



November 4, 2020

To: All Interested Firms

Re: Racine County Secure Residential Care Center for Children and Youth  
Request for Proposals (RFP) – Economic Inclusion Data Management  
Services

Gilbane Building Company, on behalf of Racine County, is interested in securing the services of a highly qualified respondent to assist in efficiently and effectively managing the economic inclusion program contained within the Racine County Secure Residential Care Center for Children and Youth project (‘the project’).

Our intent is to contract with a respondent who can support the economic inclusion program by implementing tracking software and managing the capture of economic inclusion business spend and workforce data for the project, as deemed appropriate by Racine County. The selected vendor’s tracking software and reporting solution will automate the data collection process for professional services firms, trade contractors and vendors, also better enabling Racine County and Gilbane Building Company to produce detailed participation reports for meeting the project’s economic inclusion program.

RFP Responses must include Technical Qualifications with the Price Proposal. The outside envelopes must be marked “Request for Proposal for Economic Inclusion Data Management Systems” 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](mailto:Debra.ladwig@racinecounty.com)

In the lower left-hand corner write  
“Request for Proposal for Economic Inclusion Data Management  
Services - SRCCCY, Due11/24/2020.”

**100% Complete** Technical Qualifications and Price Proposals are due by 2:00 pm CSTCST 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](mailto:jscholz@gilbaneco.com)

**1 INSTRUCTION TO RESPONDENTS**

**1.1 SOLICITATION SCHEDULE**

Information Session	October 28, 2020 at 10:00am CST
Request for Proposal Issue Date	November 4, 2020
Vendor Questions Due	November 11, 2020 by 2:00pm CST
Addendum/Questions Answered	November 13, 2020 by 4:00pm CST
Proposal Due	November 24, 2020 by 2:00pm CST
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 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 2:00 pm CSTCST on November 11, 2020 via email to [jscholz@gilbaneco.com](mailto: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](http://www.racinecounty.com) under Bids/Proposals by 4:00 pm CST 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](http://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 Economic Inclusion Data Management Services for the economic inclusion program by implementing tracking software and managing the capture of economic inclusion business spend and workforce data and reporting for the design and construction a new Residential Care Center for Children and Youth (SRCCCY) as further detailed in the Scope of Services.

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.

The purpose of this Request for Proposal is to identify experienced firms with the best combination of qualifications and proven practice in economic inclusion compliance tracking services to develop and deliver the program 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.

### **3.1 Economic Inclusion Plan**

The Program Summary is provided and further detailed in Exhibit I, Racine County Secure Residential Care Center for Children and Youth – ECONOMIC INCLUSION PLAN.

capacity in both workforce and businesses, Racine County will conduct outreach and foster engagement with trade contractors, suppliers, vendors and professional services firms to endeavor to achieve the following economic inclusion plan.

**Business Contracting and Inclusion Goals**

Priority for direct and indirect contracts to qualified Racine County based businesses. The business must provide meaningful operational delivery of services with local employees and management at its location for a minimum of six months prior to proposal or bid submission. Functions can include, but not be limited to, operations, sales, supportive departments, equipment storage, and the like. The business must also be registered with and have paid sales and other taxes to the Wisconsin Department of Revenue. Documentation to substantiate the location is required and must be verifiable through Wisconsin state agencies and other sources. The business must not have any active exclusions in the System for Award Management (SAM) database ([www.SAM.gov](http://www.SAM.gov))

**Business Inclusion Goals**

	Professional Services	Construction
<b>Racine County-based Businesses</b>	<b>5%</b>	<b>25%</b>
<b>Racine County-based Businesses</b>	<b>5% Combined</b>	<b>5% Combined</b>
<b>Minority-Owned (MBE) Business Enterprises</b>		
<b>Woman-Owned (WBE) Enterprises</b>		
<b>Small Business (SBE) Enterprises</b>		
<b>Veteran-Owned Business Enterprises</b>		

**Registration and Certification Requirements**

Business Category	Registration/Certification Type
Racine County-based Business	<a href="#">Wisconsin Department of Financial Institutions</a>
Minority-Owned Business Enterprise	<a href="#">Wisconsin Department of Administration (MBE)</a>
Women-Owned Business Enterprise	<a href="#">Women’s Business Enterprise National Council (WBENC) (WBE)</a> <a href="#">National Minority Supplier Development Council (NMSDC) (MBE)</a> <a href="#">Wisconsin Department of Transportation (DBE)</a>
Small Business Enterprise	<a href="#">City of Milwaukee Office of Small Business Development (SBE)</a>
Veteran-Owned Business Enterprise	<a href="#">Wisconsin Department of Veterans Affairs</a>

**Business Inclusion Compliance**

Trade Contractors will be required to substantiate economic business inclusion through monthly reporting.

**Workforce Inclusion and Diversity Goals**

Priority to hire qualified Racine County residents, minorities or people of color, women and veterans.

