DANE COUNTY
DEPARTMENT OF PUBLIC WORKS ENGINEERING
1919 ALLIANT ENERGY CENTER WAY
MADISON, WISCONSIN 53713

Request For Proposals No. 326029
DANE COUNTY JOB CENTER AND NORTHPORT OFFICES REMODEL - DESIGN

Project Release Date: October 13, 2026

Deadline for Questions: October 28, 2026

Response Deadline: November 10, 2026, 2:00 pm

Responses must be submitted electronically through:

https://procurement.opengov.com/portal/countyofdane

Dane County Department of Public Works Engineering

Request For Proposals No. 326029

Dane County Job Center and Northport Offices Remodel - Design

1) Introduction.....
2) RFP Instructions.....
3) Contract Term.....
4) Scope of Services.....
5) RFP Response Requirements & Evaluation Criteria.....
6) Pricing Proposal- Compensation Schedule Sample .....
7) Professional Services Agreement- Standard Terms & Conditions.....
8) Proposer Questionnaire & Uploads .....

Attachments:

A - ATTACHMENT A - CONSULTANT AGREEMENT- AE

B - ATTACHMENT B - DCJCO & NPO REMODEL Scope of Design RFP

C - ATTACHMENT C - DCJCO & NPO REMODEL Supplemental Layout RFP

1. Introduction

1.1. Summary

Dane County is seeking proposals from qualified firms to provide services for the Dane County Job Center and Northport Offices Remodel - Design, located at 1819 Aberg Ave & 1202 Northport Dr, Madison, WI 53704. The requested services include architectural and engineering design and construction phase support and will be performed under a negotiated professional services agreement.

The Project includes three program components: relocation of the Aging and Disability Resource Center (ADRC) **and Veterans Service Office into the Dane County Job Center,** and renovation of spaces at the Dane County Human Services Northport Offices for reunification/visitation services. **The three Project components will be delivered through two (2) separate bid packages, one for each building.**

The purpose of this engagement is to develop coordinated, compliant and buildable design solutions for the three Project components through construction completion. Consultants will be expected to coordinate closely with County staff, User Agencies and ongoing facility operations and comply with applicable County standards and regulatory requirements.

Interested proposers should have demonstrated experience in public-sector renovation projects and show capacity to manage projects of similar scope and complexity. Two non-mandatory pre-proposal site meetings are scheduled for Wednesday, October 21, 2026. 9:00 am at 1819 Aberg Ave, Madison WI 53704 and Wednesday, October 21, 2026 at 10:30 am at 1202 Northport Dr., Madison WI 53704, main entrance, outside, and all questions must be submitted by Wednesday, October 28, 2026. Proposals are due by Tuesday, November 10, 2026 at 2:00 pm.

1.2. Background

This Project supports Dane County efforts to consolidate County operations while accommodating the operational needs of the Aging and Disability Resource Center (ADRC), **Veterans Service Office (VSO),** and Human Services. The work includes renovations within existing occupied County facilities and will require coordination of architectural, mechanical, plumbing, electrical, security, technology, accessibility and other applicable building systems.

The Dane County Aging and Disability Resource Center (ADRC) serves older adults, people with disabilities, families, caregivers, and professionals seeking information, resources, and support related to aging or living with a disability. The ADRC serves individuals with a wide range of mobility, sensory, cognitive, and other accessibility needs, and the renovated space should provide an accessible, welcoming, private, and client-centered environment throughout the entire visitor experience. The design should support safe and intuitive navigation, wheelchair and mobility-device access, confidential client interactions, appropriate acoustics for individuals with hearing or cognitive needs, adjustable and supportive lighting, accessible work surfaces and technology, and adequate space for clients, attendants, caregivers, and staff to meet comfortably. Public resources and program information should be easy to locate and access. The overall environment should promote comfort, dignity, privacy, and reduced barriers for individuals who may be navigating stressful or significant life changes.

The Dane County Veterans Service Office serves veterans of the United States Armed Forces, their families, and survivors by assisting with benefits, claims, appeals, health care access, education, mental health resources, and other federal, state, and local programs. The Veterans Service Office serves a

diverse population that includes veterans of different ages, abilities, backgrounds, and service experiences, including individuals who may have mobility limitations, hearing or vision impairments, PTSD, or other physical and mental health challenges.

The renovated Veterans Service Office should provide a welcoming, respectful, confidential, accessible, and modern environment that reduces barriers to accessing services and supports the dignity of the veterans being served. The design should support private client interactions, intuitive circulation, appropriate environmental comfort, technology-enabled services and meeting spaces, staff well-being, and flexibility to accommodate evolving operational needs and future growth.

COUNTY has established preliminary layouts and functional requirements for the ADRC and Northport portions of the Project. **The VSO portion requires schematic space planning based on identified program and functional requirements.** The A/E shall incorporate the programmatic, accessibility, privacy, security, operational, and user-experience requirements described herein and in Attachment B into the Project design and shall coordinate those requirements with existing building conditions, systems, circulation, and life-safety requirements.

The project includes three program components to be delivered through two separate construction bid packages; one Dane County Job Center package incorporating the ADRC and Veterans Service Office remodels, and one Dane County Human Services Northport Offices package. The A/E shall provide coordinated design, bidding, and construction phase services as outlined within this RFP.

COUNTY considers this Project a priority and anticipates an expedited design process. Proposers shall demonstrate sufficient capacity, consultant availability, and internal resources to advance the Project on an accelerated schedule through Schematic Design (VSO only), Design Development, Construction Documents, Bidding, and Construction-Phase support. The selected A/E shall be prepared to advance multiple Project components concurrently, promptly incorporate COUNTY and User Agency direction, and maintain continuity of appropriate staff and consultants throughout the design process.

Project award is contingent upon final COUNTY budget approval and availability of funding.

1.3. Contact Information

Daniel Martinez
Project Manager
Email: martinez.daniel@danecounty.gov
Phone: (608) 225-5719

Department:
Public Works Engineering

1.4. Timeline

The Project specific and estimated dates and times of events are below. Some of the events have specific completion dates. In the event that the Department of Administration- Public Works Engineering Division finds it necessary to change any of the specific dates and times in the calendar of events, it will do so by issuing an addendum to this RFP. There may or may not be a formal notification issued for changes in the estimated dates and times.

Project Release Date	October 13, 2026

Pre-Proposal Site Tour - Job Center (Non-Mandatory)	October 21, 2026, 9:00am 1819 Aberg Ave, Madison WI 53704, front entrance, lobby
Pre-Proposal Site Tour - Northport (Non-Mandatory)	October 21, 2026, 10:30am 1202 Northport Dr., Madison WI 53704, main entrance, outside
Question Submission Deadline	October 28, 2026, 5:00pm
Question Response Deadline	November 3, 2026, 5:00pm
Proposal Submission Deadline	November 10, 2026, 2:00pm
Interview, if necessary (estimated)	November 12, 2026
Notification of Intent to Award (estimated)	November 17, 2026
Agreement Start Date (estimated)	December 14, 2026

2. RFP Instructions

All inquiries concerning this RFP must be submitted via the County's eProcurement Portal.

Any questions concerning this RFP must be submitted before 5:00 pm on Wednesday, October 28, 2026.

Proposers are expected to raise any questions, exceptions, or additions they have concerning the RFP document at this point in the RFP process. If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the proposer should immediately notify the contact person of such error and request modification or clarification of the RFP document.

Proposers are prohibited from communicating directly with any employee of Dane County, except as described herein. No County employee or representative other than those individuals listed as County contacts in this RFP is authorized to provide any information or respond to any question or inquiry concerning this RFP.

2.1. General Solicitation Process

Obtain RFP documents from the procurement.opengov.com/portal/countyofdane web site. Proposing company is responsible to check back regularly for Addenda.

Interested Proposers are required to register at the County's eProcurement Portal to submit a Proposal. Registration is free.

- Register by clicking “Sign Up” at https://procurement.opengov.com/login.
- Create a username, password, and activate an account.
- Select project categories that your company would like to receive future solicitation notifications for.
    - Note: For projects similar to this Proposal, a project category of 91200 [for public works projects] is assigned to it.
- Locate the solicitation by searching for the RFP Number, Organization, or Proposal Title.
- Subscribe for “New Project Updates” to receive notifications about the solicitation.

Message procurementsupport@opengov.com with any questions regarding account set up.

If you need any additional information or have questions about this Request for Proposals, please call Daniel Martinez, Project Manager at (608) 225-5719 or send an email to martinez.daniel@danecounty.gov.

Dane County is an Equal Opportunity Employer.

2.2. Eligibility Requirements

To be considered for this project, A/E must meet or exceed the following criteria:

- Have at least one registered architect and one registered professional engineer as the lead responsible member(s) of the firm or project team. Staff LEED certifications are favorable but not mandatory.
- Have been in business for a period of not less than five (5) years.
- Must have been responsible for the description, quantity, size or scope of projects similar in scope and size of this Project.

- Consideration may be given to joint ventures consisting of two or more firms organized for the purpose of furnishing professional services as a single entity, providing the assignment of and provisions for continuity of the various responsibilities within the joint venture are approved by the County, and further providing that either of the individual firms constituting the joint venture meets the eligibility requirements listed above.

2.3. Proposal Submission

Interested Proposers are required to follow the steps outlined below to submit a Proposal:

- Click on "Draft Response" to submit a Proposal.
- Upload all required documents and answer all questions in Section "Proposer Questionnaire & Uploads":
  - Complete the Contact Information Questionnaire
  - Complete the Addenda Questionnaire
  - Complete the Question and Answer (Q&A) Questionnaire
  - Complete the Fair Labor Practices Questionnaire
  - Submit Proposer W-9
  - Submit the RFP Response Document(s) as outlined in Section "RFP Response Requirements & Evaluation Criteria":
    - Documents must include all relevant and pertinent information
    - Documents must be saved in .pdf format
    - The file name should include the RFP #, Name of company submitting the Proposal, and Section/Question reference number
      - *Example: "RFP #326029_[Vendor Name]_Question2".*
  - Submit the Pricing Proposal and upload any additional Pricing Proposal documents
  - Submit any Supplemental Material
  - Complete the Designation of Confidential and Proprietary Information Questionnaire
  - Complete the Proposer's Limitations Questionnaire
- Confirm your Proposal is complete and select "Submit Proposal"

Proposals must be submitted electronically via the County's eProcurement Portal before 2:00 pm on Tuesday, November 10, 2026. Late, faxed, mailed, hand-delivered, or incomplete proposals will be rejected unless otherwise specified. Dane County is not liable for any cost incurred by proposers in replying to this RFP.

