

**VILLAGE OF CALEDONIA REQUEST FOR PROPOSALS FOR  
ARCHITECT AND CONSTRUCTION MANAGEMENT SERVICES**

**DEPARTMENT OF PUBLIC WORKS FACILITY:  
HIGHWAY STORAGE, GARAGE AND WORKSHOP PROJECT**

**Date:**            **October 20, 2017**  
**Re:**              **Request for Proposal for Architect and Construction Management<sup>1</sup>**  
**Project:**        **Department of Public Works Highway Storage, Garage and Workshop  
Project**

The Village of Caledonia, Wisconsin (the “*Village*”) invites proposals from your company to provide Architectural and Construction Management services (the “Architect/CM”) for the following project:

Design of a new municipal building for the Department of Public Works Highway Storage, Garage and Workshop Project at 6922 Nicholson Road, Caledonia, WI 53108 in the Village of Caledonia to service the needs of the Department of Public Works of approximately 30,000 square feet (more or less given efficient design inputs) with the facilities generally described in the estimated Required Space Specifications Overview/Drawing attached hereto as **Exhibit A**. The Preliminary Scope is subject to modification through the design and budgeting process. The maximum construction budget for the Department of Public Works Facility, including demolition and Architect/CM costs, is \$2,500,000 (collectively, the “*Project*”). **A preliminary geotechnical investigation report or other report has been prepared for this site and an adjoining property. This report is attached as Exhibit B.** If the building location shifts/changes, another investigation and report will need to be completed. The chosen Architect/CM will be responsible for determining the suitability of the Project site and shall engage consultants, such as engineers and surveyors to prepare final geotechnical reports and surveys.

The first part of your proposal shall respond to the Technical Requirements in Section 5 below (the “*Technical Proposal*”) and the second part shall conform to the Compensation Requirements in Section 6 below (“*Compensation Proposal*”, together with the Technical Proposal the “*Proposal*”). The Technical Proposal shall be in a sealed envelope marked “Proposal for Architect/CM Services Caledonia, WI”. The Compensation Proposal shall be in a separate sealed envelope and placed within the Technical Proposal envelope. Please limit the length of the Proposal to the page requests (one-sided) not including dividers and attachments stated in Section 5. Please submit: Five (5) hard copies and one (1) electronic copy of the Proposal to:

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<sup>1</sup> Architect and Construction Manager can be part of the same entity or two different entities utilizing a team approach.

Thomas J. Christensen  
Village Administrator  
Village of Caledonia  
5043 Chester Lane  
Racine, WI 53402  
[TChristensen@caledoniawi.com](mailto:TChristensen@caledoniawi.com)  
262-835-6404

The hard and electronic copies of the Proposal are due no later than 4:30 p.m. CDT on October 31, 2017 at the above physical and email addresses, respectively. Proposals received after this deadline will not be considered.

## 1. INTRODUCTION.

The Village is seeking a Proposal from qualified firms to provide Architectural and construction management services to the Village in the design phase and the administration of the construction phase of the Project. The Project site is located at 6922 Nicholson Road in the Village of Caledonia and on **Exhibit B** is the property legal description and a current site plan of the existing facility and Safety Building. The Project site is a developed site containing the Village's prior Village Hall and public works garage.

The Architect/CM will be responsible for determining the suitability of the Project Site. It shall engage a consultant to provide a report for demolition of the existing site buildings that addresses all demolition environmental issues. It shall engage an engineer to prepare a final geotechnical report and a site grading and drainage plan, and a surveyor to complete a survey that satisfies the requirements of the Design/CM Contract (defined below) as soon as possible after the contract is awarded. Additional consultants to be engaged by the Architect/CM may be identified during the design phase. Compliance with all Village ordinances and State law is required.

