



January 9, 2023

To: All Interested Firms

Re: Racine County Youth Development and Care Center
Request for Proposals (RFP) – Community Engagement 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 a community engagement program in relation to the Racine County Youth Development and Care Center project (“the project”).

The intent is to contract with a respondent who can develop a community engagement program including public meetings, neighborhood research, and gathering and analysis of information related to connecting local residents to existing training programs; Racine County Human Services case managers; and employment on the project. The community engagement scope of services related to the project is intended to be a catalyst to connecting the under employed and unemployed in Racine County to employment opportunities.

The firm is expected to work closely with and report findings to the Racine County Human Services Department; the Racine County Youth Development and Care Center (YDCC) project construction team; key community stakeholders and other members to be identified. This facilitation process includes working with the residents, businesses, and the greater community surrounding the project, as well as, with the YDCC staff.

RFP Responses must include Technical Qualifications with the Price Proposal. The outside envelopes must be marked “Request for Proposal for Community Engagement Services” 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 where noted in Section 6 (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:

Duane McKinney Purchasing Manager
Racine County Finance 730 Wisconsin Avenue
Racine, Wisconsin 53403 duane.mckinney@racinecounty.com

In the lower left-hand corner write
“Request for Proposal for Community Engagement Services – YDCC, Due
1/27/2023.”

100% Complete Technical Qualifications and Price Proposals are due by 2:00 pm CDT on Friday 1/27/2023 at the above address. Submittals received after this deadline will not be considered.

For any questions regarding this RFP, please contact:

James Methu
Economic Inclusion Specialist
Gilbane Building Company
E-mail: jmethu@gilbaneco.com

1 INSTRUCTION TO RESPONDENTS

1.1 SOLICITATION SCHEDULE

Request for Proposal Issue Date	1/9/2023
Vendor Questions Due	1/17/2023 @ 2pm
Addendum/Questions Answered	1/20/2023 @ 4pm
Proposal Due	1/27/2023 @ 4pm
Interviews	Week of 2/6/2023
Notice of Award to Selected	2/14/2023

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 CDT on Tuesday January 17, 2023 via email to jmethu@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 Friday January 20, 2023. 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 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 implement and develop a community engagement program including public meetings, neighborhood research, and gathering and analysis of information related to connecting local residents to existing training programs; Racine County Human Services case managers; and employment on the project. The community engagement scope of services related to the project is intended to be a catalyst to connecting the underemployed and unemployed in Racine County to employment opportunities.

The firm is expected to work closely with and report findings to the Racine County Human Services Department; the project construction team; key community stakeholders and other members to be identified. This facilitation process includes working with the residents, businesses, and the greater community surrounding the project, as well as, with the YDCC staff.

This is a Request for Proposal, not an Invitation for Bid, and responses will be evaluated based on 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 community engagement 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 a Secure Residential Care Center for Children and Youth (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. See Exhibit C Project Program for further details on the project.

In conjunction with the project, the intent is to contract with a respondent who can develop a community engagement program including public meetings, neighborhood research, and gathering and analysis of information related to connecting local residents to existing training programs; Racine County Human Services case managers; and employment on the project.

3.1 Economic Inclusion Plan

The Program Summary is provided and further detailed in Exhibit E, Racine County Youth Development and Care Center (YDCC) – ECONOMIC INCLUSION PLAN.

To demonstrate good faith efforts to place Racine County residents as priority toward building significant 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)

Business Inclusion Goals

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

Registration and Certification Requirements

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

Business Inclusion Requirements

Professional Services Partners and Trade Contractors will be required to substantiate economic business inclusion through monthly reporting, using project established electronic methods.

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		See Workforce Inclusion – Workforce Mentoring Program Below
Minorities or People of Color*	25% Combined	25% Combined
Women		
Veterans		

* *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 – Workforce Mentoring Program

	Construction
Racine County Residents from Workforce Mentoring Program	Minimum of 5 Trades Mentee Workers

Workforce Inclusion Compliance

Professional Services Partners and Trade Contractors 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. Workforce hours are calculated based on the employee’s recorded address.