2.4. Evaluation

Dane County reserves the right to accept or reject any Proposal submitted.

Dane County will review submitted Proposals and score each Proposal against the evaluation criteria and may schedule candidates to appear before an interview panel. Those appearing for an interview must be prepared

to discuss their approach for the design of this work, methodology, project team, a timetable, the basis of their fee schedule and answer questions from our staff.

2.5. Award

Dane County reserves the right to negotiate an Agreement after selecting the successful firm. Selection is only based on the Proposal submitted and subsequent interviews. Therefore, the Proposals must be complete. Submission of a Proposal will constitute a valid offer, which may be accepted by the Department of Administration- Public Works Engineering Division for a period of ninety (90) calendar days following the Proposal due date.

Award and execution of any Agreement resulting from this RFP are contingent upon final COUNTY budget approval and availability of funding.

2.6. Contracting

Proposer must thoroughly review the Professional Services Agreement- Standard Terms & Conditions and clearly state any limitations or detail any conditions Proposer may have and include as part of the RFP Response Submission.

3. Contract Term

The contract will be effective on the execution date indicated on the Professional Services Agreement. The term will be through Project completion or a maximum of five (5) years from the Agreement execution date, whichever occurs first.

4. Scope of Services

The following definitions and links are used throughout the RFP.

- **County**: Dane County
- **County Agency**: Department/Division utilizing the service or product.
- **Dane County Purchasing website**: https://www.danepurchasing.com/
- **Proposer/Vendor/Firm/Contractor**: a company submitting a proposal in response to this RFP.

4.1. General Overview

1. The A/E shall provide services in each of the following phases:
    1. Schematic Design Phase - **VSO Only**
    2. Design Development Phase
    3. Construction Documents Phase
    4. Bidding Phase
    5. Construction Phase
2. The A/E shall develop the Project as two (2) separate bid packages:
    1. Dane County Job Center – ADRC and VSO Remodels; and
    2. Dane County Human Services Northport Offices Remodel.
3. **COUNTY may award the bid packages to the same or different construction contractors. The A/E shall coordinate the project components to avoid conflicts between scopes of work, building systems, utilities, security, construction activities, or other Project interfaces. COUNTY will separately procure independent third-party commissioning services; the A/E will not serve as the Project commissioning provider.**
4. Refer to the appropriate Section for detailed information regarding communication protocols and meeting expectations for each Phase of this Project. Assume meetings are one (1) hour in length, unless otherwise noted. **Although the ADRC and VSO Remodels will be incorporated into one Dane County Job Center construction bid package, they are separate User Agency program components and shall be coordinated as separate design workstreams where appropriate. COUNTY anticipates separate ADRC and VSO user discussions/work sessions so that program-specific requirements can be addressed with the applicable User Agency staff. Northport design coordination shall generally occur separately from the Job Center design coordination due to its separate location, program, and bid package. COUNTY may combine or separate meetings when practical based on the subject matter and Project progress.**

Participation by the A/E and applicable consultants in these reasonably anticipated component-specific design meetings and work sessions shall be included in Basic Services.

1. An assigned COUNTY Project Manager will be the A/E's contact in securing COUNTY direction and for arranging the necessary meetings with COUNTY or other County Departments and obtaining the approvals required by COUNTY.

2. The A/E shall create a log of all COUNTY and A/E generated design changes resulting from meetings and communications from COUNTY. Keep this log throughout the entire design process and submit it to COUNTY every two (2) months.

3. The term “written” or “in writing” may be either electronic or hard copy documentation, unless otherwise stated or directed by COUNTY.

4. It is the responsibility of the A/E to provide COUNTY with a data request, prior to starting Work. COUNTY will provide all available reports, record documents, boring logs, site drawings and specifications, etc. to selected A/E firm. Drawings and specifications may not be complete or in an as-built condition. A/E firm will need to confirm accuracy of drawings and specifications. COUNTY will provide any necessary hazardous material protection or abatement.

5. Document Review and Submittals (Drawings, Specifications, Project Manuals, Design Reports, etc.) must be in PDF file format (.pdf) using Adobe Acrobat 2020 or previous compatible version. It is recommended to minimize the pdf file size by converting files from AutoCAD or other programs rather than scanning.

   Microsoft Word files (.doc) should be generated in Word 2016 or previous compatible version
   Microsoft Excel files (.xls) should be generated in Excel 2016 or previous compatible version
   Drawing files (.dwg) **shall be provided to COUNTY** and should be generated in AutoCAD 2019 or previous compatible version, and must include x-refs or base plan sheets, the Plot Style Table (ctb file) used to print drawings, and any external data from non-AutoCAD programs (e.g., Excel or Word)
   Documents must be delivered to Dane County electronically via email or SharePoint, and unless noted otherwise, assume two (2) weeks for initial review and one (1) week for each review iteration

4.2. Schematic Design Phase

1. **Schematic Design services under this phase shall apply only to the Dane County Job Center - Veterans Service Office (VSO) Remodel.** The A/E shall obtain from COUNTY information and materials necessary to ascertain scope of the Project and shall verify with COUNTY program and functional requirements of the Project. This shall include gathering information from building users subject to approval of COUNTY Project Manager.

2. Based on information, materials and requirements as verified by COUNTY, the A/E shall prepare Schematic Design Documents consisting of drawings and other documents illustrating scale and relationship of the Project components. **Schematic Design shall address preliminary room locations and sizes, circulation, secure entry and reception, office configuration, accessibility, natural-light opportunities, preliminary furniture/equipment allowances, and other functional relationships necessary to establish a preferred design concept.** Submit Schematic Design Documents to COUNTY for written Approval.

3. At a minimum, this Phase will have a design kick-off meeting & a mid-phase review meeting.

4. Draft and Final Schematic Design Phase deliverables as outlined in Section 2. above shall be submitted to COUNTY Project Manager electronically, per the Document Review and Submittals guideline in Section 4.1.9.

5. Schematic Design shall be advanced on an expedited schedule. At COUNTY direction, VSO Schematic Design may proceed concurrently with Design Development activities for the ADRC and Northport portions of the Project.

4.3. Design Development Phase

1. The A/E shall review the program and functional requirements, plans and specifications of record, (to the extent that such documents are reasonably available), and applicable COUNTY standards and guides or other written direction by COUNTY. The A/E shall establish the limiting parameters of the design as defined by the instructions issued to it by COUNTY, to determine if the design concept is achievable within the schedule and Project Budget proposed by COUNTY.

2. To the extent necessary, the A/E. shall facilitate investigation of the site for existing conditions which differ from those indicated in the record drawings or which could have a detrimental impact on the achievement of the work called for under the Project.

3. Within seven (7) calendar days of receipt of the program and functional requirements, plans and specifications of record, the A/E and COUNTY shall schedule a meeting to review the A/E 's design concept and such other matters as are necessary to establish that at this preliminary point, the proposed design concept is consistent with the requirements of COUNTY.

4. Design meetings are anticipated to occur biweekly during this Phase, with the frequency adjusted by the COUNTY Project Manager based on Project needs and progress. **Design Development shall be advanced on an expedited schedule, with the A/E prepared to advance the ADRC, VSO and Northport components concurrently as directed by COUNTY. Meetings may be organized as separate ADRC, VSO and Northport work sessions in accordance with Section 4.1.** The A/E shall include reasonable participation in these meetings as part of Basic Services.

5. The A/E shall document the results of design meetings, including design factors agreed to, with any instructions furnished by COUNTY to carry out such factors, including, but not limited to:
   Program clarification
   Scheduling concerns
   Existing site conditions
   Various project cost considerations & estimates
   Cost-value trade offs
   Quality requirements
   Special material requirements
   Communications requirements
   Engineering requirements

6. The A/E shall furnish a copy of the documentation produced under this Phase to each participant attending a design concept meeting.

7. In agreements which involve renovation or remodeling of or additions to existing facilities, the A/E shall evaluate the suitability of existing building elements, materials and equipment for reuse in the renovated project. Reasonably accessible areas shall also be observed by the A/E or its consultants to evaluate existing major mechanical, plumbing and electrical systems. Any of the foregoing considered to be economically reusable shall be reported to COUNTY and may be reused unless directed otherwise by COUNTY.

8. The A/E shall provide sufficient, alternative design solutions on major design features to allow COUNTY to ascertain that the recommended design achieves a practical programmatic and economic solution, within the limitations of the authorized program, schedule and Project Budget. Include staffing and occupancy considerations provided by COUNTY.

9. The A/E shall work with User Agency & Purchasing Division on required furniture, fixtures and equipment (FF&E) program for the **Dane County Job Center portion of the Project** & shall develop an FF&E Report to be submitted for COUNTY approval. FF&E programming, selection and procurement services are **not required** for the Northport Offices portion of the Project, where existing furniture and equipment are anticipated to be reused unless otherwise directed by COUNTY.
   1. Ensure that FF&E layout is suitable so as to be compatible and not interfere with access to, placement or operation of mechanical, electrical or plumbing appurtenances.

