



Rusk County
W I S C O N S I N

A/E RFQ FOR:

ARCHITECTURAL &
ENGINEERING SERVICES
RUSK COUNTY
HIGHWAY STORAGE GARAGE

October 30, 2024

1. Summary of Request

Rusk County (“County”) is seeking Architectural/Engineering (A/E) services for the planning and design of a highway storage garage to be constructed at the current highway facility in Ladysmith, WI. Respondents must be registered in Wisconsin as an architect or eligible through reciprocity with another state.

The scope of work for A/E services is described in this document. The A/E firm selected will be contracted by and report directly to the County. The firm will assume full responsibility for architectural design phase services.

2. Project

a. Project Background

The County seeks to partner with an A/E firm to help plan and design a new storage garage at its existing facility and headquarters located at N4711 Highway 27, Ladysmith, WI. The existing facility houses administrative offices, fleet, equipment and vehicle repair facility, fuel station, vehicle equipment storage, cold storage and salt storage buildings along with other support facilities.

The A/E firm will be selected based on the selection committee’s judgement as to the most responsible bidder. The selected A/E firm will work with the County Team on the initial project.

The proposed storage facility will be approximately 24,000 square feet and will include the following components:

1. Heated Parking for vehicles and equipment:
 - a. Plow trucks
 - b. Pickup trucks
 - c. Excavators
2. Vehicle Wash Bay

b. General Space Program Requirements

The proposed facility will house various functions that share similar interior environmental requirements including the following:

1. Height and ceiling clearances
2. Vehicle emission control
3. Sensitivity to temperature and humidity levels (in-floor heat preference)
4. Vehicle access and internal movement
5. Lighting requirements

c. Scope of Services

Architectural/Engineering

1. Preliminary Design

- a. Review and update previous Rusk County facility assessments, concept drawings, etc.
- b. Provide programming and master plan for entire Highway Department campus.
- c. Visit recently completed highway and/or public works facilities within the state with county staff and collect input.
- d. Collect project criteria from the County Team and verify programming criteria.
- e. Prepare a design schedule.
- f. Review architectural space plans with the County Team to obtain approvals.
- g. Finalize conceptual designs and layouts.
- h. Present final preliminary design options to the Ad Hoc Construction Committee for review.
- i. Present to the full Board of Supervisors for final approval.

2. Detailed Design Phase

- a. Based on the approved preliminary design and Design Development Phase documents, prepare architectural and structural construction drawings, specifications, and provide all architectural services, engineering services, plans, drawings, studies and cost estimates to fully complete the project for local and state public bidding and permitting. The A/E firm will assist in the bidding process to provide technical assistance and answer questions from potential bidders. Upon the award of the bid, the A/E firm will work with the successful bidders in concert with the County's Construction Manager to schedule the work, obtain any required permits, and verify that all work is done per bid specifications, codes and regulations.
- b. The architect is required to produce and share a building information model (BIM) that the design documents and schedules will be derived from, and participate in trade coordination, updating the model and sharing it with the team for any field directed changes.
- c. Submit plans and specifications to local building authority for permitting and revise drawings to meet all governmental comments and revisions.
- d. Respond to all governmental reviews and revise construction documents accordingly. If project is being bid during this period, issue required addendums to all bidders reflecting any construction document changes.

3. Construction Administration

- a. Provide construction administration services including, but not limited to, Requests for Information (RFI), bulletins, change orders, submittal and shop drawing review, punch lists, etc.
- b. After project commencement, attend project meetings either in person or virtually.
- c. Perform monthly or as needed job site visits to evaluate adherence to project plans and specifications.

d. Changes Initiated by the A/E

The County encourages the A/E firm to submit recommendations for procedures or design changes that will reduce project cost, improve functionality of the facility, and/or shorten the project schedule. However, any such changes are subject to approval by the County and must meet the same functional and technical requirements that are included in this RFQ.

Changes due to errors or omissions are not considered a change in scope. The cost of re-design and/or engineering such changes is the responsibility of the A/E firm.

3. Schedule

The following schedule is subject to change:

- RFQ Issued: October 30, 2024
- Written Questions Due: November 15, 2024
- Answers to Written Questions Posted: November 22, 2024
- Site Visits Completed: November 27, 2024
- Responses Due: December 4, 2024 at 5:00 PM
- Interviews Held with Ad Hoc Construction Committee: Week of December 9, 2024
- County Board Approval: December 17, 2024
- Selected Firm Notified: December 18, 2024
- Initial Design Completed: February 2025
- Final Design Approved by County Board: March 2025
- Bid Advertisement: Late spring/early summer 2025
- Bids Opened and Awarded: Late spring/early summer 2025
- Construction Begins: Late summer/early fall 2025

4. Response Requirements

Evaluation and selection of the A/E firm will be based on the information submitted in this response. Please address all of the items noted in this section. Failure to do so may result in your qualifications not being considered. Qualifications will be evaluated based on demonstration of meeting the requirements of this RFQ.

a. Organization

Please submit information related to your organization's qualifications. Include at least the following:

- Firm name, address, and web address
- Contact person with title and contact information
- Professional history and affiliations

- Current staff size and professional registrations
- Range of professional service capabilities

b. Relevant Project Experience

Provide descriptions of at least three but no more than five similar projects that have been executed within the past five years. Preference may be given to the A/E firms who demonstrate design of a similar highway or public works facility. Please include the following:

- Project overview
- Project size
- Construction value
- Project owner with contact information
- Project general contractor or construction manager contact information

c. Personnel

Please submit short biographies for personnel whom would be assigned to this project that include the following:

- Lead or principal in charge
- Project manager
- Licensed architects and engineers
- Any other specialists

d. Design Process

Limited to one page, describe the process your firm proposes in working with the County Team to design a new storage garage facility.

e. Added Value Services

Please include a brief overview of any additional services that may set your firm apart from other respondents to this RFQ.

f. Project Approach

Describe your firm's plan to accomplish the requirements of the project. Include a proposed timeline and milestones your firm will reach. Describe your firm's method of quality control, verification that construction meets specifications, and process to identify any deficiencies in the work. Detail your firm's commitment to balance the challenge of working within the constraints of the County's budget while also providing a functional, long-lasting facility.

g. Fee Schedule

Provide a fee schedule for services. Include charges for any incidental or reimbursable items such as mileage, printing, lodging, etc.

For the basis of the fee, assume an approximately 24,000 square foot facility with a value of approximately \$7 million. Fee shall be based on preplanning and full A/E services only. Note, the budget, size and scope of the project are subject to change.

h. Reservations

The County reserves the right to reject any and all proposals, and to waive informality, technical defect, or clerical error in any submittal as the interest of the County may require.

i. Response Submittal

Please provide responses by Wednesday, December 4 at 5 PM. Respondents must submit in a sealed envelope or package three (3) hard copies and a flash drive containing a digital copy of materials. Envelope/package must be clearly marked:

Ashley Heath
Rusk County A/E Design Services
311 Miner Ave. E, Suite S132
Ladysmith, WI 54848

Finalists will be invited to make a presentation and participate in an interview before the Ad Hoc Construction Committee during the week of December 9, 2024.

Questions must be directed in writing to ah Heath@ruskcountywi.us. Questions will not be accepted after November 15, 2024. Responses to all questions will be posted on Rusk County's website: www.ruskcounty.org by November 22, 2024. Site visits shall be coordinated by contacting in writing Justin Livingston at jlivingston@ruskcountywi.us. Site visits must be completed by Wednesday, November 27, 2024.