



November 4, 2020

To: All Invited Surveying Firms

Re: Racine County Secure Residential Care Center for Children and Youth
Request for Proposal – Surveying Services

Gilbane Building Company, on behalf of Racine County, invites proposals from Surveying firms to provide registered property and as-built surveying 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 Surveying 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 Surveying Services - SRCCCY,
Due: 11/24/2020.”

100% Complete Technical Qualifications and Price Proposals are due by 2:00 pm (noon) 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 registered property and as-built surveying 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+TreanorHL

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 Surveying firm to perform registered property survey to inform pending building design and perform an as-built survey at the end of construction. The purpose of this Request for Proposal is to identify experienced Geotechnical Engineering 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	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 SURVEYING SERVICES

The Surveying firm scope of work shall include but not be limited to the following list of services:

- 4.1** The specified land survey shall be completed, and the associated drawings and report(s) delivered to the Owner and the Architect within fourteen (14) calendar days after written authorization to proceed is received, barring circumstances beyond the Surveyor's control that force a delay. In such an instance, the Surveyor will inform the Owner of the cause of the delay.
- 4.2** Provide an accurate boundary, detailed topographical, and utilities location survey for the sites listed below:
 - 4.2.1** Property Information:
 - 4.2.1.1** 1717 Taylor Ave. Racine, WI 53403
 - 4.2.1.2** Parcel C 1717 Taylor Ave. Racine, WI 53403
 - 4.2.1.3** 1720 Taylor Ave. Racine, WI 53403
 - 4.2.2** The Owner has the title to this property and the right of entry for this subsurface investigation. The property lines and means of access to the 1717 Taylor Ave 1720 Taylor Ave lots are included in Exhibit D and Exhibit F.
 - 4.2.3** The present owner is: Racine County
 - 4.2.4** A contact will be assigned to the Surveyor after award for scheduling site access and making necessary arrangements.
- 4.3** DRAWING REQUIREMENTS:
 - 4.3.1** Drawings shall note all dimensions and elevations in imperial units at 1" = 50'-0" scale.
 - 4.3.2** Drawing sheets shall be trim size 30x42 with left binding edge and 1/2" borders.
 - 4.3.3** Show NORTH arrow and locate magnetic North directed to the top of the sheet.
 - 4.3.4** Include legend of symbols and abbreviations used on the drawing(s).
 - 4.3.5** Spot elevations on paving or other hard surfaces shall be to the nearest .01 foot; on other surfaces, to the nearest .10 foot.
 - 4.3.6** Boundary and topographic information, where both are required, shall be on the same drawing unless otherwise requested by the Architect.
 - 4.3.7** Final deliverable to include all three parcels on one sheet, see Exhibit D for identification of parcels.
 - 4.3.8** Furnish to the Architect one AutoCAD 2017-compatible electronic file, one Portable Document File (PDF) electronic file, and three prints of each drawing. The Surveyor shall sign and seal each drawing and shall state that to the best of

the Surveyor's knowledge, information and belief, all information thereon is true and accurately shown.

4.4 It is understood that the Owner, or the Architect on the Owner's behalf, may reproduce the Surveyor's drawings without modification and distribute the prints in connection with the use or disposition of the property without incurring obligation for additional compensation to the Surveyor. The original drawings remain the property of the surveyor.

4.5 BOUNDARY SURVEY:

4.5.1 Perform control survey to establish adequate control for all boundary and topographic mapping necessary for the limits and purpose of the project.

4.5.2 Show boundary lines, giving length and bearing (including reference or basis) on each straight line; interior angles, radius, point of tangency and length of curved lines. Existing monuments within the project limits will be incorporated into the control survey.

4.5.3 Unless otherwise prohibited by law, where no monument exists, set a minimum of one permanent iron pin (monument) or other suitable permanent monument at each lot (1717 Taylor Ave and 1720 Taylor Ave) located at places to be protected from damage or disturbance during eventual construction activities.; drive pin adequately into ground to prevent movement and mark with wood stake; state on the drawing(s) whether existing monuments were found or set and describe each.

4.5.4 Benchmark elevations (altitude) may be referred to height above mean sea level (MSL).

4.5.5 Note identity, jurisdiction and width of adjoining streets and highways, width and type of pavement. Identify street monuments and show distance to the nearest intersection.

4.5.6 Show recorded or otherwise known easements and rights-of-way and identify owners (holders).

4.5.7 Note planned rights-of-way and the nature of each.

4.5.8 Give names of owners of adjacent property if applicable.

4.5.9 Furnish a legal description that conforms to the record title boundaries. Prior to making this survey and insofar as is possible, the Surveyor shall acquire data including, but not limited to, deeds, maps, certificates or abstracts of title, section line and other boundary line locations in the vicinity.