10. The major design features, equipment and systems that must be evaluated include, but are not limited to:
    Structural systems
    Building envelope (wall, window and roofing) systems
    Building configuration
    Life safety systems
    Heating, ventilating and air conditioning & associated controls
    Plumbing & associated controls
    Electrical & associated controls
    Lighting systems & associated controls
    Telecom systems
    Audio / visual systems
    Facility security systems & associated controls:
    Doors, locks, & hardware
    Surveillance, cameras, recording devices
    FF&E program - **Dane County Job Center only**
    Facility signage

11. The A/E shall provide a working analysis of each major design feature included in the selected design concept, with constraints and dependencies that is sufficiently complete to allow commencement of the Construction Documents Phase:

1. The A/E shall prepare preliminary drawings, specifications and other data tailored to the Project that fix and describe the size and character of the entire project as to major design features and systems and such other essentials outlined by COUNTY:
    1. Preliminary drawings shall include plans, elevations, sections and details at a scale that is sufficient to fully illustrate the design concepts, materials and finishes to be employed. Drawings shall be in format as approved by COUNTY.
    2. Outline specifications shall include relevant specific information for Division 01 - Bidding and Contract Requirements and a list of the applicable technical divisions.

12. Upon determination by the A/E that the design is represented by preliminary drawings and specifications, those documents along with Design Report shall be submitted to COUNTY for review and concurrence prior to commencement of Construction Documents.

13. Design Report shall include:
    1. **Time estimate for completion of each separate phase and anticipated bid/construction schedule for each bid package.**
    2. **Detailed Construction Opinion of Probable Cost for each of the two (2) bid packages, together with an overall Project construction cost summary, indicating that applicable Construction Budget limitations will not be exceeded. The DCJCO estimate shall separately identify the anticipated construction costs attributable to the ADRC remodel and VSO remodel. Factors influencing the cost feasibility of each major division of the specifications and related drawings shall be identified.**
    3. Analysis of the biddability and constructability of the Project within the time allowed by COUNTY.
    4. Identification of any part of the work that might require special monitoring or consideration during construction to prevent quality control problems, delays, or cost escalation. Include any long lead time equipment or materials, items which interface with difficulty, areas of work requiring significant care, sequencing or precision in installation and full or partial User occupancy during construction.
    5. The A/E may recommend appropriate alternate bids for COUNTY's consideration to safeguard against unforeseen bidding conditions. Such alternates shall be identified and developed at no additional cost to this Agreement.
    6. FF&E Report - **Dane County Job Center only**: Report that describes type, style, quantity, quality & location of chairs, tables, desks, cubicles, couches, file cabinets, bookshelves, free-standing lighting, artwork, cameras, decorations, appliances, computers, monitors, phones, other technology and related accessories.

14. Design Development Phase deliverables that include Drawings, Outline specifications and Design Report as outlined in Sections 11-13 above shall be submitted to COUNTY Project Manager electronically, per the Document Review and Submittals guideline in Section 4.1.9.

15. COUNTY will issue list of recommended changes / corrections to be incorporated into documents. Within seven (7) calendar days of receipt, the A/E shall transmit written replies to review comments issued by COUNTY. Directions by COUNTY shall be incorporated into the design, unless the A/E shall have explained objections to COUNTY and obtained prior written approval of noncompliance from COUNTY before proceeding with related work.

    1. The A/E or COUNTY may call a further preliminary review meeting, when necessary to finalize the design concept. Written replies to additional COUNTY comments shall be made before proceeding to the Construction Documents Phase.

    2. The A/E will be required to electronically reproduce Design Development Phase deliverables that incorporate recommended changes / corrections.

    3. Approval of these documents by COUNTY will complete Design Development Phase, whereupon COUNTY will issue written instruction to the A/E to proceed to Construction Documents Phase.

4.4. Construction Documents Phase

1. Upon receipt of written instructions from COUNTY, the A/E shall prepare Construction Documents for bidding, construction and commissioning of the Project. The Construction Documents shall provide the detailed requirements for the successful construction of the entire project. Construction Documents shall be organized into the two (2) separate bid packages identified in Section 4.1, with each package sufficiently complete to be independently bid, permitted, awarded, constructed and closed out.

2. Construction Documents shall comply with the COUNTY Master Specifications Division 00 and Division 01.

3. The Construction Documents shall be internally consistent in terms of coordination between:

    1. Work of the A/E and its consultants.

    2. Requirements of various divisions or trades.

    3. Drawings and specifications.

4. Design meetings are anticipated to occur biweekly during this Phase, with the frequency adjusted by the COUNTY Project Manager based on Project needs and progress. The A/E shall include reasonable participation in these meetings as part of Basic Services.

5. **The Construction Documents Phase shall be advanced on an expedited schedule. The A/E shall maintain sufficient staff and consultant availability to advance both bid packages concurrently, coordinate all applicable disciplines, promptly address COUNTY review comments, and maintain the required document-development schedule without avoidable delay. ADRC and VSO program coordination may continue as separate User Agency work sessions even though the work will be incorporated into a single coordinated Dane County Job Center construction package.**

6. During this phase, the A/Eshall develop and provide documents for the systems designed under this Agreement which will achieve a biddable and constructible project, compliant with all applicable

building and safety codes and within the assumption of professional responsibility set forth in this Agreement. These services shall include, but not be limited to:

1. Coordination, to protect the integrity of the design and facilitate construction with:
    1. Manufacturers: Ensure that manufactured items called for in the documents are currently available and will fit, interface and perform as required to achieve design intent.
    2. Consultants: Ensure that information necessary to their work is provided in a timely manner and that consultants exchange information with each other and the A/E.
    3. Utility Companies: Determine the standard operating procedures and time requirements for obtaining the services and the cooperation of the utility companies involved in the execution of the Project. Provide this information in writing to interested parties as needed.
    4. Governmental authorities having jurisdiction over the work:
        1. The A/E shall submit documents for approval to public agencies having jurisdiction over the Project and after obtaining such approval of those agencies, the A/E shall file two (2) copies of such approval with COUNTY.
        2. Such other agencies, boards, associations or individuals whose activities could impact or interfere with the successful completion of the Project.
2. Inclusion in Construction Documents of:
    1. Plans, elevations and sections at a scale which is sufficient to give a full and complete understanding of the construction, dimensions thereof, materials to be employed, location of utilities and any other pertinent data.
    2. Details, diagrams, schedules, photo reproductions and other graphic methods appropriate to define work required to be performed to accomplish the purposes of the Project.
    3. Description of existing conditions of site and / or structures with sufficient clarity to permit their use without ambiguity in the bidding, construction and commissioning process.
3. Inclusion in the specifications documents of bidding and contract requirements, special provisions and / or appendices, and technical sections. Unless otherwise agreed to by COUNTY in writing, the format shall generally follow the divisions of the Construction Specifications Institute. If approved by COUNTY in writing, short form specifications for limited scope work may be included on the drawings in lieu of Construction Specifications Institute format specification sections.
    1. The technical sections of the specifications shall completely and concisely describe the materials and services to be employed or installed by the construction contractor(s) in the work. These specifications shall describe the work to be done and shall be arranged by work or material in appropriate divisions with suitable cross-references for clarity and continuity
    2. The technical sections of the specifications shall be carefully worded to allow a clear understanding of the work required by each of the construction contractors and their subcontractors, and to describe the responsibility for the work required to be performed by

such contractor(s), individually and collectively, for the performance of work required to deliver the Project complete, without ambiguity as to which technical sections of the specifications cover each element of work.

3. The technical sections of the specifications shall clearly state the minimum grade, quality, and type of materials and workmanship required. These specifications shall not restrict competition, where it is available, but shall state a level of quality, which can be objectively determined by persons normally engaged in the type of trade or practice described.

4. When two (2) or more manufacturers offer on the open market materials, equipment or devices of equal quality and usability needed for the Project, each such known manufactured product shall be specified for potential use on the Project.

5. The professional judgment of the A/E or the direction of the COUNTY may limit competition to a brand name, process, or technique of manufacture.

6. The A/Eshall compile and include in the construction contract documents a summary listing of all submittals required for the Project from the construction contractor(s). Included shall be shop drawings, samples, cuts, catalogs, models, mockups and other preliminary information needed from the contractors to describe how they will fulfill their responsibilities under their contracts.

7. Upon determination by the A/E that the final project design is represented by completed Construction Documents, those documents shall be submitted to COUNTY for review and concurrence prior to release for bidding.

    1. The A/E shall provide COUNTY with review sets in a format and standard specified by the COUNTY.

    2. COUNTY will issue a list of recommended changes / corrections to be incorporated into the next review set or final documents. The A/Eshall within seven (7) calendar days transmit written replies from the A/Eand its sub-consultants to review comments issued by COUNTY or for which clarification requests were identified or for which changes were authorized at the final design review meeting and communicated to the A/E. Directions by COUNTY shall be incorporated into the documents.

8. Prior to submission of the final documents, the A/E shall call for a final review meeting with COUNTY, if needed, to finalize and prepare for publication of the final bidding documents, with any conditions required by COUNTY.

9. A/Eshall affix to both the cover sheet of Drawings and Project Manual current State of Wisconsin registration seal, number & signature. These shall be applied by registered architect and each professional engineer responsible for project design.

10. At the time of delivery of the final documents, the A/E shall report to COUNTY, in writing with updated estimates of Construction Opinion of Probable Cost and schedules for each bid package and the overall Project as outlined in Section 4.3.13.2.

11. COUNTY will distribute drawings and specifications for bidding purposes without cost to the A/E. The A/E shall provide an electronic copy of both the drawings and original specifications to COUNTY, in a format as approved by COUNTY, per the Document Review and Submittals guideline in Section 4.1.9. If the A/E is directed by COUNTY to acquire the necessary printing services, these services shall be a reimbursable expense as provided in Article 1- General. hereof.

12. Construction Documents Phase documents shall indicate in the drawings' title block or specifications' footer what they are (e.g., [60]% CDs, [95]% CDs, Issued for Bids). Construction Document Phase deliverables as outlined below shall be submitted for each bid package (2) to COUNTY Project Manager electronically, per the Document Review and Submittals guideline in Section 4.1.9:

    1. [60]% Review Construction Documents:
       Electronic version of Drawings & Specifications

    2. [95]% Review Construction Documents:
       Electronic version of Drawings & Project Manual;
       Updated Design Report;

    3. Final Construction Documents (Issued for Bids Set):
       Electronic version of Drawings and Project Manual and **associated drawing files (.dwg),** including complete x-refs or base plan sheets, all external data from non-AutoCAD programs, and Plot Style Table (ctb files) used to print drawings.

