



# RFP

---

## *Professional Services (As Needed)*

To Whom it May Concern:

The Lincoln County Maintenance Department is requesting proposals for an Architectural/Engineering firm to be utilized as needed for various projects as a source for professional services and consulting.

The County is currently looking for potential respondents capable of meeting or exceeding the minimum specifications outlined in the RFP.

*March 6<sup>th</sup>, 2015*

---

## TABLE OF CONTENTS

Chapter	Page Number
<b>1. Introduction</b> .....	1.1
Project Overview.....	1.1
Overview of the County .....	1.1
Project Intent.....	1.1
RFP Outline .....	1.1
<b>2. General Instructions</b> .....	2.1
Submission of Proposals .....	2.1
Schedule of Events.....	2.2
Overview of Request for Proposal .....	2.2
Questions and Clarifications .....	2.3
Proposal.....	2.3
Qualified Company.....	2.3
Contractual Issues.....	2.4
Company Proposal Format.....	2.4
Evaluation Process.....	2.4
<b>3. Cost Detail</b> .....	3.1

---

## 1. INTRODUCTION

### ***PROJECT OVERVIEW***

The Lincoln County Maintenance Department is requesting proposals for professional services of an Architectural/Engineering firm to assist on various projects that require services typically provided by this profession.

### ***OVERVIEW OF THE COUNTY***

The County is located in North Central Wisconsin and is 16 miles north of Wausau. The area is served by two (2) major highways - STH 64 and USH 51. The County encompasses 900 square miles and ranks 21<sup>st</sup> in size among the State's 72 counties. The population at the 2010 census was listed at 28,743. Lincoln County has two (2) major cities, Merrill and Tomahawk, with Merrill serving as the County seat. There are 16 townships in the County.

### ***PROJECT INTENT***

The Lincoln County Maintenance Department desires to have a continuing relationship with an Architectural/Engineering firm to be called upon at various times where disciplines of this profession might be required and/or beneficial in accomplishing various tasks on projects and requests for proposals. It is the intent of this proposal to direct interested bidders to establish a standard hourly rate structure that Lincoln County can use for any and all services/professional work you're able to provide. This rate schedule should be active for a period of one year with a one year renewal based on satisfactory performance/availability.

**This proposal is intended to solicit as many competitive responses as possible.**

### ***RFP OUTLINE***

- Chapter 2 – General Instructions: This section contains instructions and guidelines on how to submit a proposal and what needs to be included in the contents and format. The evaluation process and criteria that will be utilized in the review of the proposals is also described in this section.

## 2. GENERAL INSTRUCTIONS

### **SUBMISSION OF PROPOSALS**

Until **2:00 PM (CST) on March 23<sup>rd</sup>, 2015**, the Lincoln County Maintenance Department (Attn: Maintenance Director, Patrick Gierl) will accept sealed responses/proposals for Professional Services. Responses will be opened and publicly read in the Maintenance Office (Room 158) at the Lincoln County Service Center, 801 North Sales Street, Merrill, WI at 2:05 pm (CST) on March 23<sup>rd</sup>, 2015.

Invitation for sealed proposals may be obtained from 8:00 AM – 4:30 PM on Monday through Friday (except legal holidays) from Maintenance Director, Patrick Gierl, or the County Clerk's Office at Lincoln County Government Service Center, 801 North Sales Street, Merrill, WI 54452 or on the Lincoln County Web site under "Announcements". Questions may be directed in writing to Patrick Gierl at [pgierl@co.lincoln.wi.us](mailto:pgierl@co.lincoln.wi.us) by no later than 10:00 AM on March 16<sup>th</sup>, 2015. Written responses to questions will be shared with any/all known respondents in advance of the due date for proposals.

Lincoln County reserves the right to accept or reject any or all proposals, in whole or in part, received in response to this invitation, to waive or permit cure of minor irregularities, and to conduct discussions with all qualified vendors in any manner necessary to serve the best interest of Lincoln County. Lincoln County also reserves the right, in its' sole discretion, to award a contract based upon the written proposals received without prior discussion or negotiation with respect to those proposals.

All companies, by submission of their respective proposals, agree to abide by the rules, regulations and procedures of Lincoln County. Lincoln County reserves the right to cancel any order or contract for failure of the successful respondent to comply with the terms, conditions and specifications of the proposal request and/or contract.

All proposals will be addressed to Lincoln County Maintenance Department (Attn: Maintenance Director), 801 North Sales Street, Merrill, WI 54452, or delivered to the Lincoln County Maintenance Department. Proposals must be received by the deadline of 2:00 PM (CST) on March 23<sup>rd</sup>, 2015, after which proposals will not be accepted. Late responses will not be accepted and will not be considered. Mark outside of the envelope "**Proposal for PROFESSIONAL SERVICES**". **Proposals by email or fax will not be accepted.**

- Lincoln County is a tax-exempt municipality under sec. 77.54(9a), Wis. Stats.
- All proposals submitted will be binding for one hundred fifty (150) calendar days unless bidder, upon request of the County, agrees to an extension.