4.5.10 The geographical coordinates of the property in longitude and latitude (Degrees, minutes and seconds). GPS coordinates must be based on the NAD 1983/2011 datum. The preferred coordinate format is: Degrees, minutes, seconds in the following format: Latitude: xx deg, xx min, xx.xxx sec N/S; Longitude: xxx deg, xx min, xx.xxx sec E/W. i.e. 05 deg, 19 min 22.000 sec N, 004 deg, 01 min, 12.000 sec W.

4.6 TOPOGRAPHIC SURVEY:

- 4.6.1 Perform aerial surveys and/or conventional field surveys as necessary to identify all surface features within the project limits to develop engineering base. Survey limits shall extend a minimum of 150 feet in each direction past the curb returns at all major cross streets, 100 feet at minor cross streets.
- 4.6.2 Differences in elevation shall be by contours at a minimum contour interval of one foot and spot elevations at each intersection of a 10' square grid covering the property.
- 4.6.3 Topographic Features. The following surface features within the project limits are to be included (but not limited to): curb, gutter, sidewalk, edge of pavement, driveways, handicap ramps, parking, walls, fences, buildings including footprint and first floor elevation of Human Services Building at 1717 Taylor Ave, railroad tracks, vegetation, signs, and traffic markings.
- 4.6.4 All buildings and structures on the property shall be located by measurements from building corners at right angles to property lines.

4.7 UTILITIES LOCATION SURVEY:

- 4.7.1 The location, size, and invert elevation of all sewer lines, showing whether such lines are for stormwater, sanitary, or combined, both on the property and in adjacent streets. location of all sewer manholes, septic tanks, wells, cisterns, or other underground structures, on the property and in adjacent streets, giving top elevation, measured depth from top, and material of construction.
- 4.7.2 The location, elevations, sizes, and types of all water, gas, or other service pipes on the property and in adjacent streets.
- 4.7.3 The location of all fire hydrants available to the property and the size of the main serving each.
- 4.7.4 Location of trees 12 inches and over (caliper three feet above ground); locate within two feet tolerance and identify species in English and botanical terms.
- 4.7.5 The following electrical items should be included in the survey:
 - 4.7.5.1 Location, elevation and characteristics of power, cable television, street lighting, telephone and electric poles, traffic control facilities and communications systems above and below grade.
 - 4.7.5.2 Identify and photograph local substation and interior cabinets, which feed the site.
 - 4.7.5.3 Identify feeder sizes, ampacity rating, and type of cable and distance from substation (length of cable).
 - 4.7.5.4 Number and size of underground conduits from substation to main server of site.
 - 4.7.5.5 Note if feeder conduits are encased in concrete and provide dimensions.

4.8 Provide alternate pricing for an As-Built survey after construction completion. The Record of Survey will show all pertinent information from the control and boundary surveys so as to show the project's location relative to existing roadway alignments, right-of-way lines and found survey monuments.

4.9 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

4.10 Exhibits

- 4.10.1** Exhibit A – Design Scope Checklist – N/A
- 4.10.2** Exhibit B – Design Deliverables Checklist – N/A
- 4.10.3** Exhibit C – Project Schedule
- 4.10.4** Exhibit D – Site Plan – 1717 Taylor Avenue and 1720 Taylor Avenue
- 4.10.5** Exhibit E – Project Program
- 4.10.6** Exhibit F – 3 Parcels - Case History and Closure Justification Reports
- 4.10.7** Exhibit G – Sample AIA C103-2015 Standard Agreement Owner and Consultant
- 4.10.8** Exhibit H – DRAFT DOC Chapter 347
- 4.10.9** Exhibit I – Economic Inclusion Plan
- 4.10.10** Exhibit J – Technology Requirements
- 4.10.11** Exhibit K – Previously Issued Addenda
- 4.10.12** Exhibit L – Professional Services Info Session Slides – 10/28/2020

5 CONTRACT AWARD

5.1 The successful Surveying 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 three (3) examples of similar size projects which you feel best represent your firm's experience. Include project size, type of Surveying services provided, and all other pertinent project facts.

- 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
 - 6.6.1 Briefly state your understanding of the services to be provided and a positive commitment to perform the services as defined in the request for proposal.
 - 6.6.2 Describe use of technology to perform scope.
- 6.7 PRICE PROPSAL – As described in Section 7
 - 6.7.1 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

Under separate cover as detailed above, attach the lump sum fee to the proposal for the cost of the surveying services (including the furnishing of all materials, apparatus, labor and any required insurance) for registered survey and as-built survey. Include current rate schedule.

- 7.1 Provide the following cost breakdown at a minimum:

PRICE PROPOSAL SUBMISSION REQUIREMENTS

7.1.1.1 Boundary Survey (\$) _____

7.1.1.2 Topographic Field Survey (\$) _____

7.1.1.3 Utility Location Survey (\$) _____

7.1.2 TOTAL COST OF SURVEYING SERVICES:

7.1.2.1 Total Cost of Services (7.1.1.1 Through 7.1.1.4)

\$) _____

ALTERNATE PROPOSAL #1:

Provide As-Built Survey per Item 4.11

7.1.3 As-Built Survey (\$) _____



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