contact Information**

Please contact the following if assistance is needed -

Purchasing Policy Information

Nicole Schoultz

Outagamie County, Purchasing Coordinator

(920) 832-6083

Nicole.Schoultz@Outagamie.org

9.0 **Clarification and/or Revisions to the Specifications and Requirements**

Proposer must examine the RFP documents carefully. Before submitting a Proposal the proposer may request from the County's contact person(s) additional information or clarification. A Proposer's failure to request additional information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the Proposal due date. Proposers should rely only on the representations, statements or explanations that are contained in this RFP and the written addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum

issued, the last addendum issued will prevail.

It is the Proposer's responsibility to assure receipt of all addenda, which will be posted online at www.outagamie.org under RFPs & Bids. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s).

10.0 **County Reservation**

Outagamie County reserves the right to accept or reject, any or all proposals, in whole or in part, as deemed in the best interest of the County.

- a. This proposal request does not commit Outagamie County to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- b. The proposals will become part of Outagamie County's files without any obligation on Outagamie County's part.
- c. The proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose.
- d. The vendor shall report to Outagamie County any manufacturer product price reductions, model changes, and product substitutions. No substitutions are allowed without prior approval from Outagamie County.
- e. Outagamie County has the sole discretion and reserves the right to cancel this proposal and to reject any and all proposals received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.
- f. Outagamie County reserves the right to request clarifications for any proposal.
- g. Outagamie County reserves the right to select elements from different individual proposals and combine and consolidate them in any way deemed to be in the best interest of Outagamie County.

11.0 **Closing Date**

Proposals will be received up to 1:00 pm CT August 26, 2025.

12.0 **Proposal Submittal**

Only emailed proposals will be accepted. Email proposals to Nicole.Schoultz@outagamie.org

13.0 **Taxes**

Outagamie County is exempt from Federal Excise Tax (39-6005724), Wisconsin Sales Tax (ES 41005), but if there is a tax, such as local or county, it must be shown in the proposal.

14.0 **Method of Procurement**

The method for this procurement is competitive proposal, pursuant to Chapter 22 of the Outagamie County Code of Ordinances. After submission of the written proposal, qualified proposers may be requested to make an oral presentation to a committee responsible for making

final recommendations. The process allows for confidential negotiations and revisions.

15.0 **Venue**

This agreement will be governed and construed according to the laws of the State of Wisconsin. This agreement is performable in Outagamie County.

16.0 **Status of Proposal**

Upon award, proposals will be considered public record and details will be posted online. Information on status could be obtained from Outagamie County's web site www.outagamie.org then **Status of Bids/Proposals**.

OUTAGAMIE COUNTY PROPOSAL FORM
Hortonia Highway Facility

Proposals Due: August 26, 2025 -- 1:00 p.m. CT

Send Proposals To: Nicole.Schoultz@outagamie.org

Lump Sum Cost for Project	\$ _____
Written _____ Dollars and _____ Cents	

Include information as requested in Section 7.0

Firm Name: _____

Authorized Signature / Date: _____

Print Name / Title: _____

Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____