4.5. Bidding Phase

1. The Bidding Phase shall commence with the publication of the Request for Bid (RFBs) and shall conclude with the award of the number of contracts necessary to achieve the purposes of construction.

2. The A/E shall serve as the professional technical consultant and advisor to COUNTY during the bidding process, including the preparation for and participation in Pre-Bid Conferences.

3. The A/E shall answer all pre-bid questions from contractors in an addendum and prepare any additional addenda necessary, for COUNTY to authorize, print and distribute as appropriate.

4. The A/E shall assist COUNTY by evaluating and making recommendations to COUNTY on the qualifications of prospective construction contractors and subcontractors.

5. The A/E shall assist COUNTY in analyzing bids and negotiating with the lowest, qualified, responsible bidders as deemed appropriate by COUNTY.

6. **The A/E shall provide bidding-phase services for each bid package, including participation in applicable pre-bid conferences, responses to bidder questions, preparation of addenda, bid evaluation assistance and preparation of final Issued for Construction / Permitting Documents.**

7. **If the low bid submitted by a qualified, responsible bidder for any bid package exceeds the Construction Opinion of Probable Cost approved for that bid package at the Construction Documents Phase by five percent (5%) or more**, the A/E shall revise and change the Construction Documents for a project rebidding, as approved by and without additional cost to COUNTY that will permit a proper

award of the contract(s) within the approved Construction Opinion of Probable Cost or other funding limitation. If the low bid exceeds Construction Opinion of Probable Cost approved at Construction Documents Phase by less than five percent (5%), at the COUNTY's option, the A/E shall revise and change the Construction Documents for a project rebidding, as approved by COUNTY, but shall be compensated for revisions per negotiated amendment to this Professional Services Agreement.

8. In the event that there is a reduction in scope to keep the Project within Project Budget and this results in low bid(s) which total less than the Construction Budget, then the A/E shall, at no additional fee, prepare construction bulletin(s) to add deleted program work back into the Project.

9. Upon construction contract offer, the A/E shall immediately prepare Issued for Construction / Permitting Documents that incorporate the final bidding documents, addenda issued, alternate bids accepted and negotiated contract changes. Incorporate all of which into the Issued for Construction / Permitting Documents. Remove all references to accepted or rejected alternate bids and change the drawings' title block or specifications' footer appropriately. Complete such work in a timely fashion so not to delay construction or AHJ review & approval for permitting, but no later than seven (7) calendar days after construction contract offer.

10. Bidding Phase deliverables as outlined below shall be submitted to COUNTY Project Manager electronically, per the Document Review and Submittals guideline in Section 4.1.9:

    1. Issued for Construction / Permitting Documents: (IFC)

        1. Updated Design Report that can exclude Construction Opinion of Probable Cost;

        2. Drawings and Project Manual, **including associated drawing files (.dwg) in accordance with Section 4.1.9.**

        3. Two (2) bound, hard copies of Drawings and Project Manual to be submitted by A/E to the applicable authority or authorities having jurisdiction (AHJ) for stamped approval (it is the responsibility of the A/E to determine if additional sets are required for this or any other AHJ & to provide those sets);

4.6. Construction Phase

1. **Construction Phase services shall be provided for each construction contract resulting from the two (2) bid packages. Construction administration documentation, including submittals, RFIs, construction bulletins, change proposals, pay applications, punchlists, Substantial Completion documentation, Record Documents, and closeout documentation, shall be maintained and administered separately for each applicable construction contract. Construction meetings are anticipated to be organized by bid package/site, with the Dane County Job Center meeting addressing the combined ADRC/VSO construction contract and Northport meetings occurring separately.** COUNTY may combine meetings when practical at its discretion.

2. An assigned COUNTY Project Manager from the Department of Administration- Public Works Engineering Division will be responsible for arranging and conducting construction-related meetings as required and act as the point of contact for the construction contractors. A COUNTY approved A/E

representative shall attend, take notes, publish and distribute COUNTY approved minutes of job meetings.

3. After the award of the construction contract(s), the A/Eshall become an on-site technical and professional advisor to COUNTY. In this capacity the A/E will have continuous access to the site. The A/E, through COUNTY's Project Representative, will have access to data in the construction contractor(s) files or offices pertaining to the quality or time requirements of the construction contract(s), in the same mode, manner and extent that such data would be available to COUNTY.

    1. When requested and specifically contracted for by COUNTY, the A/E shall provide a full-time, on-site representative who shall be qualified in construction administration and subject to the approval of COUNTY. On projects for which COUNTY does not authorize full-time, on-site representation, the A/E shall provide a COUNTY-approved person, with suitable experience in the construction process to visit the site in order to monitor and report the progress, quality, and timely performance of the work relative to the Construction Documents, as such work is being performed by the construction contractor(s). The A/Eshall keep COUNTY informed of the progress and quality of the work based on on-site observations and shall endeavor to protect COUNTY against defects and deficiencies in the work.

    2. Either the A/E or its Consultants shall provide construction phase site visit services, as dictated below; attend a pre-construction meeting, biweekly progress meetings for duration of construction and final inspection to determine if completed work is according to plans and specifications. Conduct site visits at essential times during the construction phase. Site visit is close-up observation of current building elements in process of being constructed. Additional site visits necessitated by A/E's error, omission, unauthorized changes or negligence, shall be accomplished without additional cost to COUNTY. Additional site visits necessitated by significant failure on part of lead or other prime construction contractors to perform, will be given consideration as additional services, reimbursable by the responsible construction contractor(s) through COUNTY. “In-house” staff or outside Consultants performing specialty work site visits shall be distributed among the applicable bid packages and timed to coincide with critical stages of work associated with the consultant’s discipline.

        1. Structural Consultant shall visit the site minimum of two (2) times during Construction Phase , when structural work is included

        2. Architectural Consultant shall visit each active site a minimum of once (1) per month during active Construction Phase

        3. Plumbing Consultant shall visit the site minimum of 4 times during Construction Phase

        4. Mechanical Consultant shall visit the site minimum of 4 times during Construction Phase

        5. Electrical Consultant shall visit the site minimum of 4 times during Construction Phase

        6. **Any other Consultants shall visit the site on an as-needed basis. Site visits required to fulfill the A/E’s Basic Services shall be included in the A/E’s fee. Additional site visits requested by**

COUNTY beyond the contracted scope may be considered Additional Services or a reimbursable expense, subject to prior COUNTY approval.

3. Immediately following the pre-construction meeting and prior to the start of construction, the A/E shall review the proposed schedule for submittals from the construction contractor(s). The A/E shall assess the timing feasibility of such submittals relative to the construction schedule and review needed, and advise COUNTY in writing accordingly.

    1. The A/E shall be responsible for the professional review and approval or rejection of shop drawings, samples and other submittals from the construction contractor(s) to determine conformance with the specific portions of the Construction Documents under which the submittal was made. Deviation from the Construction Documents as noted by the contractor on submittals or otherwise observed by the A/E shall be brought to the attention of COUNTY's Project Representative and concurrence received from COUNTY before any approval is given to a contractor. Review of the submittals which have priority status as determined by COUNTY's Project Representative, must be completed within five (5) business days of receipt. Review of other submittals shall be completed within ten (10) business days of receipt, or in accordance with the submittal schedule prepared by the General Contractor and as approved by COUNTY and A/E at the start of construction. The A/E is responsible for submittal activity conducted by its consultants in the same manner as if such review were made by the A/E.

    2. The A/E shall also review the results of all testing conducted during or after construction and report to COUNTY whether these results meet the design intent and the requirements of the Construction Documents.

4. The A/E's site representative shall observe the construction process to evaluate the adequacy and completeness of the construction contractor(s) compliance with the Construction Documents, and shall immediately report any noncompliance to the COUNTY Project Manager in writing.

    1. The A/E shall be responsible for the coordination and performance of on-site services performed by consultants employed by the A/E and shall review reports and other data submitted by such consultants. The A/E and each consultant engaged under Article 1 must complete ATTACHMENT A: CONSULTANT AGREEMENT, for each subconsultant. Attachment A can be obtained and downloaded with submission of proposal in electronic procurement portal. A/E shall visit the Project sites as required by the construction phase site visit requirements of this Section. The A/E shall provide in each consultant agreement, a requirement for consultant visits to the site and a schedule for such visits for professional evaluation of the work monitored by each consultant and a reporting system to inform COUNTY. Site visits shall coincide with crucial times of the construction for the specialty area involved.

    2. Following construction site visits, the A/Eshall make routine, written status, or field reports detailing observations and activities on the Project, at such intervals as is elsewhere herein established and in a format approved by COUNTY. The A/E shall submit the reports within three (3) business days of the site visit by the A/E's representative. Reporting requirements for full-

time, on-site representation shall be established by each Agreement for such professional services.

3. The A/E's site representative will receive copies of reports submitted by the General Contractor and shall provide site observation to evaluate the reports. Discovered construction variances shall immediately be reported to COUNTY.

4. If it becomes necessary during construction, to interpret, construe, clarify or to otherwise determine the reasonable meaning, application or implementation of the Construction Documents, the A/E acting in good faith, based upon the facts made known to it at the time, shall recommend to COUNTY in writing, a reasonable course of conduct in connection with the issues involved. Such recommendation(s) may be considered for further contractual action by COUNTY.

5. Should the A/Ebecome aware that the work of any contractor or subcontractor in place or underway does not conform to the work or quality required by the Construction Documents, the COUNTY Project Manager shall be immediately notified in writing. It is appropriate for the A/E to also immediately advise the contractors of substantial deficiencies, and that notification of these deficiencies will be made to COUNTY. The A/E shall furnish such data as necessary to inform COUNTY of the degree of the noncompliance with the Construction Documents, the cause thereof, the impact on schedule and Construction Budget, if known, and a recommended course of conduct. COUNTY shall be solely responsible for implementation of the A/E's recommendation. This assumption of responsibility by COUNTY shall not relieve the A/E or its consultants for negligence in the discovery of the condition, which was or should have been discovered.

