



August 27, 2020

To: All Invited Architectural Firms

Re: Racine County Secure Residential Care Center for Children and Youth
Request for Proposal (RFP) – Architect and Engineers

Gilbane Building Company, on behalf of Racine County, invites proposals from Architects and Engineers to provide design and construction phase administrative services as indicated herein for the Racine County Secure Residential Care Center for Children and Youth (SRCCCY) project.

RFP Responses must include Technical Qualifications with the Price Proposal. The outside envelopes must be marked “Request for Proposal for Architect and Engineering Services – Racine County SRCCCY” and shall include all information required pursuant to this RFP.

Racine County requests that candidates limit the length of their submittals per the page requests (one-sided) not including dividers and attachments. Copies of the RFP Response Package must be submitted accordingly: six (6) hard copies and one (1) electronic copy of requested material to:

Ms. Debra Ladwig
Purchasing Manager
Racine County Finance
730 Wisconsin Avenue
Racine, Wisconsin 53403
Debra.ladwig@racinecounty.com

In the lower left-hand corner write
“Proposal for Architecture and Engineering Services - SRCCCY,
Due: 09/16/2020.”

100% Complete Technical Qualifications and Price Proposals are due by 2:00 pm CDT on Wednesday, September 16, 2020 at the above address. Submittals received after this deadline will not be considered.

For any questions regarding this RFP, please contact:

Jon Scholz, Operations Manager
Gilbane Building Company
E-mail: jscholz@gilbaneco.com

1 INSTRUCTION TO RESPONDENTS

1.1 SOLICITATION SCHEDULE

Request for Proposal Issue Date	August 27, 2020
Information Session	September 2, 2020 at 10:00am
Vendor Questions Due	September 4, 2020 by 4:00pm
Addendum/Questions Answered	September 10, 2020 by 4:00pm
Proposal Due	September 16, 2020 by 2:00pm
Interviews	September 23 and 24, 2020
Notice of Award to Selected Proposer	October 2, 2020

1.2 RESPONDENT’S QUESTIONS: Respondents are reminded and encouraged to carefully examine the RFP documents upon receipt. If the Respondent does not fully understand the RFP or is in doubt as to the County’s or Gilbane Building Company’s ideas or intentions concerning any portion of the RFP, the respondent shall submit any/all questions by 4:00 pm CDT on September 4, 2020 via email to jscholz@gilbaneco.com.

Answers to all questions will be sent to known Respondents in the form of an addendum and posted on Racine County’s website www.racinecounty.com under Bids/Proposals by 4:00 pm CDT on September 10, 2020. Phone calls or direct contact with Racine County are **not permitted**.

1.3 ADDENDA: Any changes made to the RFP after posting will be issues via addenda to all known Respondents and if necessary, an extension will be made to the proposed opening date. The original RFP and any addenda will be posted to the Racine County Website (www.racinecounty.com) under Bids/Proposals. Respondents are responsible for checking this website for any future addenda prior to the opening date. All addenda must be signed and returned with your submitted proposal as specified in the addenda. Respondents who do not return the addenda may have their proposals rejected.

1.4 METHOD OF PROPOSAL: Respondents must include all required information in the RFP. All submitted documents must be typewritten or printed in ink. Proposals written in pencil shall be rejected. Failure to meet any requirements listed in this document may be cause for disqualification of the proposal. To facilitate the evaluation process, the respondent is encouraged to organize the proposal into distinctive sections as described under Section 7 Technical Proposal Submission Requirements.

1.5 INCURRING COSTS: Racine County is not liable for any costs incurred in replying to this RFP.

1.6 SUBMISSION OPENING: Respondents are advised that there will **NOT** be a public opening for this RFP. Proposals received by the date and time of closing will be opened administratively by specific members of the County and at a time subsequent to the closing. On the specified closing date, only the names of the Respondents submitting a response shall be made available.

1.7 WITHDRAWAL OF PROPOSALS: Proposals may be withdrawn on written or electronic request received from vendor prior to time and date fixed for proposal opening. Negligence on the part of the vendor in preparing their proposal response confers no right for withdrawal of the proposal after it has been opened. Withdrawn proposals will be returned unopened prior to the time and date set for proposal openings.

- 1.8 AMENDMENTS TO PROPOSALS: Each vendor will be allowed a period of forty-eight (48) hours after the time and date set for receipt of proposals to notify the County in writing of a material mistake in the proposal. Failure of vendor to notify the County in the manner and within the time limit specified above will constitute a waiver by the vendor of all rights and remedies relative to a material mistake.

