

Adams County, Wisconsin
Request for Proposals for Architectural and Engineering Services
Design & Construction of a Recycling Building
Design & Construction of a Wash Bay Building

Adams County Solid Waste Department, Wisconsin, is seeking proposals from qualified firms for architectural and engineering services for design and construction of an approximately 22,500 square foot Recycling Building and to a 1800 square foot Wash Bay Building. Proposals should be delivered to Adams County Solid Waste Department, 1420 State Road 21 in Friendship, WI 53934. Instructions to interested firms are as follows:

All proposals must be received in the office of Adams County Solid Waste Department at 1420 State Road 21 in Friendship, WI 53934 by no later than 12:00 noon on Thursday August 2, 2018. Proposals will be reviewed by the Adams County Solid Waste Director and Adams County Recycling Manager that day for review and firms will be chosen to be interviewed the following week. Those chosen for interviews will be notified by 12:00 noon on Friday August 3, 2018.

On Monday August 6, 2018, a sub-committee made up of the Solid Waste Committee Chair, the Committee Vice-Chair, the Solid Waste Director, the Solid Waste Recycling Manager, and the County Manager will interview firms for consideration.

The Adams County Solid Waste Committee will meet on August 8, 2018 for their regular monthly meeting, at which time they will review and/or approve the recommendation of the sub-committee.

Adams County reserves the right to reject in whole or in part any and all quotes, to waive any informalities and to accept the quote determined to be in the best interest of the County. This solicitation may also be canceled if cancellation is determined to be in the best interest of the County.

Project Description

Adams County Solid Waste requests quotes for architectural and engineering services for design development, construction documents, construction supervision and estimated budget for the construction of a Recycling Building and a Wash Bay Building located at the Adams County Solid Waste Department located in Friendship, Wisconsin. Plans and specifications must be designed to meet all current building standards and codes, while incorporating an optimal usage of available space.

The construction consists of two separate buildings: the construction of a new recycling building totaling approximately 22,500 square feet in which the new building will be using current existing recycling equipment and incorporating new equipment; and the construction of a new wash bay building.

All quotes should include the following informational items. These items should also be used as the format around which quotes are organized. Exclusion of any of these items could be grounds for proposal rejection by the County.

- A. A description of your organization, including qualifications and references addressing why your organization is best suited to provide the requested services. This description shall include:
 - 1. A general firm profile.
 - 2. Names and resumes of the specific individuals who will be working on the Adams County Solid Waste project; and
 - 3. A list of additional consultants tentatively scheduled for the project including mechanical, electrical, security, etc.
- B. A list and brief description of related project experience completed by your organization, a minimum of three similar projects. Please highlight the roles and responsibilities of the staff you're proposing for our project that were used on these projects. Provide contact information for the project owner for each project presented who has knowledge of the project and your firm.
- C. A description of construction administration, frequency of site inspections, project coordination, and follow-up.
- D. A proposed schedule for the project, including projected timelines for design completion, publishing of bid documents, bid opening, start of construction, and completion of each phase of the project.
- E. An explanation of fees for services provided (i.e. what is the fee and what services are provided for that fee). Include a breakdown for the fees associated with the following: 1). Construction of a Recycling Building; 2). Construction of a Wash Bay building; and 3). The combined fee for both projects.
- F. Statement of all applicable insurance coverage, including but not necessarily limited to general liability and workers compensation.

The County reserves the right to request resubmission of quotes, and to accept the quote determined to be in the best interest of the County. Quotes will be evaluated pursuant to the following criteria:

- A. The extent that the quote meets the needs of the County.
- B. Demonstrated competence to meet quality requirements.
- C. Proven experience of the proposer to provide similar services within established guidelines.
- D. Ability to meet scheduled deadlines.
- E. Cost of services compared to quantity and quality of services provided.

Questions and requests for additional information should be directed to:

Adams County Solid Waste Department
Attn: Brenda Quinnell
1420 State Road 21, Friendship, WI 53934
608-339-9178
608-339-9147
brenda.quinnell@co.adams.wi.us