The Village will be utilizing a "team approach" described in detail in the a modified AIA B101 - Standard form of Agreement between Owner and Architect/CM (the "*Design/CM Contract*"). This Design/CM Contract's final form will be negotiated between the Village and the Architect/CM. During the pre-construction phase, the Architect/CM will meet with the Village Building Committee ("*Building Committee*") on a weekly basis to clarify any issues and questions that may arise concerning the design and the specifications, obtain input from the Building Committee or its designee about constructability and value engineering, correct any elements of the design or specifications that are discovered to be deficient or in error while continually updating and refining the design documents. The purpose of utilizing the team approach is to decrease the risk and the cost of the work and time to complete the Project by preparing well defined and detailed construction drawings and specifications so that (i) the need for requests for information or change orders that the Building Committee initiates are reduced or eliminated, (ii) constructability and value engineering recommendations have been incorporated into the design documents and (iii) the budget and schedule are continually updated and refined throughout the design process.

The purpose of this RFP is to identify experienced Architectural and construction management firms with the best combination of qualifications, experience with Projects of a similar type and scope, experience with intensive collaboration with a construction manager and owner during pre-construction and proven practices in architectural and construction management services to develop and deliver the specifications and construction drawings efficiently and effectively with respect to time and cost.

The architect and construction management services are being solicited with this RFP to identify an Architect/CM who is the most qualified, including consideration of the cost of any consultants it intends to utilize as determined by the Village Board. The Village may accept the proposal from the Architect/CM it deems most qualified,, provided that the Architectural and Construction Management services may be solicited again if the proposals are unacceptable as determined by the Village Board.

The Village of Caledonia reserves the right to modify or cancel, in part or in its entirety, this RFP in its sole discretion. The Village reserves the right to reject any or all proposals, to waive defects or informalities, and to offer to contract with any firm in response to this RFP. This RFP does not constitute any form of offer to contract or contract itself.

## **2. RFP PROCESS.**

The Village may identify one or more Architect/CMs to interview if, in the Village's sole discretion, it is determined that interviews are necessary. The anticipated schedule for the construction process, as well as the Project, is as follows:

RFP issuance date: October 20, 2017

Proposal submission date: October 31, 2017

If interview are required by the Village, the interview notification date: November 1, 2017

Interview with Building Committee date, if any: November 3, 2017

Selection: November 6, 2017

Execution of Architect/CM contract: November 20, 2017

Design Development and Plans Complete: January 19, 2018

Advertise for Bids: February 6, 2018, February 13, 2018

Construction Documents Bid Date: February 27, 2018

Village Board Action on Bid: March 5, 2018

Construction Phase Commencement Date: April 1, 2018

Substantial Completion Date: October 1, 2018

The Village recognizes that this is an aggressive anticipated design and construction schedule. Between November and March, Architect/CM will assist Village in evaluating site and arranging for demolition of existing public works garage on site. The Village anticipates a 6 month construction schedule.

Final Evaluation will include, but not be limited to, the following from the Proposal and interviews (if any):

Experience, especially with Projects of a similar type and size;  
Strength of proposed Project team and general Project approach;  
Quality controls; and  
Compensation Proposal.

### **3. SCOPE OF SERVICES.**

The Architect/CM will be responsible for providing comprehensive services throughout each phase of the design as identified in the Design/CM Contract including, but is not limited to, the following list of services:

#### **A. Architectural services.**

Identify the Village's needs, goals, and priorities and develop design parameters that are consistent with the same, including site flow on the site, and an investigation of the feasibility of joining the new facility to the existing safety building on the site, including the feasibility of utilizing the space in the existing safety building once vacated (anticipated in 2019);

Make recommendations as to sizing and design of the facility in consideration of likely impacts on the provision of public works services in the Village from the Foxconn project anticipated to be located in the Village of Mount Pleasant, an adjacent municipality in Racine County.