Formal proposal amendments thereto or requests for withdrawal of proposal received by Racine County after time specified for opening will not be considered.

- 1.9 PROPOSALS BINDING 90 DAYS: Unless otherwise specified, all submitted responses shall be binding for ninety (90) calendar days following specified due date.

- 1.10 PROPRIETARY INFORMATION: All vendor-supplied materials, including the vendor's proposal, become the property of Racine County. Racine County will work with vendors to meet their confidentiality requirements, provided that they are within reason. All vendor confidential material must have each page clearly marked as confidential. Wisconsin 'Open Records Laws' apply.

2 INTRODUCTION

Racine County is seeking proposals from qualified firms to provide Architecture and Engineering Services for the development and implementation of a new Residential Care Center for Children and Youth (SRCCCY).

The project total budget for hard and soft construction costs is anticipated to be \$41,200,000, includes an estimated total construction cost of this project is \$34,800,000.

The project team includes the following firms:

- Owner – Racine County
- Owner's Representative | Construction Manager Advisor – Gilbane Building Company

This is a Request for Proposal, not an Invitation for Bid, and responses will be evaluated on the basis of the relative merits of the Proposal, in addition to price.

Racine County has decided to engage the services of an Architect and Engineering firm to validate program, provide design services, and construction administration as further detailed in the Scope of Services. The purpose of this Request for Proposal is to identify experienced Architect and Engineering firms with the best combination of qualifications and proven practice in design services to develop and deliver the program efficiently and effectively with respect to time, cost, and function. **It is the expectation of Racine County to engage a single firm to carry out the entire Scope of Design Services for the project.**

3 PROJECT DESCRIPTION

Racine County was awarded a grant for design and construction from the State of Wisconsin. The proposed design is a 48-bed facility, approximately 70,000 square feet, co-locating an SRCCCY and Detention Center. Both male and female youth from Racine and surrounding southeastern Wisconsin counties including Kenosha, Walworth, Washington, Ozaukee, Waukesha, Rock, and Jefferson will be served.

The Project Program (Exhibit E) is a draft for work that has been completed to date. Given that 85% of Wisconsin's juvenile correctional placements originate from the Southeastern region of the state, Racine County Human Services Department (RCHSD) is strategically placed to serve the

needs of the community. The state-of-the art facility will incorporate a trauma informed approach, offering rehabilitative programs including mental health and substance abuse treatment.

Selected site is at 1717 and 1720 Taylor Avenue, Racine Wisconsin (Exhibit D – Site Plan and Exhibit F – Case History). Racine County is purchasing the additional land in preparation for this new project. Additional parking and relocated parking will need to be incorporated with the project for both the new SRCCCY and the existing Racine County Human Services Building requirements.

The primary goals of RCHSD’s SRCCCY will be to provide safety for the community while increasing educational achievements and reducing the recidivism rate of youth served within the juvenile justice system. RCHSD’s existing 180/365 program (Alternatives to Corrections through Education, or “ACE”) demonstrates superior outcomes with regard to recidivism. Seventy-five percent (75%) of Racine ACE youth do not receive felony charges within one year of ACE completion compared with 0% Racine youth in the first 6 months of discharge from a correctional setting. ACE also boasts significant educational outcomes for youth who complete the 21-week program. The average credits earned by Racine youth placed at Lincoln Hills is 0.5 credits over an approximately 12-month placement period whereas Racine youth who successfully complete the ACE program earn an average of 4.5 high school credits. RCHSD plans to increase educational offerings in the SRCCCY by expanding the school day from 3 hours per day to 7 hours and incorporating vocational and technical certifications and career pathway opportunities through our Workforce Solutions Division and community partnerships. RCHSD is presently in discussions with Racine Unified School District to begin extending the school day in the coming academic year end, with the added classroom space afforded by the new SRCCCY, provide a full day of school experience for youth in our facility. The increased educational and vocational preparation enables youth to return to the community better prepared to participate in their own future and become productive members of their communities. You’ll find the attached exhibits, listed in section 3 of this RFP, further quantify the projects requirements.

A summary of the proposed schedule for the project is as follows, subject to adjustments as the design phase with multiple bid releases progresses:

Phase	Timing
Design	October 2020 - June 2021
Construction Start	May 2021
Construction Complete	July 2022

During the design phase, the selected A/E Partner will work with Gilbane and the Owner team as an integral part of the team to provide services as defined in Section 3 of the RFP, Design Scope Checklist – Exhibit A, and Design Deliverables Checklist – Exhibit B.