	Professional Services	Construction
Racine County Residents	10% Combined	30%
Racine County Residents from Approved Training Programs		15%
Minorities or People of Color*	25% Combined	25% Combined
Women		
Veterans		

**Workforce Inclusion Goals**

\* *Minorities or People of Color as defined: American Indian or Alaska Native– Asian -Black or African American – Hispanic or Latino – Native Hawaiian or Other Pacific Islander. Federal Register / Vol. 62, No. 10*

**Workforce Inclusion Compliance**

Trade Contractor will be required to substantiate workforce inclusion through certified payrolls. Certified payroll must include information regarding a worker’s address, city, state, zip code, county, gender, race/ethnicity and veteran status.

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

The following user parameters are to be assumed:

- There are anticipated to be approximately 150 users including both Tier 1 professional service firms/contractors and Tier 2 subcontractors.
- Of that total, there are anticipated to be approximately 50 Tier 1 professional service firms and contractors.
- There are anticipated to be three to five customer users.

During the design and construction phase, the selected Economic Inclusion Partner will work with Gilbane and the Owner team as an integral part of the team to provide services as defined in Section 4 of the RFP.

### 3.2 Evaluation Criteria

Final Evaluation will include, but not be limited to the following: relevant similar experience, strength of proposed project team, ability to produce quality complete reporting 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%
Technical platform	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 SERVICES

The selected Economic Inclusion Partner will be responsible for the economic inclusion program by implementing tracking software and managing the capture of economic inclusion business spend and workforce data and reporting throughout each phase of the project. The Economic Inclusion Partner's scope of work shall include but not be limited to the following list of services:

#### **4.1 Program Commitment Coordination**

The selected respondent will be responsible for coordinating the review and verification of the commitment documents, including change orders with Tier 1 professional service firms and contractors, per the Economic Inclusion Plan (Exhibit I) with the Construction Manager.

#### **4.2 Enterprise Resource Planning (ERP) System Integration for Tier 1 Reporting**

The selected respondent will work with a team of representatives from Gilbane Building Company to assist Racine County in realizing this vision. The scope of the ERP System Integration effort will be to connect Gilbane Building Company with the respondent's data management solution for the purpose of compiling and exporting certified spending reports for tier-1 professional services firms and contractors.

#### **4.2 Professional Services/Prime Contractor/Vendor Self-Reporting for Tier 2-3 Spend:**

The vision for self-reporting is to require the project's prime contractors, architects, engineers, and consultants ('prime vendors') to access and submit the certified participation spending reports with validating documentation for the tier 2 and tier 3 subcontractors hired on their contracts for the project, in each specified participation category as highlighted in the Economic Inclusion Plan (Exhibit I) for the project. Ideally the vendors will access a specific external portal to submit the relevant information. Prime vendors would also be enabled to track progress and performance towards contracted participation goals.

#### **4.3 Professional Services Firms/Contractor/Vendor Training**

The selected respondent will work directly with the project's prime vendors (as mentioned prior) to train them on submitting certified spending data directly into the respondent's data management solution. The intent is that the respondent will also work with prime vendors to resolve data submission errors and send alerts related to discrepancies in a vendor's progress or performance towards meeting contracted participation goals.

#### **4.4 Certified Spending Participation Goal(s) Tracking and Reporting:**

The intention is to utilize the third-party's software solution on an ongoing basis for tracking and reporting progress towards fulfilling the project's participation goals. The respondent's data management solution will enable the owner's team to track the overall participation of its prime vendors by generating certified spend reports. Gilbane Building Company will be enabled to view current spending trends, filter data, and export reports via customized internal portals and user dashboards. Specifically, the respondent will tailor reports to properly capture and present data for the project's participation, and also individual professional services firms and contractor goal participation. The customized certified spending reports must be reportable and organized by the categories outlined in the Economic Inclusion Plan (Exhibit I).

The platform shall also have the ability for 2<sup>nd</sup> and 3<sup>rd</sup> tier vendors to track workforce participation.

#### **4.5 Program Verification, Certificate Tracking, Repository, and Renewal Notification**

Provide alternate pricing for the following: As it is a requirement to maintain current, validated copies of certified vendor's certificates and other required documentation based on the Economic Inclusion Plan (Exhibit I), we are seeking a respondent who can maintain a central repository of these documents within the data management solution.

#### **4.6 Infrastructure & Security Requirements**

The product shall be a Subscription-based SAAS service, with multi-location backup and with 0% downtime. If the Service goes down, Notification Alerts shall be sent immediately to the Gilbane Building Company Project Manager and a plan of action shall be sent within 4 hours to the same entity.

Licenses should be based on volume of work and not number of users as the number of users fluctuates. Enterprise security is mandatory. The product shall have multiple roll-based security levels for the entire system and at the project level; the ability to validate user permissions; and the ability to provide an “audit trail” to allow Gilbane Building Company to verify log-ins and activity.

