

OUTAGAMIE COUNTY
REQUEST FOR QUALIFICATIONS & PROPOSALS
FOR
PRE-DESIGN SERVICES
FOR
OFFICE AND MAINTENANCE SHOP
FOR
PARKS DEPARTMENT

Due By: January 23, 2025 – 1:00 pm CST

The deadline for vendor questions is Noon CST January 7th. Reference Section 4.0 for details.

1.0 Introduction and Background

The Outagamie County Parks Department has an office and maintenance shop located within Plamann Park at 1375 E Broadway Dr in Appleton, WI.

Due to an aging building for the operations, the Parks Department will be building a new office and maintenance shop within Plamann Park. The location for the new facility is noted on Exhibit A. It is our intent to have this be one building for both the office and shop.

We are seeking proposals for pre-design services for the site improvements, site design and building design for this new facility.

Site Details

We are seeking the following in the new facility:

- A facility that will be aesthetically pleasing to the Parks environment. A new year-round pavilion (The Hillside) was recently constructed and we are mirroring a facility design that would be complementary to The Hillside. Reference Exhibit B for exterior photos of the pavilion.
- It is our intent when we solicit the architectural services for this project to have the building designed to LEED Silver standards (without certification).
- Other areas of consideration would be incorporation of natural items or multi use areas such as grass roof or roof picnic areas and water reuse. Looking for innovative (using storm water for toilet flushing or vacuum toilets to reduce water flow) or other environmentally friendly ideas.
- The office component of the facility will target the following:
 - Eight (8) private offices.
 - One (1) area that will be shared between various employees who traditionally work in the field but will need a workspace for light computer work (checking emails, submitting time, etc.).
 - One (1) room for mail sorting, copier, file storage, office supply storage, etc.
 - Conference room.
 - Large entry/waiting room.
 - Small gift shop.
 - Two (2) gender neutral private restrooms (i.e. one toilet and sink per restroom).
- The maintenance shop component of the facility will target the following:
 - Storage for 6 full-size pickup trucks inside the garage (they could be parked tandem).
 - Storage for 8 pieces of equipment (i.e. backhoe, skidsteer, scissors lift, etc.).
 - Additional storage of approximately 2,500 sf.
 - One (1) vehicle hoist for maintenance.
 - One (1) wash bay for vehicles and equipment.
 - One (1) chemical storage room.
 - Parts room.
 - Male and female locker room to include lockers and restroom facilities for each. Then one sharable gender neutral shower stall.
- A breakroom that could be easily accessed through either the maintenance shop or office area.
- Employee and visitor parking.

- Design that would allow expansion to either the office area or the maintenance shop area in the future.

2.0 **Scope of Service**

We are seeking a qualified firm to provide pre-design planning and documentation that could be used to efficiently acquire final design services for the new facility.

We are anticipating a minimum of four (4) meetings with half the meetings being in person and the other half as virtual. In the firm's proposal, outline the various meeting schedules reflecting key milestones in the project.

The awarded firm will prepare a report and pre-design plans which will provide clear direction for investment in the new facility. This will include preparation of schematic drawings showing new construction and various site improvements. *We are seeking two facility options with this final report.*

Deliverables shall include:

- Provide a preliminary site plan layout with recommended location and footprint of new facility, civil work, underground utilities, site elevations, construction space requirements, parking availability and other typical items related to site and civil work. Include locations and depths for geotechnical soil borings (the County will contract directly for this geotechnical work).
- Upon completion of the geotechnical work, the County will provide the awarded firm the final geotechnical report to be included with the firm's comprehensive report recommendations.
- Determine stormwater management requirements that apply based on State Code and local ordinance.
- Comprehensive report detailing findings and recommendations. Work associated with the conceptual plans shall include an in-depth civil and site study with drawings and local jurisdictional code requirements.
- Schematic prints.
- High level conceptual drawings showing recommended location and footprint of new facility, construction space requirements and parking availability. Detailed drawings showing site and civil work.
- Itemized opinion of probable costs for utility management, site preparation, new construction, including all architecture/engineering fees, actual construction costs including technology infrastructure, furnishings, fixtures and equipment, and any other ancillary related fees or costs such as contingencies, bonding, etc. for all the proposed area, and ongoing and future maintenance costs (including utilities).
- All deliverables shall be in both electronic (both .dwg and .pdf) and hard copy format.

3.0 **Pricing**

We are seeking a lump sum price for the project pre-design to include the Scope of Services and Deliverables as referenced in Section 2.0. There will be no reimbursable items, thus all expenses (i.e. travel, photocopying, etc.) must be included in your lump sum proposal price.

4.0 **Vendor Questions**

Vendor questions are due by Noon CST January 7th. Email questions to Nicole.Schultz@outagamie.org, all questions will be answered online at www.outagamie.org under Bids & Proposals then this project no later than end of day January 10th.

5.0 **Insurance and Indemnification**

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

6.0 **Proposal Submittal**

Failure to provide all requested information below may result in the rejection of your proposal. Your proposal shall include the following in one .pdf document –

- Cover Letter (one page maximum).
- Section 1: Executive Summary (summarize your proposal in one page maximum).
- Section 2: Contact Information – Provide your firm’s name, address, contact person, telephone and email for the contact person. Provide the same information for one backup person 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’s scope of services. Include resumes of key personnel who will perform work. Indicate related experience for each team member. Include in this section any sub-consultants that would be used on the project.
- Section 4: Scope of Work – Provide detailed information regarding your proposed scope of work based upon the information outlined in Section 2.0.
- Section 5: Schedule – Provide the anticipated timeframe for the project. Note key dates in the schedule, including the number of meetings. Identify any major milestones that will require County action or input. For planning purposes, the anticipated date for notice of award will be February 14, 2025.
- Section 6: Similar Projects - Describe projects of similar size, scope and program, which your firm has completed or is currently contracted to complete. Provide a name and phone number of a contact person for each project. Include a minimum of three (3) and a maximum of five (5) projects for consideration.
- Section 7: Unique Capabilities - In a maximum of three (3) pages, explain why your firm is uniquely positioned to be the selected consultant for this project.
- A separate .pdf from the above .pdf include the following required forms:
 - Proposal Form
 - Attachment A
 - Addendum Acknowledgement Form (if an addendum is issued the form will be provided with the addendum).

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

7.0 **Contact Information**

Please contact the following if assistance is needed -

Purchasing Policy Information

Nicole Schultz

Outagamie County, Procurement Coordinator

(920) 832-6083

Nicole.Schultz@Outagamie.org

8.0 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).

9.0 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. 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.
- e. Outagamie County reserves the right to request clarifications for any proposal.
- f. 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.

10.0 Closing Date

Proposals will be received up to 1:00 pm CST January 23, 2025.

11.0 Proposal Submittal

Only email proposals are accepted. Email proposals to Nicole.Schoultz@outagmaie.org If you are using a Fileshare site to deliver the proposal, it shall not require registration to

download.

12.0 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.

13.0 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.

14.0 Venue

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

15.0 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
Parks Pre-Design Services**

Proposals Due: 1:00 pm CST – January 23, 2025

Send Proposals To: Nicole.Schoultz@outagamie.org

Lump Sum Cost \$ _____

Include information as requested in Section 6.0

Firm Name: _____

Authorized Signature / Date: _____

Print Name / Title: _____

Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____