Data collection about the Project site suitability, which, at a minimum, shall include a detailed topographic survey of existing site conditions, and geotechnical subsurface exploration. It is anticipated that a new geotechnical report with pavement and foundation recommendations will be prepared when the building location has been finalized;

Develop schematic site plan showing location of the buildings, parking lot and landscaping on the Project site in accordance with Village ordinances;

Develop concept floor plans based on the space needs analysis and concept plans;

Develop schematic elevations of the building exterior indication materials and preliminary construction type;

Develop and coordinate Construction Documents for civil, architectural, and specifications to be used for bidding and construction;

The design team shall prepare and submit permit applications to all governmental agencies to allow construction to proceed on schedule. A conditional use permit will be required. Permit fees to governmental entities shall be included in the maximum cost for reimbursable fees as part of the compensation proposal;

A site grading and drainage plan will need to be prepared in accordance with the Village's ordinances. **The area of disturbance for the proposed improvements is anticipated to be greater than an acre therefore, a WDNR Storm Water Management and Erosion Control permit will be required;**

Conduct weekly Team Meetings during Pre-construction and refine the design for each such meeting;

Prior to completion of the construction documents, elements of each bid package will be jointly agreed by the Architect/CM and Village and then final construction documents will be prepared by the Architect/CM for bid;

Respond to requests for information promptly so that the construction schedule is not impeded;

Prepare a design schedule to be incorporated into the Project schedule that will permit the Project to be substantially completed on time;

Create record drawings from as-built drawings, inspection documentation information collected during the construction process and changes in design made during construction; and

Conduct an inspection of the Project with Village approximately 11 months after substantial completion to identify any construction or design issues that must be addressed.

#### **B. Assist Village of Caledonia in Obtaining Necessary Permits.**

The Architect/CM shall assist in identifying what permits and agency authorizations are required for implementation of the Project. The Architect/CM shall prepare a schedule of the permit application(s) with all governmental agencies involved in the review period to determine Project schedule and construction start date. The Architect/CM shall prepare and file all applications for required permits, after Village staff reviews and approves the form. The Architect/CM shall attend all required Village meetings addressing such permits.

The Architect/CM shall monitor tracking permit progress and approvals in connection with its authorization of subcontractors to proceed with construction.

#### **C. Construction Management Services.**

The proposal and fees shall be based on the performance of the following duties, without limitations, as part of the General Conditions division of the Project:

## Preconstruction Services

- Prepare all front end specifications – e.g. instructions to bidders, bid form, etc.
- Reevaluation, recommendation and preparation of project schedule
- Establish direct owner purchase order system with the Village
- Prepare and take full responsibility for ongoing maintenance of total project cost estimate
- Provide project draw down/cash flow projections
- Establish direct purchase item list of bidders
- Contractor and supplier solicitation
- Attend design meetings with Village representatives
- Prepare applications for State Agencies
- Prepare budgets as required
- Provide value added services

## Bidding and Contractor Selection

- Provide contractors with bid documents as needed. Owner to pay for printing cost.
- Conduct pre-bid meeting and site tour with contractors
- Receive, review, and tabulate all bids (Owner to attend bid opening and tabulation and award of bids.)
- Conduct post bid review and negotiations with contractors
- Update project budget as needed after all bids are awarded by the Owner
- Require contractors to provide as-built drawings showing all modifications and changes to plans originally bid as part of each contract

## Construction Support Coordination (These tasks/duties are not anticipated to be bid out).

- The approval of authorities having jurisdiction over the Project, including building permits and occupancy permit
- Site signs
- Dumpsters and trash containers
- Weather protection
- Cleaning
- Security and fire protection
- Progress photos
- Temporary utilities and connections
- Snow removal and plowing
- Site fencing
- Temporary toilets
- Temporary enclosures
- Soil and product testing
- Surveying, staking, site and building layout