**4.7 Workforce and Labor Compliance Tracking for Construction Projects**

The platform shall allow Employee & Payroll Tracking. This includes the ability to 1) track workforce demographics (i.e., name, address, county, unique employee ID #, job title, etc.); 2) assign targeted worker participation classifications; 3) view payroll data for all contractors and their tiers; 4) allow employee validation for residency requirements (Geocode address validation and supporting documentation); 5) upload Payroll and Generate and E-sign WH347; 6) EEO and veteran data tracking and reporting.

The platform shall allow 1099 Worker Tracking. This includes the ability to 1) track hours and payments made to 1099 project workers for all subcontractors 2) track payments to specialized contractors by hours, mileage or load.

The tool shall allow E-sign data for validation & recordkeeping.

The tool shall allow Automated Compliance Checks.

- Payroll – identify missing data by period
- Residency – validate employee residency based off geo-coordinates or zip code lists

**4.8 Economic Inclusion Goals per Exhibit I - Economic Inclusion**

The selected respondent is expected to reach the following business and workforce goals for this project

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

**4.9 Exhibits**

- 4.9.1** Exhibit A – Design Scope Checklist – N/A
- 4.9.2** Exhibit B – Design Deliverables Checklist – N/A
- 4.9.3** Exhibit C – Project Schedule
- 4.9.4** Exhibit D – Site Plan – 1717 Taylor Avenue and 1720 Taylor Avenue
- 4.9.5** Exhibit E – Project Program
- 4.9.6** Exhibit F – 3 Parcels - Case History and Closure Justification Reports
- 4.9.7** Exhibit G – Sample AIA C103-2015 Standard Agreement Owner and Consultant
- 4.9.8** Exhibit H – DRAFT DOC Chapter 347
- 4.9.9** Exhibit I – Economic Inclusion Plan
- 4.9.10** Exhibit J – Technology Requirements
- 4.9.11** Exhibit K – Previously Issued Addenda
- 4.9.12** Exhibit L – Professional Services Info Session Slides – 10/28/2020

**5 CONTRACT AWARD**

- 5.1** The successful Economic Inclusion Partner 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 ECONOMIC INCLUSION PROGRAM EXPERIENCE**

**6.3.1** Provide two (2) examples of the project types which you feel best represent your firm’s experience with similar requirements. 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.

**6.4 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 SAMPLE REPORTS** - Provide a mock-up of a sample of the Dashboard; business spend; and workforce data reports to meet the reporting needs outlined in the Economic Inclusion Plan.

**6.7 PROGRAM APPROACH** –

**6.7.1** Provide a description of any licensing or subscription-based approach to include data storage, user access, any preconfigured reports, and other information that would be warranted throughout the duration of the project.

**6.7.2** Outline the expectations of the Owner or Construction Manager during the project. For example, will we need to designate an EIP administrator to liaise between the vendor and project team?

**6.8 PRICE PROPOSAL** – As described in Section 7

**6.9 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 Economic Inclusion Data Management Services. Include current rate schedule for labor of the specific rates requested below.

7.1 Provide the following cost breakdown at a minimum:

**BASE PROPOSAL**

- 7.1.1 License or Subscription Fee (\$) \_\_\_\_\_
- 7.1.2 Program Commitment Coordination (\$) \_\_\_\_\_
- 7.1.3 Program Administration Fee (if applicable) (\$) \_\_\_\_\_
- 7.1.4 Project Closeout Cost (if applicable) (\$) \_\_\_\_\_

7.2 **TOTAL COST OF ECONOMIC INCUSION DATA MANAGEMENT SERVICES:**

- 7.2.1 Total Cost of Services (7.1.1 Through 7.1.4)  
(\$) \_\_\_\_\_

**ALTERNATE PROPOSAL #1:**

7.3 **Provide Alternate for Program Verification, Certificate Tracking, Repository, and Renewal Notification**

- 7.3.1 ADD (\$) \_\_\_\_\_

7.4 **UNIT RATES** (ensure the following are included in rate sheets described in Section 7 above):

- 7.4.1 Additional Webinar Sessions (\$/session) \_\_\_\_\_
- 7.4.2 Half-Day On-Site Training Sessions (\$/session) \_\_\_\_\_
- 7.4.3 Additional Customized Reports and/or Developments (\$/hr) \_\_\_\_\_

As soon as your firm choses to pursue or decline this opportunity, we would appreciate a brief e-mail informing us of your decision.

Firms are encouraged to direct any questions via email to jscholz@gilbaneco.com by 2:00 pm CST on November 11, 2020. Such inquiries, with the necessary responses, will be shared with all solicited firms via email by 4:00 pm CST 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
- Request for Proposal - Architect and Engineer | Racine CountySRCCCY

- 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