3.1 Evaluation Criteria

Final Evaluation will include, but not be limited to the following: relevant similar project experience, strength of proposed project team, ability to produce quality complete documents on time, ability to meet the Economic Inclusion Plan, work as an integrated team, and general project approach; along with overall value of the proposal as a whole.

Following the submission of proposals, Racine County will short list firms that will be invited to a personal interview prior to final selection.

RFP selection will be based on the following criteria and weights:

Criteria	Weight
Project Team Experience	30%
Firm Experience	20%
Design Schedule	10%
Fee Proposal	20%
The ability to meet the Economic Inclusion Plan (Exhibit I)	20%
	<u>100%</u>

If an acceptable agreement cannot be reached within two weeks of the initial selection, Racine County will initiate negotiations with the next highest rated firm.

4 SCOPE OF DESIGN/ENGINEERING SERVICES

The Architect and Engineer will be responsible for providing comprehensive design services throughout each phase of the project. The Architect and Engineer’s scope of work shall include but not be limited to the following list of services in conjunction with Exhibit B – Design Deliverables Checklist:

- 4.1 Complete architectural and engineering services for the design of the proposed facility and interface with existing site conditions. This is to include all necessary engineering disciplines, with exception of Geotechnical, Environmental Engineering, and Commissioning Services. All consultants and/or engineers are to be contracted to the awarded architect/engineer company. The Owner shall have the right of refusal of any consultant.
- 4.2 Field verification of existing conditions.
- 4.3 Make presentations to explain the design of the Project to the Owner, Construction Manager, governmental authorities, or others as needed to perform the scope detailed below.
- 4.4 Building code compliance assessment. All work shall be completed in accordance with the applicable building codes and regulations of each authority having jurisdiction over the project. File documents for approval of governmental authorities having jurisdiction over the Project. Apply for and assist in obtaining the building permit along with any necessary variances. (Permit fees to be excluded).
- 4.5 Complete pre-design/programming validation phase. A pre-design phase review submission and review meeting, including a report identifying any deviations from the Owner's criteria, will be conducted. Assume at least **weekly** on-site meetings with the integrated project team during this phase. The architect/engineer shall be responsible for providing a design that is within the budget. Any value engineering or redesign required to meet the project budget shall be performed at no additional expense to the Owner. (Note: Construction Manager will prepare and provide cost estimates, Architect and Engineer shall participate as an integrated team member with estimate preparation and reviews.)
- 4.6 Complete a schematic design phase. A schematic design phase review submission and review meeting will be conducted. Assume at least **weekly** on-site meetings with the integrated project team during this phase. The architect/engineer shall be responsible for providing a design that is within the budget. Any value engineering or redesign required to meet the project budget shall be performed at no additional expense to the Owner. (Note:

Construction Manager will prepare and provide cost estimates, Architect and Engineer shall participate as an integrated team member with estimate preparation and reviews.)

- 4.7 Complete a design development phase. A design development phase review submission and review meeting will be conducted. Assume at least **weekly** on-site meetings with the integrated project team during this phase. The architect/engineer shall be responsible for providing a design that is within the budget. Any value engineering or redesign required to meet the project budget shall be performed at no additional expense to the Owner. (Note: Construction Manager will prepare and provide cost estimates, Architect and Engineer shall participate as an integrated team member with estimate preparation and reviews.)
- 4.8 Complete a construction documents phase. A construction documents phase review submission and review meeting will be conducted. Consultant shall further develop the design in accordance with discussions and plans developed during the preliminary design stages and prepare construction documents for the project. The Construction Document stage will be divided into three design package releases as detailed in the Exhibit C -Project Schedule. Assume at least **weekly** on-site meetings with the integrated project team during this phase. The architect/engineer shall be responsible for providing a design that is within the budget. Any value engineering or redesign required to meet the project budget shall be performed at no additional expense to the Owner. (Note: Construction Manager will prepare and provide cost estimates, Architect and Engineer shall participate as an integrated team member with estimate preparation and reviews.)
- 4.9 Provide complete drawings and specifications necessary for the construction of the proposed facility. Refer to Exhibit B – Design Deliverables Checklist for expectations for design deliverables. This form will be used as a tracking tool as design progresses.
- 4.10 Furniture, fixtures and equipment (FF&E) shall be designed by the Architect and Engineer. Architect and Engineer shall incorporate the FF&E parameters into the facility design and represent them on the construction documents.
- 4.11 Include in the design all parameters necessary for the incorporation of telecommunications, data communications systems, audio visual systems, and security systems.
- 4.12 Schedule - All design and construction document work is required to be completed within the attached schedule timelines (Exhibit C - Project Schedule)
- 4.13 Budget information shall be shared with the awarded Architect and Engineer. The Architect and Engineer will be expected to provide a design that works within the established budget parameters or shall be held responsible for any necessary redesign efforts due to budget overruns at no additional expenses to the Owner. In addition, the Architect and Engineer shall be held responsible for any schedule delays incurred due to budget overruns requiring redesign; any necessary redesign efforts shall be conducted so as not to delay the project schedule. Cost estimate updates and value engineering shall be utilized throughout the design stages of the project to ensure the project remains on budget.
- 4.14 Participate in the bidding process by providing responses to bidder's questions, review requests for substitution if permitted, participate in a pre-bid meeting, and provide any necessary addenda or supplemental bidding information for each bid package. Follow attached project schedule for bid packaged schedule and segregation.
- 4.15 Participate in outreach to include community, trade, and workforce development program support.

