

**BARRON COUNTY REQUEST FOR PROPOSALS**  
**FACILITY STUDY / CONCEPTUAL DESIGN**  
**BARRON COUNTY HIGHWAY DEPARTMENT**

**1. INTRODUCTION**

The Barron County Highway Department is seeking proposals from a highly qualified and experienced Architectural and Engineering (A/E) firm to provide a facility study, conceptual design and preliminary budget for a new Highway Facility.

**2. BACKGROUND**

The Barron County Highway Department is comprised of a central facility located in Barron and has several outlying satellite locations that are utilized for winter operations. The current main shop/heated storage building was built in the 1940's, and other facilities at the Barron site have been built or acquired in later years. All management/administration functions, repair facilities and most equipment storage are based at the Barron location. All summer operations of the Department originate from the Barron facility.

**3. SCOPE OF PROJECT**

The Barron County Highway Department is accepting proposals from qualified architectural/engineering firms to perform facility study/conceptual design as follows:

- Spatial requirements of Department
  - Including conducting interviews with staff and County officials to gain an understanding of needs
  - Including meeting with the Highway Committee to discuss expectations and the needs that they see.
- Site, Building and Facility conceptual drawings
  - Facility by function
  - Parking and traffic circulation
  - Outlying buildings
  - Material stockpile locations
  - Scale system
  - Commentary of HVAC, plumbing and electrical systems including discussion of phasing impacts and concerns.
- Preliminary cost estimates
  - Building of facility in one contract

- Staged construction over several years
- Demolition or relocation of existing facilities
- Site work
- Utilities
- Lifecycle costs analysis for different building construction materials (75 years)
- Presentation of result to the Highway Committee
- Presentation of result to the County Board

#### **4. QUALIFICATION CONTENT REQUIREMENTS**

##### **A. The RFP will include the following items:**

1. Letter of Interest
2. Identification and resumes of personnel to be directly involved in this project
3. Experience of the architectural project team members with relevant public works analysis.
4. A description of the firm's design and project management philosophy and approach to the project.
5. Examples of projects with similar life-cycle cost requests completed by project team.
6. A list of similar projects completed by the team and contact information for each project.
7. Current firm workload and projected workload over the anticipated project schedule.
8. Examples of sustainable design features and elements.
9. Detailed work plan and schedule to complete project.
10. Two examples of County Highway Facilities Design services completed by the Consultant team in the past 36 months with a construction value of at least \$5 - \$15 million.
11. Cost of the Facility Study/Conceptual Design Project

##### **B. Anticipated Schedule**

RFP submittal	October 31, 2019
RFP review (interviews if needed)	November 20 <sup>th</sup> , 2019
Firm Selection	by December 5 <sup>th</sup> , 2019
Project Completion	January 31, 2019

**C. Proposal Submission Process**

1. The County is not responsible for costs incurred by anyone responding to this Request for Proposals.
2. Upon submission, all proposals become the property of the County, which retains the right to use any concept or idea presented in the proposal process, whether or not that proposal is accepted.
3. The County expressly reserves the right to amend or withdraw this Request for Proposals at any time and to reject any or all proposals.
4. The County is not bound to accept the lowest cost proposal.
5. A/E is held legally responsible for their proposals and proposal budgets. A/E is not to collude with other A/E and competitors or take any action which will restrict competition. Evidence of such activity will result in rejection of the proposal.
6. The County reserves the right to request any additional information at any stage of the Request for Proposal process. Compliance shall be at the A/E expense.

**D. Valid Proposal**

1. In order to be considered valid, the proposal shall be in writing, submitted on time and in accordance with the sealed solicitation process and be signed by an officer of the A/E who can be accountable for all representations.

**E. Submission**

1. Proposals are due by October 31, 2019. Submit twelve (12) copies to:  
Barron County Highway Department  
Attn: Mark Servi  
260 N 7<sup>th</sup> Street  
Barron, WI 54812
2. A proposal may be withdrawn on a written request of the A/E prior to the proposal due date. Negligence of the proposer in preparing its proposal confers no right to withdraw the proposal after the proposal due date. Prior to the due date deadline, changes may be made, provided the change is initialed by the proposer or the proposer's agent. If the intent of the proposer is not clearly identifiable, the interpretation most advantageous to the County will prevail. Once submitted, a proposal becomes public property and will not be returned.

3. Failure to submit a proposal on time may constitute grounds for rejection of the proposal.

## **F. Evaluation and Contract Award**

### **A. Evaluation**

- 1) The County reserves the right to accept or reject any or all proposals, to waive any technicalities, and to select the proposal deemed most advantageous to the County.
- 2) The County reserves the right to interview any or all of the proposers at its discretion. The County is not responsible for any costs incurred by the proposer in preparing for or participating in an interview.
- 3) Proposals will be evaluated by an Evaluation Team.
- 4) The County will review and evaluate statements of qualification based on the following criteria:
  - A. The experience, resources and qualifications of the firm and individuals to be assigned to the Project as key personnel.
  - B. Ability to meet Project requirements.
  - C. Ability to meet Project timelines.
  - D. Cost

### **B. Contract**

The County will enter into a contract with the selected firm to perform the services as defined in the RFP.