6. If the A/Econsiders suspension of construction work appropriate, the A/E shall notify COUNTY in writing and state the reasons, which, in the professional opinion of the A/E, justify such action.

5. Necessary professional services or construction required to repair or overcome problems caused by errors, omissions, ambiguities or changes not authorized by COUNTY in the preparation of the documents or design shall be the responsibility of the A/E or its consultants, without additional cost to COUNTY.

6. The A/E shall review requests for information (RFIs) and shall respond within five (5) business days.

7. The A/E shall develop and issue appropriate construction bulletins (CBs) at the direction of the COUNTY Project Manager. The A/E shall then evaluate the CB proposals received from the construction contractors and provide COUNTY with a written recommendation regarding the appropriateness of the proposals. The evaluation and recommendation shall be completed within five (5) business days of receipt, or in accordance with another schedule approved by COUNTY. The evaluation shall consider the necessity for such change, the reasonableness of the proposed change, and an analysis of the cost proposed for effecting the change.

8. The A/E shall review & if determined appropriate, approve by signature, all change order proposals submitted by General Contractor. A/E shall determine if scope of work is warranted & estimate of

submitted costs are in line with current market conditions. A/E shall work with COUNTY Project Manager & General Contractor to come to an agreement if there are differences of opinion on scope or costs.

9. The A/E shall review & if determined appropriate, approve by signature, all invoices or pay applications submitted by General Contractor. A/E shall work with COUNTY Project Manager to review each item in the schedule of values listing & work out any differences between billed work & actual completed work.

10. The A/E shall assist in the preparation of applications for energy incentive programs, when applicable.

11. Upon contractor's written notification and the COUNTY Project Manager's confirmation that Substantial Completion has taken place, the A/Eshall observe the construction and provide a written punchlist to the COUNTY Project Manager. The COUNTY Project Manager will schedule the punchlist inspection in conjunction with the User and contractors involved. The punchlist shall contain items found not to be complete, in need of correction, replacement or otherwise not in accordance with the Construction Documents. As part of the Substantial Completion verification, the A/E shall perform or witness and document functional testing and review the testing and balance report prepared by others for all plumbing, HVAC, fire protection and electrical systems to verify installation and operation meet the intent of their design. The A/E shall forward the results of the functional testing and provide written recommendations for corrective measures where systems do not meet the intent of their design. The A/E shall prepare and distribute the Certificate of Substantial Completion when appropriate.

12. COUNTY will provide a set of Construction Documents to General Contractor on which daily records of changes and deviations shall be recorded. At completion of the Project, General Contractor will submit its marked-up as-built documents to the A/E who shall, based on these marked up as-built documents, revise the original documents, including the electronic files, showing changes in the work made during the construction process to produce a set of Record Documents. Electronic documents shall be in a format and on a medium required by COUNTY as outlined in per the Document Review and Submittals guideline in Section 4.1.9. This work shall be completed and submitted to COUNTY within thirty (30) calendar days of receipt of the last marked up prints. The consequences of addenda, change orders and other circumstances known by the A/E to have caused change shall be included in the production of the Record Documents. The marked-up as-built documents shall be turned over to the COUNTY at the same time as the Record Documents.

    1. Record Documents deliverables as outlined below shall be submitted to COUNTY Project Manager electronically, per the Document Review and Submittals guideline in Section 4.1.9:

        1. Electronic version of Drawings and Project Manual, **including final Record Document drawing files (.dwg) in accordance with Section 4.1.9**;

        2. Each drawing sheet shall be complete with x-refs or base plan sheets, including the Plot Style Table (ctb file) used to print drawings; and

3. All external data from non-AutoCAD programs (e.g., Excel or Word)

13. The A/Eshall obtain from the General Contractor, and review for compliance with design intent, an Operating and Maintenance Manual for building systems and operable mechanical and electrical equipment on the Project, both powered and manual. An electronic copy of the Manuals shall be provided to COUNTY's Project Representative. These manuals shall include:

    1. Manufacturer's Instruction for Maintenance and Operation of Equipment and Systems, including a Spare Parts List; and

    2. Temperature Control Record Drawings, Test and Balance Reports and Equipment Data Sheets including recommended maintenance procedures.

14. It is not intended by this Agreement to impose upon the A/E the duty of a guarantor of the construction contractor(s). It is, however, the intent of the Agreement to impose upon the A/E the duty of the faithful fulfillment, in accordance with the standard of care ordinary to the profession, of the performance of the duties specifically enumerated herein and for the close monitoring of the work of its consultants as if the work were performed by the A/E. As such, this shall not preclude the entitlement to COUNTY of reasonable expectation that systems as designed by the A/Eor their consultants will operate as anticipated by COUNTY upon faithful completion of construction.

5. RFP Response Requirements & Evaluation Criteria

RFP & Cost Proposal Response

- Proposers shall upload and submit their proposal response document(s) in PDF format to Proposer Questionnaire & Uploads .
- The Proposer's RFP Response shall be organized to comply with the question/category numbers and names as shown below.
- Review Section 2.3- Proposal Submission Requirements in the RFP Instructions for additional clarification and document formatting.
- Proposers can upload their Cost/Pricing Proposal to Proposer Questionnaire & Uploads or Complete the Pricing Table(s) if applicable.

Evaluation Criteria

- Each section references the Point Value assigned to it for evaluation purposes.

No.	Evaluation Criteria	Scoring Method	Weight (Points)

1.	**Question 1: Firm Information, Personnel, and References** • Legal name, address, and contact information for your firm. • Brief history outlining your firm's mission, areas of architectural and/or engineering specialization, and the number of years in business. • List of professional licenses and certifications held (e.g., AIA, PE, LEED AP, NCARB). • Organizational chart and resumes of key personnel proposed for this project including their relevant design experience and qualifications • Description of firm's experience with county or other government projects. • Description of what differentiates your team from other A/E firms in terms of technical expertise, design approach, or client service. • List of three comparable projects that firm completed within the past five years. For each, list the: ○ project descriptions ○ size ○ scope ○ outcomes	0-5 Points	30 *(30% of Total)*

	○ client reference contact information		
2.	**Question 2: Compliance & Quality Assurance** • Describe your firm's process for ensuring compliance with local building codes, ADA, life safety, and other applicable regulations. • Outline the firm's internal quality control procedures for document accuracy, constructability, and coordination. • Explain how your team manages design revisions and ensures consistency across disciplines.	0-5 Points	25 *(25% of Total)*

3.	**Question 3: Technical Approach, Design Methodology, and Schedule** • Describe your firm's overall design process, including key phases (schematic/design development, construction documents, construction administration) and associated deliverables. • Explain how your team ensures design quality, coordination across disciplines, and compliance with applicable codes and standards. • Identify the design tools and software your firm uses (e.g., Revit/BIM, AutoCAD, Civil 3D). Describe how technology supports collaboration, design accuracy, and cost control. • Describe your firm's approach to collaborating with county staff, consultants, and contractors. Include communication protocols, meeting schedules, and coordination methods used during all project phases. • Explain your approach to conflict resolution or responding to design-related field issues during construction. • Describe how your firm ensures stakeholder engagement, including	0-5 Points	30 *(30% of Total)*

	coordination with multiple departments or agencies. • Provide a proposed design schedule for this project identifying key milestones and deliverables. • Describe your firm's ability to support the expedited Project schedule anticipated and described in this RFP. Include availability, responsiveness to comments, methods for maintaining design quality while meeting an accelerated schedule. • Describe how your firm manages schedule changes, design revisions, or construction delays while maintaining quality and budget. • Identify your approach to project management, including resource allocation and internal team communication.		

4.	**Question 4: Cost Proposal & Fee Structure** • Provide a detailed breakdown of your firm's proposed fees, including design phases and reimbursable expenses. ○ Separately identify fees associated with: (1) Dane County Job Center (DCJCO) - ADRC Remodel; (2) DCJCO - VSO Remodel; and (3) Dane County Human Services Northport Office Remodel. • Describe your firm's approach to managing project budgets and handling scope changes or additional services. • Indicate whether your firm offers fixed-price, not-to-exceed, or time-and-materials contracts.	0-5 Points	15 *(15% of Total)*

6. Pricing Proposal- Compensation Schedule Sample

The compensation schedule included in this RFP is provided **for reference only**. It reflects the format the County uses **after a firm is selected** and **must not** be used to prepare or structure your pricing proposal. Respondents should develop their pricing solely in accordance with the instructions in the *Proposal Requirements* section.

6.1. Basic Services

A/E fees for Basic Services will be compensated by COUNTY in accordance with the Terms and Conditions of this Agreement as follows:

1. COUNTY will pay the A/Ethe following fees:
    1. COUNTY will pay the A/E a lump sum fee of $XXX.XX.
        1. The A/E fee for professional services shall be in accordance with the terms of this Agreement and based on the scope of services contained in this Request for Proposals, dated Tuesday, October 13, 2026, including any subsequent Addenda.
    2. In the event the lowest acceptable construction bids exceed the Construction Budget, plus any COUNTY increases approved before bidding, COUNTY will do one or more of the following:
        1. Cooperate in revising the Project scope and quality as required to reduce the Project's Construction Budget;
        2. Authorize the rebidding of the Project within a reasonable time; and/or
        3. Give written approval of an increase in such fixed limit.
    3. Compensation for any revisions of project scope & necessary rebidding based lowest acceptable construction bids exceeding the Construction Opinion of Probable Cost approved at Construction Documents Phase shall be as described in "Bidding Phase" in Section-Scope of Services.
    4. **If COUNTY elects not to proceed with a project component, the negotiated lump sum fee shall be adjusted based on the fee allocation included in the A/E's Proposal and Agreement.**

6.2. Additional Services

The A/E's Compensation for Additional Services will be computed as follows:

1. Principals' time at a fixed rate of $XXX.XX per hour, unless separate amounts are provided for each Principal. For the purposes of this Agreement, the Principals are:
    1.
2. Other design staff shall be billed at these fixed rates:
    1. Senior design architect / engineer: $XXX.XX per hour Junior design architect / engineer: $XXX.XX per hour Senior designer: $XXX.XX per hour Junior designer: $XXX.XX per hour Drafting:$XXX.XX per hour Clerical: $XXX.XX per hour
3. Employee's time shall be computed using the employee's basic hourly salary and include overhead costs for clerical support and mandatory and customary benefits such as statutory employee benefits,

insurance, sick leave, holidays and vacations, pensions and similar benefits for persons in consultation, research and design in producing drawings, specifications and other documents pertaining to the Project and for services during construction at the site.