- 4.16** Provide construction administration services including, but not limited to, responding to requests for information (RFI's), review and approval of submittals as required by the contract documents, review and approval of contractor change orders (if any), review and certification of contractor payment requisitions, conduct **monthly** field inspections of the construction work as it progresses with written report of observations, participate in on-site construction status review meetings with the trade contractors once per month, and participate in Owner-Architect-Construction Manager (OAC) and principal meetings once per month. Report any known deviations from the contract documents or defects and deficiencies observed in the Work. **All design and in-field** changes shall be incorporated into the record electronic design drawings as prepared by the Architect and Engineer via construction bulletins. Architect and Engineer shall provide complete electronic record drawings with bulletins to Owner at completion of project. Punchlist shall be completed by the Architect and Engineer segregated by floor by respective design discipline with consistent representation. Participate in on-site generation and signoff of punchlist items, to be issued in form compatible with Gilbane's QC software.
- 4.17** Utilize Gilbane systems for documentation (i.e. submittals, RFI's, field reports, billings), see Exhibit J – Technology Requirements.
- 4.18** Building Information Modeling (BIM) - All design work shall be completed utilizing BIM. This requirement goes beyond the representation of design in 3D. The design files should be coordinated between disciplines and shared throughout the duration of the project as a communication and collaboration platform for the end benefit of Racine County. Release documentation shall be executed by all parties, protecting the intellectual property and stating, contractual documents will take precedence over native design files.
- 4.19** Work with Gilbane Virtual Design & Construction (VDC) to customize the BIM execution plan, utilizing the Penn State BIM Project Execution Plan at www.bim.psu.edu/ as a general template, to align with A/E capabilities and Contractor expectations.
- 4.20** Project will be drawn in latest version of Revit version 2020 from inception.
- 4.20.1** Maintain record documents within the model to capture design changes and RFIs issued during the CA phase.
- 4.20.2** Incorporate as-built information from contractors into the model during the CA phase.
- 4.20.3** Turn over to Racine County an approved BIM file Thirty (30) days following project completion.
- 4.21** Architect and Engineer shall participate in the commissioning process by providing responsible representation in meetings, pre-functional testing, functional testing, and Owner Training.
- 4.22** Provide an eleven (11) month warranty walk-through with the Owner and Construction Manager to review facility operations and performance, and make appropriate recommendations to the Construction Manager
- 4.23** Economic Inclusion Goals per Exhibit I - Economic Inclusion Plan
- Business Inclusion Goals for Professional Services:
- a. Racine County based Business 5%
 - b. Targeted Businesses 5% Combined

Workforce Inclusion Goals for Professional Services:

- a. Racine County Resident Work Hours 10%
- b. Targeted Workforce Work Hours 25% Combined

4.24 Exhibits

- 4.24.1 Exhibit A – Design Scope Checklist
- 4.24.2 Exhibit B – Design Deliverables Checklist
- 4.24.3 Exhibit C – Project Schedule
- 4.24.4 Exhibit D – Site Plan – 1717 Taylor Avenue and 1720 Taylor Avenue
- 4.24.5 Exhibit E – Project Program
- 4.24.6 Exhibit F – 3 Parcels - Case History and Closure Justification Reports
- 4.24.7 Exhibit G – AIA B132 Standard Form of Agreement Between Owner and Architect
- 4.24.8 Exhibit H – DRAFT DOC Chapter 347
- 4.24.9 Exhibit I – Economic Inclusion Plan
- 4.24.10 Exhibit J – Technology Requirements

5 CONTRACT AWARD

- 5.1 The successful A/E Partner will be required to execute a standard design agreement AIA B132. The Owner Agreement is included with this RFP. Any exceptions to this agreement must be submitted with your proposal.