3.2 Project Schedule

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 (Bid Release #1)	March 2023
Design (Bid Release #2)	May 2023
Construction Start	May 2023
Construction Complete	Aug/Sept 2024

Construction workforce projections will be established and should be included in the assumptions for the project in the community engagement plan the selected Community Engagement Partner develops.

During the pre-construction and construction phases, the selected Community Engagement partner will work with the Owner and construction team to provide services as defined in Section 4 of the RFP.

3.3 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%
Program Understanding	20%
Fee Proposal	20%
The ability to meet the Economic Inclusion Plan	15%
Racine County Based Firm	5%
	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 Community Engagement Partner will be responsible for the management of community engagement planning related to employment opportunities associated with the construction of the project; and implementation of a plan to ensure maximum participation by the Racine County community; call and facilitate all public meetings and forums; directly engage with community members, stakeholders, local community organizations and neighborhood advisory committees; document all community engagement sessions and communications; and prepare and submit all required community engagement related documentation. Including, but not limited to, gathering and analysis of information related to connecting local residents to existing training programs; Racine County Human Services case managers; and employment on the project.

All activities and planning should be documented in a community engagement plan that is developed in consultation with the Racine County Human Services Department and outlines the overall strategy to engage with the community and achieve the goals outlined in the Economic Inclusion Plan.

A successful community engagement plan will include:

- A clear definition of community engagement
- Share the county’s vision around improving employment and opportunities
- Plan to reach upon large segments of the Racine County population that are viable workers
- Plan to create awareness of established human services resources and training programs available to community residents.
- Plan to hold listening sessions to gather community input and sharing back with the team
- Innovative outlets to the traditional outreach methods
- Plan to be the connector to engage community members with the established human services resources that are in place and ensure they are connecting to training and are properly handed-off to case managers and ultimately employment
- Plan for data tracking designed to capture demographics (wages, employment status, etc.).
- A defined communications strategy that explains the positive impact of the project
- Outline of who is communicating the message and where

There is an expectation that the Community Engagement Partner will be a credible and trusted member

of the community who is authentic and able to effectively communicate with a diverse audience.

4.1 Implementation and Reporting of Community Engagement Activities

The selected firm will work with the Racine County Human Services Department to develop a data metrics plan that identifies and tracks key demographics, target populations and performance goals and provide reports at minimum, on a quarterly basis in a schedule to be developed in consultation with the Racine County Human Services Department.

The selected firm must track and report, at a minimum, the following information in real time and transmit in a format (CSV or comma text delimited format) that will allow Racine County to import into a data tracking platform managed by Racine County.

- Name
- Home Address (including city, state, county and zip code)
- Gender
- Race and ethnicity
- Veteran status
- Initial contact date
- Referral source (how did you hear about this opportunity?)
- Highest level of education
- Employment status
- Employment information
 - Employer, length of employment, position, current wage
- Barriers
 - Ex: Childcare, transportation, etc.
- Resource referrals
 - Referral date, partner organization, partner contact, service(s) received, and outcome(s)
 - Reason(s) for candidate selection or non-selection
- Follow-up, non-selected candidates
 - Contact date
 - Status
 - Remaining needs
 - Resource referrals
 - Referral date, partner organization, service(s) received, and outcome(s)

5 Exhibits

- 5.1 Exhibit A – Project Schedule
- 5.2 Exhibit B – Site Plan – 3 Mile Road, Village of Caledonia
- 5.3 Exhibit C – Project Program
- 5.4 Exhibit D – Sample Contract Agreement Between Owner and Consultant
- 5.5 Exhibit E – Economic Inclusion Plan

6 CONTRACT AWARD

- 6.1 The successful Community Engagement Partner will be required to execute the Contract Agreement Between Owner and Consultant. A sample of the Contract Agreement is included with this RFP. Any exceptions to this agreement must be submitted with your proposal.

7 TECHNICAL PROPOSAL SUBMISSION REQUIREMENTS

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

7.1 COVER LETTER

Provide a cover letter introducing your firm and proposal.

7.2 COMPANY OVERVIEW (two-page limit)

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.

7.3 COMMUNITY ENGAGEMENT PROGRAM EXPERIENCE AND QUALIFICATIONS

7.3.1 Provide a General Statement of Qualifications that responds to the project background description given above, including your specific experience with facilitating community engagement processes in conjunction with commercial construction projects (three-page limit).