6.3. Reimbursable Expenses

1. Reimbursable Expenses are actual, incidental expenses incurred by the A/E, its employees or consultants, in the interest of the Project and are not included in overhead costs for the Fees for Basic Services and Additional Services. Reimbursable Expenses shall be incurred or contracted for only with PRIOR written approval from COUNTY. Such approval shall be based on a written proposal delineating the nature of the services, the time involved, the estimated cost thereof, and the individuals or firms involved. Payment Requests from consultants and construction contractors providing these Reimbursable Expenses shall be reviewed by the A/E to check the accuracy of and entitlement to the sums requested. There are no markups allowed for Reimbursable Expenses. Reimbursable Expenses may include, but are not limited to, the following incidental expenses:
    1. Expense of reproduction of drawings and specifications, excluding the review sets required in the Section- Scope of Services.
    2. Expense of a site survey when needed.
    3. Expense of a geotechnical investigation and soils & material testing when required.
    4. Expense of State and / or City review fees when required.
2. Expenses not eligible for reimbursement shall include, but are not limited to, indirect project overhead costs associated with the Fees for Basic Services and Additional Services such as mileage, travel, lodging, replication of drawings for the design development meetings and subsequent design meetings, preliminary and final review document printing, handling and postage, cost of correspondence transmittals, telephone expenses, and CAD / electronic graphic services. Such expenses shall be included as part of the Lump Sum fee

6.4. Additional Services

1. The following services are in addition to but are not covered in Scopes of Services Compensation for these additional services or other services must be requested by the A/E, and subsequently approved by COUNTY prior to proceeding with the work. If the additional services are requested after the Agreement has been issued, such authorization shall be based on a written proposal delineating the nature of the services, the time involved, the estimated cost thereof, the effect on the Project schedule and the individuals or firms involved. When authorized, an Agreement Change Order will be used to modify the A/E's Agreement.
    1. Providing planning surveys, program revision, site feasibility, or comparative studies of prospective sites.
    2. Revising previously approved drawings, specifications or other documents after written approval of Design Development Phase, to accomplish changes not initiated by the A/E other than record

documents and revisions normally to be expected or required to correct deficiencies in the approved drawings and specifications.

3. Preparing detailed models, perspective or renderings.
4. Preparing documents for alternate bids or petitions for waiver when requested by COUNTY and, requiring significant additional time and expense on the part of the A/E or its consultants.
5. Obtaining or participating in third party Value Engineering / Enhancement of the Project when directed by COUNTY.
6. Providing services other than corrective design work and record documents, after final payment to the construction contractor(s).
7. Providing services requested by COUNTY for or in connection with the selection of specific movable furniture, fixtures and equipment (FF&E) by the User Agency during the Construction Phase if not written into project scope.
8. Providing services as expert witness in connection with any public hearings, arbitration proceeding, or the proceedings of a court of record except when the A/E is party thereto.
9. Providing historical preservation research or documentation.
10. Providing specialized design services, including, but not limited to sustainability, vibration, wind or, energy modeling.
11. Participation in post-project evaluations.
12. Preparing bid packages beyond the two (2) required by this RFP

6.5. Payments to the Vendor

Payments of the A/E's lump sum and/or percentage of Construction Budget fee will be made in proportion to services performed by project phase, as confirmed by COUNTY, with payment issued within forty-five (45) business days of receipt of a properly completed invoice and required documentation, in accordance with County's standard payment procedures.

Schematic Design Phase	15%
Design Development Phase	35%
Construction Documents Phase	70%
Bidding Phase	75%
Construction Phase	100%

1. No more than ninety percent (90%) of the A/E's lump sum fee shall be paid out prior to substantial completion of the Project. When COUNTY confirms that development of punch lists, review of Operating

& Maintenance Manuals, submittal of record documents, has been satisfactorily completed by the A/E, COUNTY will determine how and when the remaining lump sum fee is disbursed.

2. Payments for COUNTY-approved Reimbursable Expenses. and Additional Services of the A/E, will be made monthly upon request.

3. An A/E whose work is found deficient or fails to conform to the requirements set forth in the Agreement, is not entitled to further payments, until corrected to the satisfaction of COUNTY.

    1. Payments to the A/E may be withheld for damages sustained by COUNTY due to error, omission, unauthorized changes or negligence on the part of the A/E. COUNTY will notify the A/E in writing of the alleged, specific damages and amounts involved, on a timely basis.

4. Payments to the A/E will not be withheld due to disputes between construction contractor(s) and COUNTY.

5. If the Project is suspended for more than three (3) months in whole or in part, the A/E will be paid fees for services performed prior to receipt of written notice from COUNTY of the suspension, together with Reimbursable Expenses then due and reasonable expenses resulting from this suspension, as approved by COUNTY. If the Project is resumed after being suspended for more than three (3) months, the A/E's compensation will be subject to renegotiation.

7. Professional Services Agreement- Standard Terms & Conditions

7.1. PROFESSIONAL SERVICES AGREEMENT SIGNATURE PAGE

Date: _____

Project No: 326029

Agreement No: _____

THIS AGREEMENT is between the County of Dane, by its Department of Administration- Public Works Engineering Division, hereinafter referred to as "COUNTY", and [A/E's Name, Address, City, State, Zip], hereinafter called the "A/E".

WITNESSETH

WHEREAS, COUNTY proposes securing professional services for a Project described as follows:

Dane County Job Center and Northport Offices Remodel - Design

WHEREAS, COUNTY deems it advisable to engage the services of the A/E to furnish professional services in connection with this Project, and

WHEREAS, COUNTY has authority to engage such services, and

WHEREAS, the A/E represents that it is in compliance with the applicable Wisconsin Statutes relating to the registration of architects and professional engineers and designers, and has agreed to furnish professional services for COUNTY,

NOW, THEREFORE, in consideration of the premises and to their mutual and dependent agreements, the parties hereto agree as set forth in the following pages, which are annexed hereto and made a part hereof.

IN WITNESS WHEREOF, COUNTY and the A/E have executed this Agreement as of the above date.

[A/E–FIRM NAME]		**COUNTY OF DANE**	
_____		_____	
Signature	Date	Melissa Agard, County Executive	Date
_____		_____	
Printed Name		Scott McDonell, County Clerk	Date
_____			
Title			
_____			
Federal Employer Identification Number (FEIN)			

7.2. ARTICLE 1: SCOPE OF AGREEMENT

1. This Agreement between COUNTY and the person or firm, duly licensed under the laws and in accordance with the regulations of the State of Wisconsin, hereinafter referred to as the A/E shall be governed by the following Terms and Conditions.

2. The A/E shall provide technical and professional services under this Agreement. The Terms and Conditions of this Agreement shall apply to modifications made to this Agreement and shall apply to both the services rendered in the creation of the design and to the additional services called for in carrying out the design.

3. The A/E shall serve as the professional technical advisor and consultant to COUNTY in matters arising out of or incidental to the performance of this Agreement and in that capacity, the A/E shall not have a contractual duty or responsibility to any other person or party or individual regarding the services under this Agreement, except as that duty may arise under the laws of the State of Wisconsin. The A/E is not an agent of the COUNTY within the meaning of s. 893.80 or 895.46, Wis. Stats.

4. Professional services performed or furnished under this Agreement shall be based on the care and skill ordinarily used by members of the profession involved, who practice under the authority of and who are governed by the license issued under the Wisconsin Statutes and the Wisconsin Administrative Code. The standard of care for architectural and engineering services under this Agreement shall include designing buildings, structures and / or related infrastructural systems that comply with all applicable building and safety codes.

5. By accepting this Agreement, the A/E represents possession of the necessary skill and other qualifications to perform work under this Agreement and is familiar with the practices in the locality where such services and work shall be performed.

6. The A/E shall review and become familiar with the current Division 00 & 01 requirements utilized by COUNTY in construction contracts and shall provide services and work, consistent with such requirements, so that the Contractor's schedule is not negatively impacted.

7. The A/E shall be professionally responsible for work performed under this Agreement. Upon written approval of COUNTY, the A/E may subcontract work to an approved consultant under this Agreement, to the specific extent authorized by COUNTY. The authorization to subcontract shall not relieve the A/E of professional or contractual responsibility for any work performed or delivered under this Agreement. The authorization to subcontract shall not be construed to create any contractual relationship between COUNTY and such consultant.

8. Subcontracts for services under this Agreement shall provide that work performed under such subcontract, shall be subject to provisions of this Agreement and shall also provide that any professional duty or responsibility pertaining thereto shall be accomplished to the benefit of COUNTY. Upon request, an electronic copy of each such subcontract for which COUNTY approval is granted shall be furnished to COUNTY.

9. The A/E may substitute consultants or professional staff under this Agreement only to the specific extent authorized by COUNTY in writing.

10. In the performance of this Agreement, the A/E shall become familiar with and perform such services in accordance with the specifications set forth in the Request for Proposals document. The COUNTY reserves the right to update County Master Specifications Division 00 and Division 01 at any time, including after the signing date of this Agreement. The A/E shall use and conform to the most current County Master Specifications Division 00 and Division 01 available at the time of Final Review Documents and the A/E shall not be eligible for a change order based upon alterations to said County Master Specifications Division 00 and Division 01 occurring after the date of Agreement signing.

11. For this project the following terms will be in use:

    1. The Project: The entirety of what is required to conceive, design, build, commission, start-up & troubleshoot the work for which this RFP and any subsequent RFB(s) are published.

    2. Project Budget: The total amount of funds the County has allocated for the Project. This includes contingencies, fees, costs for design services, commissioning services, furniture, fixtures and equipment (FF&E) expenditures and the Construction Budget.