Companies agree that no otherwise qualified person shall be from employment, be denied the benefits of employment or otherwise be subject to discrimination in employment or in any manner or term of employment on the basis of age, race, religion, sexual orientation, color, sex, national origin or ancestry, disability or association with a person with a disability, arrest or conviction record, marital status or affiliation, or military participation, unfair honesty testing and genetic testing, and use or nonuse of lawful products during nonworking hours.

Proposers are required to follow the outlined format and submit one (1) original and two (2) copies of the proposal to Lincoln County Maintenance Department, as listed above.

**\* See attached Specification Section**

### ***SCHEDULE OF EVENTS***

It is intended that the following dates will govern the procurement:

<b><i>EVENT</i></b>	<b><i>SCHEDULED DATE</i></b>	<b><i>TIME (all CST)</i></b>
Release of RFP	March 6 <sup>th</sup> , 2015	8:00 AM
Deadline for Written Questions	March 16 <sup>th</sup> , 2015	4:00 PM
Proposals Due	March 23 <sup>rd</sup> , 2015	2:00 PM
Proposals Opened	March 23 <sup>rd</sup> , 2015	2:05 PM
Vendor Selection	April 14 <sup>th</sup> , 2015	6:00 PM

### ***OVERVIEW OF REQUEST FOR PROPOSAL***

Lincoln County is interested establishing a relationship with an Architectural/Engineering firm to assist in the writing, collection of details, specifications, costs and other disciplines associated with preparing requests for proposals associated with the maintenance of county buildings and grounds and equipment. Lincoln County is also looking for ongoing guidance in a variety of areas as needed to maintain clear and competitive information for all potential bidders.

It is the intent of this specification to describe the minimum requirements. All professional services not specifically mentioned herein which are common disciplines offered by an Architectural/Engineering firm shall be furnished per the rate schedule and shall conform in strength, quality and competency to that usually provided by the practice.

**Non-Appropriation Clause** - Continuation of this agreement beyond December 31 of any year is contingent upon appropriation of funds by the authorized County Officials.

## **QUESTIONS AND CLARIFICATIONS**

Technical questions regarding details and requirements of this request for proposal may be referred to:

Lincoln County Maintenance Director  
Patrick Gierl  
801 North Sales Street, Merrill, WI 54452  
[pgierl@co.lincoln.wi.us](mailto:pgierl@co.lincoln.wi.us)

## **PROPOSAL**

Potential respondents must compete by responding to all requests for pricing and information, sign and return the attached proposal. Lincoln County will not reimburse the cost of preparing a response to this RFP. **Chapter 3 must be completely filled out and returned in order as the first part of your proposal.**

The successful respondent will be required to sign a standard Lincoln County Agreement.

## **QUALIFIED BIDDERS**

A qualified bidder must:

- A. Be continuously and regularly engaged in providing the professional services described.
- B. Have support capabilities that enable quick response to potential problems.
- C. Meet the requirements as set forth in this Request for Proposal.

## **MULTIPLE PROPOSALS**

Respondents may submit multiple proposals for the requirements of this RFP. However, each proposal must stand-alone, comply with all instructions in this document and not be dependent on the acceptance of any other proposal. Each proposal must be clearly marked Proposal #1, Proposal #2, etc., on the cover page.

## **CONTRACTUAL ISSUES**

**Inclusion of RFP and Respondent's Response in Final Contract** - The successful respondent must be willing to make the RFP and the terms of their proposal part of the final contract with Lincoln County.

**Payment Schedule** - Payment will be made within 30 days of any specific service provided and upon receipt of itemized billing statement.

## **PROPOSAL FORMAT**

The respondents shall provide completed forms and schedules and other information as required in the RFP. To assist Lincoln County in the evaluation of the proposals respondents are instructed to submit their responses in three (3) ring binder format to allow for the separate examination of the various sections of the response. Proposals are to be numbered using similar sections and page numbering schemes as used in this RFP. **Chapter 3 is to be completely filled out and returned as the first section of your proposal.**

A cover letter is to be submitted on your letterhead signed by the responsible official in your organization, certifying the accuracy of all information in your proposal, and certifying that your proposal will remain valid for 150 days from the date you submit it. It should also include the names of the individual(s) within the organization to contact for technical, pricing, and contractual questions.

## **EVALUATION PROCESS**

Lincoln County will review all timely company responses. The following criteria, listed in no particular order of importance, will be used to evaluate the proposals:

- Client References
- Organization/Company Background
- Responsiveness to the RFP
- Financial Data and Vendor Viability
- Sub-contractor Utilization and Information
- Delivery and Installation Schedules
- Initial and On-going System Costs
- Completeness of Proposal
- Vendor's Acceptance of County's Contract Requirements

***COST DETAIL***

<b>Hourly Rate Year One:</b>	
------------------------------	--

<b>Hourly Rate Year Two:</b>	
------------------------------	--