## Construction Phase Services

- Manage and coordinate all construction activities
- Onsite supervision as determined in consultation with the Village
- Scheduling
- Quality control services
- Safety Management (Safety Director must have OSHA 10 and 30 Hour Safety Certification)
- Coordinate/maintain record drawings
- Direct Owner Purchase Order System – execute and monitor
- Provide contract administration
- Conduct weekly on-site construction meetings (depending on stage of construction)
- Manage all construction contracts
- Coordinate initial schedule and monthly updates
- Manage, document and negotiate variation in scope, including direct purchase materials
- Assist in punch list preparation and document completion for final acceptance
- Provide shop drawing review and coordination prior to required architect's review
- Provide quality assurance inspection
- Provide job cost reporting with monthly financial updates
- Recommend and approve monthly applications for payment
- Provide vendor status report
- Assist with system startup an instruction and in creation of operation and maintenance manuals
- Provide post-construction evaluation and coordinate project closeout.

## **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).

## **5. TECHNICAL PROPOSAL SUBMISSION REQUIREMENTS.**

Proposals submitted for this Project are to follow the outline described below and shall address all requested information. Any additional information that the firm wishes to include that is not specifically requested should be included in an appendix to the Proposal. Firms are encouraged to keep the Proposals brief and to the point, but sufficiently detailed to allow evaluation of the Project approach. Please submit the following information in the order and format indicated below.

a. Cover Letter: (1 page maximum).

Provide a cover letter introducing your firm and proposal. The cover letter shall include a short narrative description of the Project based on the Scope of Work presented. Include any issues that you believe will require special consideration for this Project. Also identify any unique approaches for design or construction of this Project. Discuss the strengths that your firm may have related to this Project.

b. Company Overview: (4 page maximum).

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.

c. Design Experience: (8 page maximum).

Provide five examples of the types of projects which you feel best represent your firm's experience with design and construction management and an owner as a team during the pre-construction and construction phases. Include project size and description and all other pertinent project facts. Only include those projects where there is significant involvement from individuals who will be part of the proposed Project staff. Include the owner of the project as a reference for each of the referenced projects.

d. Key Project Personnel: (1 page maximum per individual).

Provide resumes and references for the staff to be assigned to this Project. As a minimum include those persons listed in Section 4 above.

e. Management Approach:

Provide your approach to the management of the following critical Project parameters (10 page maximum).

- i. BIM applications;
- ii. Electronic delivery of plans and specifications;
- iii. Schedule;
- iv. Quality Control;
- v. Software;
- vi. Partnering/Teamwork;
- vii. Communications Management; and
- viii. Construction Phase administration.

f. Insurance: (1 page maximum)

Insurer's must have a Best's Insurance Reports rating of at least "A" and a Financial Size

Category of no less than “Class VI” and are authorized as an admitted insurance company in the State of Wisconsin, the Village, its elected or appointed officials and employees shall be named as additional insureds on the General Liability and Umbrella policies. The minimum insurance requirement is as follows, subject to modification as a part of the Design/CM Contract:

Commercial General Liability:

General aggregate limit

(other than Products-Completed Operations): \$2,000,000 per project

Products-Completed Operations \$1,000,000 (aggregate) per project

Personal and Advertising Injury \$1,000,000

Each Occurrence Limit \$1,000,000

Auto liability: Combined single limit per accident \$1,000,000

Worker’s Compensation Statutory limits

Employer’s liability Sufficient to meet underlying Umbrella liability insurance requirements

Umbrella:

Each occurrence \$2,000,000

Aggregate \$4,000,000

Professional Liability:

Each occurrence \$1,000,000

Aggregate \$2,000,000

All major consultants (e.g. structural, civil and mechanical) shall have the same types of insurance coverage and the same limits as the Architect/CM, provided that such limits may be reduced upon prior written agreement of the Village.

g. Consultants: (2 pages maximum)

Identify the engineering consultant for the geotechnical report and the surveyor for the survey, with a brief introduction to their experience and capabilities

h. Exceptions:

State any exceptions you have to the terms of this RFP, the requirements of the Response, Compensation Proposal and the anticipated Design/CM Contract. If your response varies from the requirements of the RFP, clearly mark those differences. Your Response is a certification that you have thoroughly read the RFP and the anticipated form of Design/CM Contract and agree with their provisions, other than the exceptions noted in the Response.

