

OUTAGAMIE COUNTY
REQUEST FOR PROPOSAL
FOR
ENGINEERING SERVICES
FOR
FIRE ALARMY SYSTEM REPLACEMENT
AT
BREWSTER VILLAGE

Due By: August 13, 2024 – 1:00 pm CT

Deadline for Vendor Questions: Noon July 23rd (reference Section 3.0)

1.0 Introduction and Background

Brewster Village is a 167,000 square foot facility located at located at 3300 W Brewster St in Appleton. Brewster Village provides short term rehabilitation as well as long term nursing home services. Brewster Village currently has a Simplex fire system which we are seeking to replace.

We are looking to do a full replacement of our fire alarm system with a voice evacuation/notifier fire alarm system. In addition, we are looking for access control system expansion for the facility stairwells and nurse offices. Reference attachment for prints of Brewster Village.

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. The term Architect is interchangeable with Engineer.

Additionally, the tasks shall include -

- 2.1.1 **Preliminary Design and Cost Estimate:** Prepare preliminary design and cost estimate.
- 2.1.2 **Prepare Bidding Documents:** After approval of the preliminary 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.
- 2.1.2 **Finalize Bid Documents:** Finalize the bidding documents using all appropriate input from the owner.
- 2.1.3 **Pre-Bid Meeting:** Conduct the on-site, pre-bid meeting for the general contractors and their sub-contractors. Answer all technical questions, in writing.
- 2.1.4 **Bid Addenda:** Assist in issuing all necessary technical bid addenda as requested.
- 2.1.5 **Bid Evaluation:** Provide award recommendation.
- 2.1.6 **Construction Period:** Provide the basic architectural/engineering services, as defined by the AIA throughout the construction period, unless otherwise directed by the owner.
- 2.1.7 **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.
- 2.1.8 **Permitting.** 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 following all regulations pertaining to a Skilled Nursing Facility.
- 2.1.9 **Codes to follow:** Codes to following include all NFPA 70, 72, 90, 99, 101 and DHS 132 Nursing Home Codes.

3.0 Site Visit and Vendor Questions

There will not be a formal site tour. If firms would like to see the site contact Brandon LaMaide (contact information in Section 8.0) to arrange a time to view the site. Additionally if you would like CAD of the site, email Brandon.

Vendor questions are due by noon July 23rd. 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 July 30th.

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.

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, thus all expenses (i.e. travel, photocopying, etc) must be included in your lump sum proposal price.

The only reimbursable item will 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 your proposal. Your proposal must include the following in one pdf document –

- 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, contact person, telephone and email for the contact person. Provide the same information for one backup 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. 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 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. Start your schedule with a notice of award by August 28th.
- A separate PDF from the above pdf shall include required forms – Include the following forms in this section; Proposal Form, Completed Attachment A and Addendum Acknowledgement Form (if one is issued).

Failure to provide all information as requested may result in the rejection of your proposal.

8.0 **Contact Information**

Please contact the following if assistance is needed –

Site Information

Brandon LaMaide

Facility & Operations Manager, Brewster Village

(920) 225-1978

Brandon.Lamaide@outagamie.org

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 13, 2024.

12.0 **Proposal Submittal**

Only email proposals are 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
Fire Alarm Upgrade

Proposals Due: August 13, 2024 -- 1:00 p.m. CT

Send Proposals To: Nicole.Schultz@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: _____