3. Construction Budget: The portion of the Project Budget specifically allocated for construction services, or the accepted bid amount including any alternate bids.

4. Construction Opinion of Probable Cost: The A/E's cost estimate for the Construction Budget before any bids are received.

5. Project Planning Team: Dane County staff from the respective department and Department of Administration- Public Works Engineering Division, the architect / engineering design team (A/E) & the commissioning provider (CxP) if applicable. Occasionally, others may join or provide input to this team.

6. Project Committee (if applicable): A group of individuals selected by the Chair of the respective Committee . The A/E shall be present & provide input for the meetings of this group.

7.3. ARTICLE 2: COUNTY'S RESPONSIBILITIES

1. COUNTY will determine the Project scope for which the professional design services are required and will fully cooperate in achieving completion of that work.

2. COUNTY will establish an internal operating procedure for timely and proper performance of any COUNTY duty required to fulfill the needs of the Project.

3. COUNTY will provide available information regarding the requirements for the Project, which set forth COUNTY's objectives for program, schedule and overall Project Budget. COUNTY will make available to the A/E data or documents known to COUNTY or requested by the A/E, which may be needed for the fulfillment of the professional responsibility of the A/E. Documents provided by COUNTY shall not relieve the A/E from the responsibility for conducting a field survey to verify existing conditions as specified herein.

4. COUNTY will communicate to the A/E the format of the documents required to be submitted.

5. COUNTY will examine documents submitted by the A/E and will render decisions regarding them promptly, to avoid unreasonable delay in the progress and sequence of the A/E's work. COUNTY will coordinate review comments from the A/E and COUNTY staff prior to issuance to the A/E.

6. COUNTY will distribute Construction Documents and any necessary addenda to prospective bidders and conduct the bid opening for the Project.

7. COUNTY will prepare and process the Agreements between COUNTY and A/E, and between COUNTY and construction contractor(s).

8. Unless otherwise specified in this Agreement, COUNTY will arrange for services of a testing laboratory to furnish structural, chemical, mechanical and other laboratory tests, inspections and reports as required by law or deemed necessary by COUNTY.

7.4. ARTICLE 3: ACCOUNTING RECORDS

1. Records of the A/E's direct personnel, consultants, and reimbursable expenses pertaining to the Project shall be kept in accordance with Generally Accepted Accounting Principles (GAAP) and shall be available to COUNTY or an authorized representative throughout the term of this Agreement and for at least three (3) years after final payment to the A/E.

7.5. ARTICLE 4: TERMINATION OF AGREEMENT

1. This Agreement may be terminated by COUNTY without cause upon ten (10) calendar days written notice to the A/E. In the event of termination, the A/E will be paid fees for services performed to termination date, reimbursable expenses then due, and termination expenses as approved by COUNTY. Work performed prior to the date of termination shall be in accordance with the terms and conditions of this Agreement. Upon termination, the results of such work shall immediately be turned over to the COUNTY Project Manager prior to further payment by COUNTY.

2. In the event the Agreement between the A/E and any consultant on this Project is terminated, the results of work by that consultant shall immediately be turned over to the A/E.

7.6. ARTICLE 5: OWNERSHIP OF DOCUMENTS AND CONFIDENTIALITY

1. All reports, drawings, specifications, renderings, models, details, and other such documents prepared by the A/E or any consultant pursuant to this Agreement shall become the property of COUNTY on completion and acceptance of any of the A/E's work, or upon termination of the Agreement, and shall be delivered to COUNTY upon request.

2. COUNTY may use documents prepared under this Agreement for informational purposes without additional compensation to the A/E. If COUNTY uses or modifies documents without involvement or written consent of the A/E or its sub-consultant(s), COUNTY shall remove name and signatures of the A/E or its sub-consultant(s) from documents prior to such use or modification. Any such use or modification shall be at sole risk of COUNTY and without liability for the A/E or its sub-consultant(s).

3. Specifications and isolated, detail drawings inherent to the architectural/engineering design of the Project, whether provided by the COUNTY or generated by the A/E, shall be available for future use by the parties to this Agreement and other parties, each at their own risk.

4. Confidential Information : "Confidential Information" shall mean any and all information, technical data and related material disclosed or made available by the COUNTY to the A/E or their officers, directors, employees, subconsultants, subcontractors, contractors, representatives, or agents that is (a) not generally known to the public, and (b) identified as confidential, or, to a reasonable person, would be expected to be confidential due to its character and nature, including, but not limited to: financial information or projections; contract details; costs; pricing; designs, specifications and uses of products and services; product research; trade secrets; developments; inventions; processes; equipment settings; operational parameters; facilities; engineering techniques; data, know-how, or formats; software; business and strategic plans; business opportunities; employees; and other significant and valuable business information.

    1. Disclosure to Subcontractors: A/E shall maintain Confidential Information in the strictest confidence and shall only disclose information to the extent necessary. Prior to the limited disclosure of confidential information to subconsultants or agents, the A/E shall obtain the written agreement of such subconsultants to be bound by confidentiality.

    2. Ownership of Information: All right, title and interest in and to the Confidential Information shall be and remain vested in the COUNTY. A/E shall not be granted any license or right of any kind with respect to the Confidential Information, other than to use the Confidential Information for the limited purposes of the Project.

    3. Disclosure Required by Law: If the A/E is requested or required by law (by deposition, interrogatories, subpoenas, civil investigative demand or similar process) to disclose any Confidential Information or the existence of negotiations between the parties, the A/E shall, unless prohibited by law, promptly notify the COUNTY of such request.

7.7. ARTICLE 6: LIABILITY- HOLD HARMLESS AND INDEMNIFICATION

1. A/E shall indemnify and hold harmless COUNTY, its boards, commissions, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which COUNTY, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of the A/E furnishing the services required to be provided under this Agreement, but only to extent caused or resulting from intentional or negligent acts of the A/E, or its sub-consultant(s) and provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused or resulting from the acts or omissions of COUNTY, its agencies, boards, commissions, officers, employees or representatives. The obligations of the A/E under this paragraph shall survive the expiration or termination of this Agreement.

7.8. ARTICLE 7: PROFESSIONAL LIABILITY INSURANCE

1. The A/E and its consultants retained under the terms of this Agreement shall procure and maintain a professional liability insurance policy with at least $1,000,000 in coverage that provides for payment of the insured's liability for errors, omissions or negligent acts arising out of the performance of the professional services required under this Agreement. The A/E shall provide up-to-date, accurate professional liability information on the A/E 's Data Record, including amount of insurance, deductible, carrier and expiration date of coverage. Upon request by COUNTY, the A/E shall furnish COUNTY with a Certificate of Insurance showing the type, amount, deductible, effective date and date of expiration of such policy. Such certificate shall also contain

substantially the following statement: "The insurance covered by this certificate shall not be canceled, the coverage changed or reduced by endorsement, by the insurance company, except after thirty (30) calendar days written notice has been received by COUNTY." The A/E shall not cancel or materially alter this coverage without prior written approval by COUNTY. The A/E shall be responsible for consultants maintaining professional liability insurance during the life of their Agreement.

7.9. ARTICLE 8: OTHER INSURANCE

1. The A/E and its consultants retained under terms of this Agreement shall:
    1. Maintain Worker's Compensation Insurance:
        1. Procure and maintain Worker's Compensation Insurance as required by State of Wisconsin Statutes for all of the A/E's and consultant's employees engaged in work associated with the Project under this Agreement.
        2. Maintain Employer's Liability Insurance with a policy limit of not less than $1,000,000 per occurrence and $2,000,000 in the aggregate. Insurance may be met by a combination of primary and excess coverage.
    2. Procure and maintain during the life of this Agreement, and until one year after the completion of this Agreement, Commercial General Liability Insurance, including Products and Completed Operations for all claims that might occur in carrying out the Agreement. Minimum coverage shall be $1,000,000 per occurrence, $1,000,000 general aggregate, combined single limit for bodily injury, personal injury, and property damage. Such coverage shall be of the "occurrence" type form and shall include the employees of the A/E as insureds.
    3. Procure and maintain Commercial Automobile Liability Insurance for all owned, non-owned, and hired vehicles that are used in carrying out the Agreement. Minimum coverage shall be $1,000,000 per occurrence combined single limit for bodily injury and property damage. Insurance may be met by a combination of primary and excess coverage.
    4. Provide an insurance certificate indicating the above Commercial Liability Insurance and property damage coverage, countersigned by an insurer licensed to do business in Wisconsin, covering and maintained for the period of the Agreement. Upon request by COUNTY, the insurance certificate is to be presented on or before execution of the Agreement.

7.10. ARTICLE 9: MISCELLANEOUS PROVISIONS

1. A/E warrants that it has complied with all necessary requirements to do business in the State of Wisconsin, that the persons executing this Agreement on its behalf are authorized to do so.
2. Legal Relations: The A/E shall comply with and observe federal and state laws and regulations and local zoning ordinances applicable to this Project and in effect on the date of this Agreement.
3. Approvals or Inspections: None of the approvals or inspections performed by COUNTY shall be construed or implied to relieve the A/E from any duty or responsibility it has for its professional performance, unless COUNTY formally assumes such responsibility in writing from COUNTY so stating that the responsibility has been assumed.
4. Successors, Subrogees and Assigns: COUNTY and A/E each bind themselves, their partners, successors, subrogees, assigns, and legal representatives to the other party to this Agreement and to the partners, successors, subrogees, assigns and legal representatives of such other party with respect to covenants of this Agreement.
5. Claims: A/E's project manager will meet with COUNTY's Project Manager to attempt to resolve claims, disputes and other matters in question arising out of, or relating to, this Agreement or the breach thereof. Issues not settled are to be presented in writing to the COUNTY Director of the Department of Administration- Public Works Engineering Division for review and resolution. The decision of the Director of the Department of Administration- Public Works Engineering Division shall be final. Work shall progress during the period of any dispute or claim. Unless specifically agreed between the parties, venue will be in Dane County, Wisconsin.
6. Amendment of Agreement: This Agreement may be amended in writing by both COUNTY and A/E.
7. It is expressly understood and agreed to by the parties hereto that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling. Venue for any legal proceedings shall be in the Dane County Circuit Court.