i. Confidentiality:

All proposals shall become the property of the Village of Caledonia once submitted. If any of the material you provide is confidential or is a proprietary trade secret, mark that material with a “Confidential” stamp. While the Village will attempt to keep such information confidential, as a public body it cannot guaranty that it will remain confidential. The Village will inform you of a public records request to see such information. You may contest such a request at your sole

expense. The Village assumes no responsibility for any liability whatsoever in relation to its compliance with the Public Records Law.

j. Conflicts of Interest:

Firms submitting a Proposal in response to this RFP must disclose any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under the agreement for architectural and construction management services to be awarded pursuant to this RFP. If a firm has no conflicts of interests, a statement to that effect shall be included in the Proposal.

k. Signatures and Costs:

The Proposal shall be signed by an official authorized to bind the firm and shall expressly state the Proposal is valid for a minimum of 90 days. The Village of Caledonia is not responsible for any costs incurred by the firm in preparing or submitting the Proposal.

**6. COMPENSATION PROPOSAL.**

To permit a fair comparison of the Compensation proposals to determine the most qualified bidder, the Village has fixed the following terms, fees and reimbursements:

There will be no mark-ups on Reimbursable Expenses and they will be limited to the following:

1. Transportation and authorized out-of-town travel and subsistence;
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;
3. Fees paid for securing approval of authorities having jurisdiction over the Project;
4. Printing, non-computer reproductions, plots, standard form documents;
5. Postage, handling and delivery;
6. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Village;
7. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Village;
8. All taxes levied on professional services and on reimbursable expenses; and
9. Site office expenses.

All Reimbursable expenses in excess of \$500 shall be pre-approved in writing by the Village.

There will be no separate charge for insurance.

Pay applications, with all required back-up documentation, for the prior month's costs will be due by the second Monday of each month (or next business day if a holiday) and will generally be paid 15 days after receipt by the Village, absent unusual circumstances.

Architect/CM shall include in its proposal for services, at a minimum:

1. 2 reviews of each Shop Drawing, Product Data item, sample and similar submittal of the Contractor; Weekly visits to the site by the Architect/CM over the duration of the Project during construction are required to ensure that the specified manufacturer, materials, finishes, colors, and other specified work is adhered to in accordance with the construction documents;
2. 2 inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents; and
3. 2 inspections for any portion of the Work to determine final completion.
4. Compensation for Additional Services of the Architect/CM's consultants when not included in the Design/CM Contract, shall be the amount invoiced to the Architect/CM.

### **Payment Schedule**

There shall be a monthly payment schedule as determined between the Village and the Architect/CM. Generally, pay applications, with all required back-up documentation, for the prior month's costs will be due by the second Monday of each month (or next business day if a holiday) and will generally be paid 15 days after receipt by the Village, absent unusual circumstances.

### **7. FORM OF CONTRACT.**

The Village of Caledonia will select the Architect/CM as Adviser. The Architect/CM shall not be permitted to bid on the demolition of the exiting building or on the construction of the Project, or to perform other work on the Project as contractor or subcontractor either directly or through a business in which the Architect/CM has greater than a five percent interest. For purposes of this section, safety compliance and other incidental construction support activities performed by the Architect/CM are not considered work performed as a contractor or subcontractor.

The Project is a public construction project with multiple prime contracts subject to the public bidding, and other requirements of Wisconsin law. The Architect/CM will provide professional services and expertise to the Village through the course of the Project.

A modified AIA B101 - Standard form of Agreement between Owner and Architect/CM, AIA B132-2009 "Standard Form of Agreement Between Owner and Architect, and AIA C132-2009 "Standard Form of Agreement Between Owner and Construction manager as Adviser" will be entered into, as well as other AIA standard form contracts, unless another form of agreement is agreed to by the Village and the chosen Architect/CM.

