

REQUEST FOR PROPOSAL (RFP)

on

Green Lake County is seeking bids for a master plan for a phased remodel of County leased facilities on a 12,000 square foot building located at 222 Leffert Street, Berlin WI owned by Disabilities Services, Inc.

1. Scope of Services

A. General

- (1) The work under this RFP shall consist of performing those portions of the PROJECT necessary or incidental to accomplish the PROJECT, and which are specified herein.
- (2) The CONTRACTOR shall furnish all services and labor necessary to conduct and complete the described work, and shall furnish all materials, equipment, vehicles, supplies and incidentals other than those designated to be furnished by the COUNTY.
- (3) The term "COUNTY" shall mean and include the following:
 - (a) Green Lake County and their authorized representatives.
- (4) Principal Contact
 - (a) The following representative for the COUNTY shall serve as the CONTRACTOR'S contact when work is being performed in their jurisdiction and for project coordination:

Construction:

Scott Weir
Maintenance Supervisor
Green Lake County
492 Hill Street, P.O. Box 3188
Green Lake, WI 54941

Phone: (920) 294-4012
Fax: (920) 294-4016
E-mail sweir@co.green-lake.wi.us

Building Plans/Layout:

Ed Schuh
Unit Manager
Fox River Industries
222 Leffert Street, P.O. Box 69
Berlin, WI 54923

Phone: (920) 361-3484
Fax: (920) 361-1195
E-mail: eschuh@co.green-lake.wi.us

B. CONTRACTOR Responsibilities and Scope of Work

- (1) Green Lake County currently leases a 12,000 square foot building at 222 Leffert Street in Berlin.
- (2) The COUNTY is requesting the development of a master plan for phased remodeling of this facility.
 - (a) The County departments to be considered in this long range plan to include: Health and Human Services staff providing Employment and Day Services services and Fox River Industries consumers receiving those services.

2. Prosecution and Progress

A. General

- (1) Work specified under the Contract shall commence upon written contract from the COUNTY to the CONTRACTOR, which order will constitute authorization to proceed.
- (2) The terms of the Contract shall control the duties and responsibilities of the parties.
- (3) The Contractor shall complete all work under this contract within 60 days. The time for completion shall be construed to begin upon written order from the COUNTY and shall end with the COUNTY'S written notification to the CONTRACTOR acknowledging formal acceptance of the completed work.

B. Delays and Extensions

The time specified under Section 2.A.(2) shall not be extended because of any delay attributable to the CONTRACTOR, but may be extended by the COUNTY in the event of a delay attributable to the COUNTY or its authorized representative, or because of unavoidable delays caused by an act of God, war, government actions, or conditions beyond the control of the CONTRACTOR.

3. Miscellaneous Provision

Statement of Qualifications

- A. should include the following information.

1. Name, address, telephone number and nature of organization (corporation, partnership, single practitioner, etc.)
2. Names of any CONTRACTORS to be retained by the CONTRACTOR and the nature of the services they would provide.
3. Names and resumes of key staff who will be involved in the project
4. Names of similar projects provided for other Wisconsin counties.
5. At least three references
6. A written statement regarding the firm's background and capabilities.

B. Submission of Proposals

The CONTRACTOR shall submit to the COUNTY, at a minimum, but not necessarily limited to, the following information in the proposal if there are any changes from prior projects:

(1) Lump sum cost

(2) The CONTRACTOR shall submit this RFP by 4:30 pm on _____ to the following address:

Cathy Schmit
County Administrator
Green Lake County
571 County Road A
Green Lake, WI 54941

Phone: (920) 294-4147
Fax) (920) 294-4009
E-mail cschmit@co.green-lake.wi.us

A. Award and Acceptance

- (1) The award and selection process will be performed by the COUNTY'S authorized representatives.
- (2) The COUNTY reserves the right to cancel the RFP at any time. The COUNTY reserves the right to waive any informality contained herein where the acceptance, rejection or waiving of such would be in the interest of the COUNTY.

B. COUNTY'S Responsibilities

The COUNTY will be responsible for the following:

- (1) Provide copies of data in its possession needed to perform the work as defined in this RFP.

(2) Administering the work specified under this RFP.

C. Contract Deliverables

The CONTRACTOR shall provide services as described herein. Contractor form will be AIA B151-1997

D. Ownership of Documents

Upon completion or termination of this work specified in this RFP in addition to the final report, shall provide all data and analysis that supports the written report and shall be delivered to and remain the property of the County.

E. Payment

(1) Final payment to the CONTRACTOR by the COUNTY will be made upon verification by the COUNTY that all work specified under this RFP has been completed.

Indemnification/Hold Harmless and Insurance

CONTRACTOR shall hold the County harmless against all claims for bodily injury, sickness, disease, death or personal injury, or damage to property, or loss of use resulting therefrom, arising out of performance of the agreement or contract unless such claims are a result of the County's own sole negligence.

The County shall also be held harmless against all claims arising from the professional, or other services, including, but not limited to, claims of malpractice or errors and omissions.

CONTRACTOR shall provide proof satisfactory to the County that it has in effect at least the following insurance coverage. The County does not represent that these amounts are sufficient, and CONTRACTOR should exercise judgment about the adequacy of insurance coverage. CONTRACTOR's insurance shall be primary, and to the extent County insurance may be involved, it shall be secondary.

WORKERS COMPENSATION: CONTRACTOR shall provide statutory workers compensation coverage for its employees who shall not be considered employees of the County in any way.

AUTO LIABILITY: Minimum limit of \$300,000 per occurrence to cover bodily injury and property damage arising out of ownership, maintenance, or use of any motor vehicle, including owned, non-owned and hired.

GENERAL LIABILITY: Minimum limit of \$1,000,000 per occurrence; this shall be broad form coverage.

Insurance may be provided in the form of a base policy together with umbrella or excess policy. If this is done, the excess or umbrella policy shall not be more restrictive than the underlying policy.

Signature _____ Date _____

*** By signing, I represent that I have authority to act for CONTRACTOR.*