



November 4, 2020

To: All Invited Building Commissioning Agent Firms

Re: Racine County Secure Residential Care Center for Children and Youth
Request for Proposal – Building Commissioning Agent

Gilbane Building Company, on behalf of Racine County, invites proposals from Building Commissioning Agent firms to provide building commissioning services as indicated herein for the Racine Residential Care Center for Children and Youth (SRCCCY) project.

RFP responses (Technical Qualifications) and Price Proposals must be submitted with the RFP response. The outside envelopes must be marked “Request for Proposal for Building Commissioning Agent 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 Technical Qualifications and Price Proposal 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 Building Commissioning Agent - SRCCCY,
Due: 11/24/2020.”

100% Complete Technical Qualifications and Price Proposals are due by 2:00 pm CDT on Tuesday, November 24, 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 INTRODUCTION INSTRUCTION TO RESPONDENTS

1.1

Information Session	October 28, 2020 at 10:00am
Request for Proposal Issue Date	November 4, 2020
Vendor Questions Due	November 11, 2020 by 2:00pm
Addendum/Questions Answered	November 13, 2020 by 4:00pm
Proposal Due	November 24, 2020 by 2:00pm
Interviews (if needed)	December 8 and 9, 2020
Notice of Award to Selected Proposer	December 14, 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 doubtful 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 2:00 pm CDT on November 11, 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 November 13, 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, and 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 6 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 building commissioning services for the development and implementation of a new Residential Care Center for Children and Youth at the property described in Exhibit D to the RFP.

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
- Architect and Engineer of Record – Ramlow/Stein+TreasorHL

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 a Building Commissioning Agent firm to perform building commissioning services to inform pending building design and construction. The purpose of this Request for Proposal is to identify experienced Building Commissioning Agent firms with the best combination of qualifications and proven practice to deliver the logs and reports efficiently and effectively with respect to time, cost, and function.

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 progresses:

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

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	20%
Firm Experience	20%
Project Understanding/Approach	20%
Fee Proposal	20%
The ability to meet the Economic Inclusion Plan (Exhibit I)	20%
	100%

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 BUILDING COMMISSIONING AGENT SERVICES

The Building Commissioning Agent scope of work shall include but not be limited to the following list of services:

- 4.1 The intent of this role is to verify that systems and equipment are installed and perform according to the Owner's project requirements, basis of design, and construction documents. The design is currently in the Programming stages.
 - 4.1.1 Scope of commissioning activities and commissioned systems includes but is not limited to: Building Automation System, All HVAC Equipment and Systems, Electrical Systems including Emergency Power, Occupancy Sensors and Lighting Controls, Data and Communication Systems, Security Systems, Fire Suppression Systems, and Plumbing Systems.
- 4.2 Design Phase:
 - 4.2.1 Review Basis of Design documents to evaluate if construction documents meet Owner's Project Requirements and guidelines.
 - 4.2.2 Provide input to A/E for inclusion in the Construction Verification Checklists and Functional Performance Test forms into the Specifications.
 - 4.2.3 Review preliminary design documents (Schematic Design & Design Development) to evaluate and provide comments regarding the design meeting the Owner's Project Requirements and project goals.
 - 4.2.4 Develop and implement a Commissioning Plan identifying the commissioning team, procedures, planned commissioning activities, system tests, test sampling, milestones and responsibilities.
 - 4.2.5 Perform peer review of final design documents to ensure incorporation of review comments, elimination of construction ambiguities and completeness of the Construction Verification Checklists and Functional Performance Test Forms and provide written comments.
- 4.3 Construction Phase:
 - 4.3.1 Coordinate the commissioning activities with the CM to ensure Cx activities are incorporated into master project schedule.
 - 4.3.2 Attend and participate in the Construction Progress Meetings and lead the commissioning team of contractors and consultants. Provide Commissioning Plan overview at the Pre-Construction Meeting.
 - 4.3.3 Conduct regularly scheduled commissioning meetings and regularly update the Commissioning Plan tracking status and responsibilities. Frequency to be determined by the cadence of the project schedule.
 - 4.3.4 Review contractor submittals applicable to systems being commissioned for compliance of commissioning needs concurrent with designer review.