7.3.2 Provide information and examples of at least two past community engagements which you feel best represent your firm's experience with similar requirements. Include program scope and description, type of community engagement services provided, and all other pertinent program facts. Include the Clients, as a reference, with each of the programs.

7.3.3 Provide at least two references. Include name, organization, title, phone number, and email address for each reference, and how the reference knows your work.

7.4 PROGRAM STAFFING REQUIREMENTS – Describe the Proposed Program Team (two-page limit), 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 Program 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).

7.4.1 Provide the resumes of the primary facilitator and possible other staff that would be assigned to the project.

7.4.2 Subcontractors/Sub-consultants: If the execution of work to be performed by your company requires the hiring of subcontractors/sub-consultants, you must clearly state this in your proposal and provide a summary of your past relationship.

7.5 ECONOMIC INCLUSION INTENT - Submit the Letter of Intent Form and Workforce Inclusion Commitment Form WF-01DPS, included in Exhibit E - EIP, outlining the structure of the team and how you will achieve the local and diversity goals identified in the EIP.

7.6 PROJECT UNDERSTANDING – Provide a detailed scope of work (two-page limit). Discuss your overall proposed approach to facilitation and describe how you foresee this engagement work will connect local residents to existing training programs; Racine County Human Services case managers; and employment on the project. All descriptions of work should include:

7.6.1 An understanding of the Racine County community (e.g., demographics, languages spoken, cultural understanding, etc.);

7.6.2 Planned activities and tactics for outreach and engagement, including the targeted populations (e.g., general public, diverse residents, age ranges, specific stakeholder groups, etc.);

7.6.3 Describe the approach that you would take to develop trust with community residents; and how you would maximize the reach to potential community residents.

- 7.6.4 Describe the methods you would use to ensure community residents are connecting with training programs; Human Services case management; and employment on the project.
- 7.6.5 Detail out a timeline assumed for the scope activities. (i.e., # of engagements, community meetings; phone calls; in person or virtual; etc.).
- 7.6.6 Any anticipated needs for coordination or collaboration with Racine County departments other than the Human Services Department; and,
- 7.6.7 Anticipated products/deliverables for all planned engagement efforts.

7.7 **SAMPLE REPORTS** - Provide a mock-up of a sample of a dashboard that illustrates community engagement activities; key demographics; and other metrics to meet the reporting needs of the Racine County Human Services Department.

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

7.9 **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 D Sample Contract Agreement Between Owner and Consultant will be met or exceeded.

8 PRICE PROPOSAL SUBMISSION REQUIREMENTS

Attach the lump sum fee to the proposal for the cost of the Community Engagement Services. Include current rate schedule for labor and the specific rates requested below.

Provide the following cost breakdown at a minimum:

BASE PROPOSAL

8.1 FEE STRUCTURE

8.1.1 Provide the fee structure based on the scope outlined above, including anticipated reimbursable costs and number of hours included for each task. This should include attendance at all meetings described above; preparation of materials and deliverables; and data reporting/tracking. At minimum, provide breakout subtotals for 1) plan development, 2) implementation efforts, and 3) tracking/reporting.

8.1.2 Provide an estimation of subcontractor/sub-consultant fees.

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

8.2.1 Provide a schedule of hourly rates by employee classification and per additional community meetings that may be required.

8.2.2 Additional Customized Reports and/or Developments (\$/hr)

As soon as your firm chooses 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 jmethu@gilbaneco.com by 2:00 pm CDT on Tuesday January 17, 2023. Such inquiries, with the necessary responses, will be shared with all solicited firms via email by 4:00 pm CDT on Friday January 27, 2023. Phone calls or direct contact with Racine County are **not permitted**.

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

Respectfully,

Laura Hause
Project Executive
Gilbane Building Company

Attachments:

- 7.3.3 Exhibit A – Project Schedule
- 7.3.4 Exhibit B – Site Plan – 3 Mile Road, Village of Caledonia
- 7.3.5 Exhibit C – Project Program
- 7.3.6 Exhibit D – Sample Contract Agreement Between Owner and Consultant
- 7.3.7 Exhibit E – Economic Inclusion Plan