8. This Agreement is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Agreement shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.

9. The entire agreement of the parties is contained herein and this Agreement supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this Agreement shall not be amended in any fashion except in writing, executed by both parties.

10. Execution: The parties agree that execution of this document may be made by electronic signatures. The parties may make electronic signatures by typing the name of the authorized signature followed by the words, "electronically signed" or by any other electronic means representing an authorized signature by A/E. A/E shall ensure that only authorized persons may affix electronic signatures to this Agreement and COUNTY may rely that the electronic signature provided by A/E is authentic.

    1. This Agreement has no effect until signed by both parties. The submission of this Agreement to A/E for examination does not constitute an offer. A/E warrants that the persons executing this Agreement on its behalf are authorized to do so.

    2. This Agreement, and any amendment or addendum relating to it, may be transmitted by legible facsimile reproduction or by scanned legible electronic PDF copy and utilized in all respects as an original, wet-inked manually executed document. Further, this Agreement and any amendment or addendum thereto, may be stored and reproduced by each party electronically, photographically, by photocopy or other similar process, and each party may at its option destroy any original document so reproduced. All parties hereby stipulate that any such legible reproduction shall be admissible in evidence as the original itself in any judicial, arbitration or administrative proceeding whether or not the original is in existence and whether or not each party made such reproduction in the regular course of business. This provision does not apply to the service of notices under this Agreement.

7.11. ARTICLE 10: NONDISCRIMINATION IN EMPLOYMENT

1. During the term of this Agreement, A/E agrees not to discriminate on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, and any other form of compensation or level of service(s). A/E agrees to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph. The listing of prohibited bases for discrimination shall not be construed to amend in any fashion state or federal law setting forth additional bases and exceptions shall be permitted only to the extent allowable in state or federal law.

2. Civil Rights Compliance:

    1. If A/E has twenty (20) or more employees and receives $20,000 in annual contracts with COUNTY, the A/E shall submit to COUNTY a current Civil Rights Compliance Plan (CRC) for Meeting Equal Opportunity Requirements under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Service Health Act, the Age Discrimination Act of 1975, the Omnibus Budget Reconciliation Act of 1981 and Americans with Disabilities Act (ADA) of 1990. A/E shall also file an Affirmative Action (AA) Plan with COUNTY in accordance with the requirements of Chapter 19 of the Dane County Code of Ordinances. A/E shall submit a copy of its discrimination complaint form with its CRC/AA Plan. The CRC/AA Plan must be submitted prior to the effective date of this Agreement and failure to do so by said date shall constitute grounds for immediate termination of this Agreement by COUNTY. If an approved plan has been received during the previous calendar year, a plan update is acceptable. The plan may cover a two-year period. If A/E has less than twenty (20) employees, but receives more than $20,000 from the COUNTY in annual contracts, it may be required to submit a CRC Action Plan to correct any problems discovered as the result of a complaint investigation or other Civil Rights Compliance monitoring efforts set forth herein below. If A/E submits a CRC/AA Plan to a Department of Workforce Development Division or to a Department of Health and Family Services Division that covers the services purchased by COUNTY, a verification of acceptance by the State of A/E 's Plan is sufficient.

2. A/E agrees to comply with the COUNTY's civil rights compliance policies and procedures. A/E agrees to comply with civil rights monitoring reviews performed by the COUNTY, including the examination of records and relevant files maintained by the A/E. A/E agrees to furnish all information and reports required by the COUNTY as they relate to affirmative action and non-discrimination. A/E further agrees to cooperate with COUNTY in developing, implementing, and monitoring corrective action plans that result from any reviews.

3. A/E shall post the Equal Opportunity Policy, the name of A/E's designated Equal Opportunity Coordinator and the discrimination complaint process in conspicuous places available to applicants and clients of services, applicants for employment and employees. The complaint process will be according to COUNTY's policies and procedures and made available in languages and formats understandable to applicants, clients and employees. A/E shall supply to COUNTY's Contract Compliance Specialist upon request a summary document of all client complaints related to perceived discrimination in service delivery. These documents shall include names of the involved persons, nature of the complaints, and a description of any attempts made to achieve complaint resolution.

4. A/E shall provide copies of all announcements of new employment opportunities to COUNTY's Contract Compliance Specialist when such announcements are issued.

8. Proposer Questionnaire & Uploads

8.1. Contact Information

*8.1.1. Name:**

*Response required

*8.1.2. Title or Position:**

*Response required

*8.1.3. Telephone Number**

*Response required

*8.1.4. Email Address**

*Response required

8.2. Addenda

*8.2.1. I have reviewed the Request for Proposals and all document attachments as they pertain to this Project.**

☐ Please confirm

*Response required

*8.2.2. I understand that if any addendum is issued I will have to acknowledge the posted addendum. **

☐ Please confirm

*Response required

*8.2.3. If an addendum is posted after I have submitted my proposal response and the resulting addendum requires action to be taken either in the Specification Section or Pricing Section, I understand that:**

1. I will have to withdraw my proposal response.

2. I will have to acknowledge the posted addendum.

3. I will have to take action in responding to the changes on either the Specification Section or Pricing Section.

4. I will then have to resubmit my proposal response.

Further instructions on addendum(a) postings can be found here.

☐ Please confirm

*Response required

8.3. Question and Answer (Q&A)

*8.3.1. Proposer has reviewed and acknowledges all Q&A.**

☐ Yes
☐ No

*Response required

8.4. Proposer Fair Labor Practices Certification

*8.4.1. Fair Labor Practice Certification **

Has your company been found by the National Labor Relations Board ("NLRB") or the Wisconsin Employment Relations Commission ("WERC") to have violated any statute or regulation regarding labor standards or relations

in the seven years prior to the date this bid submission is signed?

If **yes**, a copy of any relevant information regarding such violation is required to be uploaded with your bid submission as part of Supplemental Material.

Additional information about the NLRB and WERC can be found using the following links: www.nlrb.gov and http://werc.wi.gov.

- No, our company has NOT been found by the NLRB or the WERC to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this bid submission is signed.
- Yes, our company HAS been found by the NLRB or the WERC to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this bid submission is signed.

☐ No, our company has NOT been found by the NLRB or the WERC to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this bid submission is signed.
☐ Yes, our company HAS been found by the NLRB or the WERC to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this bid submission is signed.
*Response required

8.5. Proposer W9

*8.5.1. W9 Upload**

Please upload your company's most recent W9 form signed within the past 12 months.

*Response required

8.6. RFP Response Questions

*8.6.1. Question 1 RFP Response- Document Upload**

Upload your documentation in reference to Question 1 in RFP Response Requirements & Evaluation Criteria.
Please DO NOT include Cost information in this section.

*Response required

*8.6.2. Question 2 RFP Response- Document Upload**

Upload your documentation in reference to Question 2 in RFP Response Requirements & Evaluation Criteria).
Please DO NOT include Cost information in this section.

*Response required

*8.6.3. Question 3 RFP Response- Document Upload**

Upload your documentation in reference to Question 3 in RFP Response Requirements & Evaluation Criteria).
Please DO NOT include Cost information in this section.

*Response required

*8.6.4. Question 4 RFP Response- Document Upload**

Upload your documentation in reference to Question 4 in RFP Response Requirements & Evaluation Criteria).
Please DO NOT include Cost information in this section.

*Response required

8.6.5. RFP Response - Supplemental Document Upload

Upload any additional or required information documents that supplements this solicitation.

Please DO NOT include the Pricing Proposal in this section

*8.6.6. Do you have Subconsultants?**

☐ Yes
☐ No

*Response required

When equals "Yes"

*8.6.7. Please complete Attachment A- Consultant Agreement**

Please download Attachment A, complete, and upload here for each individual subconsultant.

Note: The "project number" is 326029 and the "Project" is Dane County Job Center and Northport Offices Remodel - Design.

*Response required

8.7. Pricing Proposal

*8.7.1. RFP Cost Proposal Document - Upload**

Pricing shall be inclusive of all labor, delivery costs and other expenses necessary to provide product in accordance with the specifications and terms and conditions of this bid document and your proposal.

*Response required

8.7.2. RFP Cost Proposal - Supplemental Document Upload

Please upload any documents providing further clarification of the submitted Pricing Proposal. At a minimum, provide a Rate Schedule.

8.8. Designation of Confidential and Proprietary Information

*8.8.1. Designation of Confidential and Proprietary Information**

Please specify what information you wish to designate as confidential and proprietary. Please identify specific sections, pages, topics, and/or documents. If nothing will be designated as confidential or proprietary, type "NONE" below.

NOTE: Pricing sections cannot be designated as confidential and proprietary.

*Response required

8.9. Proposer's Limitations

*8.9.1. Proposer's Limitations**

State clearly any limitations you wish to include and detail any conditions that you may have with the Professional Services Agreement- Standard Terms & Conditions. If there are no limitations, type "NONE" below.

*Response required

8.10. SIGNATURE AFFIDAVIT

*8.10.1. RFP Solicitation Response Declaration**

In submitting and confirming this solicitation response, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free

competition; that no attempt has been made to induce any other person or firm to submit or not to submit a solicitation response; that this solicitation response has been independently arrived at without collusion with any other vendor competitor or potential competitor; that this solicitation response has not been knowingly disclosed prior to the opening of bids to any other vendor or competitor; that the above statement is accurate under penalty of perjury.

Further, by submitting this solicitation response, firm agrees with all the terms, conditions, and specifications required by the County in this solicitation and declares that the corresponding solicitation response and pricing are in conformity therewith.

I have read and understood the entire document.

I declare under penalty of false swearing under the law of Wisconsin that the foregoing is true and correct.

☐ Please confirm

*Response required

*8.10.2. Electronically signed by:**

Provide First Name, Last Name and Title

*Response required

*8.10.3. Signed on: **

Write in month, day, year and city/state in which the submission occurred.*Example: June 27, 2025 in Madison, WI*

*Response required