- 4.3.5 Coordinate and perform a Controls Page Turn Meeting where applicable contractors, Owner, Engineers and CM are in attendance to discuss coordination and responsibility of system integration.
 - 4.3.6 Enter construction, functional performance, design discrepancies, etc. into a Commissioning Issues List. Track the issues to help move the issue to correction. When Contractor, A/E, CM or Racine County indicates an issue is corrected, verify and close the issue within the Issues List.
 - 4.3.7 Perform field checks of the Contractor completed Construction Verification Checklists, component or system installations, in-wall and above ceiling inspections. Review serviceability, maintainability, and the ability to perform functional testing.
 - 4.3.8 Enter non-conformance items into the Commissioning Issues List. If there is more than a 10% deficiency, Contractor to correct and Commissioning agent to recheck.
 - 4.3.9 Perform and/or observe pre-functional tests including but not limited to; HVAC piping pressure testing and flushing, duct leakage testing, air and water system balancing and equipment startup testing of Boilers, AHUs, etc.
 - 4.3.10 Establish sampling protocol for Functional Performance Testing. Witness, record and document the testing and report any deficiencies on the CxP Issues List. Coordinate retesting as necessary until satisfactory functional performance is achieved.
 - 4.3.11 Review HVAC testing, adjusting and balancing report, field verify with contractor, report deficiencies on the Commissioning Issues List, track issues to resolution, verify corrections and close the issues.
 - 4.3.12 Review Operations and Maintenance Manuals and provide comments to the A/E so they can include with all other review comments.
 - 4.3.13 Attend Owner training sessions, provide and collect attendee evaluation forms and evaluate training to ensure Racine County facilities operator training is adequate.
- 4.4 Post-Construction:
- 4.4.1 Complete final Commissioning Report and distribute to Owner, A/E, and CM. Report which shall include a brief building description, overview of commissioning and testing scope, testing and verification methods and a list of equipment commissioned.
 - 4.4.2 Witness the Seasonal Functional Performance Testing, document the results and enter deficiencies into the Commissioning Issues List and provide follow-up through closure.
 - 4.4.3 Coordinate and attend a walkthrough as a part of the 11-month warranty to review systems operations performance. Note and distribute any issues or discrepancies discovered during the walkthrough.
- 4.5 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

4.6 Exhibits

- 4.6.1** Exhibit A – Design Scope Checklist – N/A
- 4.6.2** Exhibit B – Design Deliverables Checklist – N/A
- 4.6.3** Exhibit C – Project Schedule
- 4.6.4** Exhibit D – Site Plan – 1717 Taylor Avenue and 1720 Taylor Avenue
- 4.6.5** Exhibit E – Project Program
- 4.6.6** Exhibit F – 3 Parcels - Case History and Closure Justification Reports
- 4.6.7** Exhibit G – Sample AIA C103-2015 Standard Agreement Owner and Consultant
- 4.6.8** Exhibit H – DRAFT DOC Chapter 347
- 4.6.9** Exhibit I – Economic Inclusion Plan
- 4.6.10** Exhibit J – Technology Requirements
- 4.6.11** Exhibit K – Previously Issued Addenda
- 4.6.12** Exhibit L – Professional Services Info Session Slides – 10/28/2020

5 CONTRACT AWARD

- 5.1** The successful Building Commissioning Agent firm will be required to execute an AIA C103-2015 Standard Agreement Owner and Consultant. 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**
Provide a cover letter introducing your firm and proposal.
- 6.2 COMPANY OVERVIEW**
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 FIRM EXPERIENCE**
Provide four (4) examples of the projects which you feel best represent your firm’s experience with similar facilities. Include project size and description, type of Commissioning services provided, and all other pertinent project facts. Include the Owner, as a reference, with each of the referenced projects.
- 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).

- 6.5 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.
- 6.6 PROJECT UNDERSTANDING / APPROACH
Provide your approach for managing and executing the project for the following:
 - 6.6.1 Describe systems assumed to be commissioned.
 - 6.6.2 Describe why and how many meetings you recommend at the three stages identified above and what type of personnel will be involved.
 - 6.6.3 Describe why and how many site visits you recommend be made at the three stages identified above and what type of personnel will be involved.
 - 6.6.4 Describe your recommended reporting/issue tracking type and frequency throughout the project.
 - 6.6.5 Describe the safety protocols that will be followed while onsite.
 - 6.6.6 Provide a sample deliverable developed by a member of the proposer's team demonstrating a typical functional test procedure for a large air handling unit.
 - 6.6.7 Provide a sample deliverable developed by a member of the proposer's team demonstrating comments from a design peer review.
 - 6.6.8 Provide a sample deliverable developed by a member of the proposer's team demonstrating a typical Commissioning Issues Log.
- 6.7 PRICE PROPSAL – As described in Section 7.
- 6.8 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 C103-2015 Standard Agreement Owner and Consultant will be met or exceeded.

7 PRICE PROPOSAL SUBMISSION REQUIREMENTS

Attach the lump sum fee to the proposal for the cost of the Commissioning Agent services. Include current rate schedule.

- 7.1 Provide the following cost breakdown at a minimum:

BASE PROPOSAL

7.1.1.1 Design Phase (\$) _____

7.1.1.2 Construction Phase (\$) _____

7.1.1.3 Post-Construction Phase (\$) _____

7.1.2 TOTAL COST OF COMMISSIOING AGENT SERVICES:

7.1.2.1 Total Cost of Services (7.1.1.1 Through 7.1.1.3)

(\$) _____

Firms are encouraged to direct any questions via email to jscholz@gilbaneco.com by 2:00 pm CDT on November 11, 2020. Such inquiries, with the necessary responses, will be shared with all solicited firms via email by 4:00 pm CDT on November 13, 2020. Phone calls or direct contact with Racine County are **not permitted**.



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 – N/A
- Exhibit B – Design Deliverables Checklist – N/A
- 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 – Sample AIA C103-2015 Standard Agreement Owner and Consultant
- Exhibit H – DRAFT DOC Chapter 347
- Exhibit I – Economic Inclusion Plan
- Exhibit J – Technology Requirements
- Exhibit K – Previously Issued Addenda
- Exhibit L – Professional Services Info Session Slides – 10/28/2020