6 TECHNICAL PROPOSAL SUBMISSION REQUIREMENTS

The proposer shall submit the following information in the order and format indicated below.

- 6.1 COVER LETTER - One (1) page maximum
Provide a cover letter introducing your firm and proposal.
- 6.2 COMPANY OVERVIEW – Two (2) page maximum
Provide an overview of the company detailing the total number of professional staff, the history of the company, the ownership structure and the office responsible for this project as a minimum.
- 6.3 ARCHITECT/ENGINEERING EXPERIENCE – Ten (10) page maximum
 - 6.3.1 Provide four (4) examples of the project types which you feel best represent your firm’s experience with similar facilities. Include project size and description, type of design services provided, and all other pertinent project facts. Include the Owner, as a reference, with each of the referenced projects.
 - 6.3.2 Provide examples of compelling design stories where design solutions preserved core project program while meeting budget and schedule requirements.
- 6.4 PROJECT STAFFING REQUIREMENTS – Describe the Proposed Project Team, including the Team Members, the organization, and the responsibilities of each team member. Provide an organization chart showing the staffing proposal for the key individuals assigned to the Project Team. List the title of the position, the name and qualifications of the individuals to be assigned and the level of involvement of the individuals assigned (Full-time or Part-time).
 - What differentiates each team member as an individual?
 - Why is your collective team the best choice for the project?
 - Based on your field of expertise, what does your team see as the biggest risks for the project?

- 6.5** KEY PROJECT PERSONNEL - One (1) page maximum per individual
Provide resumes and references for project staff to be assigned to this project. As a minimum include those persons listed in Section 6.4 above and include the following information.
- Project responsibilities
 - Years with firm
 - Relevant project experience
 - Current assignment and finish date
 - Amount of time allocated to the project
- 6.6** ECONOMIC INCLUSION INTENT - Submit the Letter of Intent Form and Workforce Inclusion Commitment Form WF-01DPS, included in Exhibit I - EIP, outlining the structure of the team and how you will achieve the local and diversity goals identified in the EIP.
- 6.7** DESIGN SCHEDULE - Provide a design schedule, with durations, for the following design milestones:
- Concept and Programming
 - Schematic Design
 - Design Development
 - Construction Documents
- 6.8** DESIGN APPROACH Eleven (11) page maximum
Provide your approach to the design of the following critical project parameters.
- 6.8.1** Design Creativity and Innovation - Two (2) pages maximum
 - 6.8.2** Code Expertise - One (1) page maximum
 - 6.8.3** Building Systems Analysis - One (1) page maximum
 - 6.8.4** Ability to Design to Budget – One (1) page maximum
 - 6.8.5** Ability to Meet Schedule Milestones - One (1) page maximum
 - 6.8.6** Detailed Quality Documents - One (1) page maximum
 - 6.8.7** Interdisciplinary Document Coordination - One (1) page maximum
 - 6.8.8** Ability to Work as an Integrated Team - One (1) page maximum
 - 6.8.9** Communications Management – One (1) page maximum
 - 6.8.10** Building Information Modeling – One (1) page maximum
- 6.9** Provide rendering or elevation of the firms’ vision of providing a design to meet future needs of Racine County goals.
- 6.10** INSURANCE – All proposals must include either a description of respondent’s insurance or a certificate of insurance outlining respondent’s insurance policies which evidence compliance with the requirements listed in Exhibit G Sample AIA B132 Agreement will be met or exceeded.
- 6.11** PRICE PROPOSAL SUBMISSION REQUIREMENTS - Under separate cover as detailed in Submission Requirements above, provide a detailed fee proposal utilizing the Exhibit A - Design Scope Checklist included with this RFP. Complete and return both tabs of the Excel workbook.

Thank you for your time and interest in Racine County's new Secured Residential Care Center for Children and Youth.

Respectfully,

Jon Scholz
Operations Manager
Gilbane Building Company

Attachments:

- Exhibit A – Design Scope Checklist
- Exhibit B – Design Deliverables Checklist
- Exhibit C – Project Schedule
- Exhibit D – Site Plan – 1717 Taylor Avenue and 1720 Taylor Avenue
- Exhibit E – Project Program
- Exhibit F – 3 Parcels - Case History and Closure Justification Reports
- Exhibit G – AIA B132 Standard Form of Agreement Between Owner and Architect
- Exhibit H – DRAFT DOC Chapter 347
- Exhibit I – Economic Inclusion Plan
- Exhibit J – Technology Requirements