

DODGE COUNTY CORPORATION COUNSEL

Purchasing Division

127 East Oak Street, Juneau, WI 53039 (920) 386-3592

Request for Proposals (RFP)
Construction Management Services for Behavioral Health Renovation Project
Clearview, Dodge County, WI
RFP #90 24-01

Dodge County Clearview requests sealed proposals from qualified firms or individuals to perform professional construction management services related to the renovation of the second and third floor of Clearview's A and B Buildings, located at 198 County Road DF, Juneau. Professional services to be provided include all aspects of construction management to assist the Owner in a successful, cost-effective renovation to expand Clearview's Behavioral Health Program.

Request for proposal packets will be available starting June 21, 2024 on the Dodge County website at https://www.co.dodge.wi.gov and may also be obtained on DemandStar at: www.demandstar.com Sealed proposals should be marked "Sealed-Construction Management Services for Behavioral Health Renovation" and must be received in the County Clerk's Office, Administration Building, 127 E. Oak Street, Juneau, WI by 10:00 a.m. on or before July 17, 2024.

A <u>mandatory</u> pre-proposal meeting is scheduled on July 9, 2024, at 9:00 a.m. for interested firms to view the project site to obtain any information in order to respond to this request. This meeting will take place at Clearview located at 198 County Road DF, Juneau. Enter at Clearview's Main Entrance. Attendance at the mandatory pre-proposal meeting is required in order for a firm's proposal to be considered. Consultants attending the pre-proposal meeting will be provided building plans.

Dodge County encourages the participation of minority, women-owned and disadvantaged business enterprises. Dodge County reserves the right to waive any informalities or technicalities and to reject any and all proposals or parts thereof deemed to be unsatisfactory or not in the County's best interest. Furthermore, Dodge County reserves the right to cancel any order or contract for failure of the successful firm to comply with the terms, conditions and specifications of the request and/or contract. Dodge County reserves the right to award this request to the firm whose proposal is overall the most advantageous to the County in the County's sole determination.

Dodge County Purchasing Division

I. Request for Proposal

Clearview, located at 198 County DF, Juneau WI 53039 is owned and operated by Dodge County. The campus consists of a traditional 120-bed Skilled Nursing Facility (SNF), 46-bed unit for Individuals with Intellectual Disabilities (IID), 30-bed SNF licensed Traumatic Brain Injury unit named Clearview Brain Injury Center (CBIC) and 4 separately SNF licensed 10-bed Behavioral Health Units named Clearview Behavioral Health (CBH); these programs are all housed within the same 201,000 square foot building which was constructed in 2011. Also located on the campus, in separate buildings, are (2) 4-bed Adult Family Homes and a 20-bed Community Based Residential Facility. Clearview wishes to expand its Behavioral Health program by converting up to 40 beds from its traditional SNF.

The current Behavioral Health program has (2) 10-bed LOCKED units, each approximately 6,100 square feet and (2) 10-bed UN-LOCKED units, each approximately 6,100 square feet. All four units make up the entire third floor of our A/B building, which, with common areas and seclusion room is approximately 27,392 square feet. Each 10-bed unit is separately licensed for a total of (4) 10-bed, state-only, SNF licensed units.

The (2) 10-bed LOCKED units were purpose built when the facility was designed. Both units are constructed of impact resistant materials and the area immediately outside the units houses the seclusion room which includes an ante room and restroom with shower.

The (2) 10-bed UN-LOCKED units were traditional SNF units until being converted in 2017. These units had more cursory updates and are not constructed of impact resistant materials, however they do meet the regulatory requirements for the residents they serve. Clearview would like to convert the entire 3rd floor of the A/B Building to a LOCKED unit with a re-worked "core" area, and additional safety upgrades to the entire floor including a 2nd seclusion room.

The 2nd floor of the A/B building, which is immediately below the existing Behavioral Health units, is currently licensed for 40 traditional SNF beds. The entire floor is vacant with an active license. This is the area that Clearview would like to transition to a 40-bed, UN-LOCKED Behavioral Health Unit with a re-worked "core" area, safety upgrades to the entire floor, including the addition of a seclusion room.

Renovations to each floor will include new nursing stations, serving kitchens, employee amenities, group activity spaces and group counseling spaces. Additional upgrades to finishes, plumbing, electrical and mechanicals are also included.

Preliminary design and planning indicate that construction will be conducted in two phases. The first phase will be approximately 8,700 square feet on the second floor (2A) and 13,583 square feet on the third floor (3A). The second phase will be approximately 7,200 square feet on the second floor (2B) and 8,800 square feet on the third floor (3B). This plan and phasing is subject to change. Additional work includes upgrades to the existing patios located on the second floor of each of the units. Clearview is a 24/7/365 facility. Coordination of construction is critical because the facility will continue to operate during renovations. CM will be expected to effectively coordinate renovations to accomplish minimal disruptions to the first floor residents and staff as the second floor renovations progress.

II. Scope of Services – Construction Management

Dodge County is seeking a qualified firm to provide construction management services related to the renovation of Building A and B (see attached map) second and third floor, located at Clearview 198 County Road DF, Juneau. Services to be provided are for all aspects of construction management to assist the Owner during design phase, contractor bidding, construction, and construction close-out. Construction Manager (CM) will provide services as generally described in the following sections. This Project will be a multi-prime bid project.

A. Pre-Construction

Pre-construction is defined as all services leading up to and including competitively bidding the project.

- 1. The CM will actively participate in all design review meetings with the Architect, and Dodge County. The assigned Project Manager and Lead Estimator for the CM must participate. Meetings will be held on a bi-weekly basis, or as frequently as needed based on project status, at Clearview or other county meeting space designated by Owner.
- 2. CM will be responsible for developing construction cost estimates and continually update the estimates as the design evolves. Estimates shall be in a detailed, standard CSI format and organized in a fashion consistent with the method in which bids will be taken. The estimates will be reviewed with the Owner and Architect on a regular basis. Along with the estimates, the CM shall provide a written scope of work that demonstrates a comprehensive understanding of the project and serves as the basis of the estimates. The written scope will be updated as the design evolves, and updated estimates are provided.
- 3. The CM will clearly identify and make the Owner and Architect aware of any line item allowances in the estimates.
- 4. The CM will actively participate in the Design Development phase and detailing of the project based on their experience with projects of this nature. Value engineering and cost saving strategies will be required to provide the best possible project for the best possible value.
- 5. The CM will develop and maintain an overall project schedule and the sequence of activities for the overall project.
- 6. The CM will review and validate all cost estimates prior to bidding.
- 7. The CM will review and approve all bidding documents prior to submission to Wisconsin Department of Health Services and prior to let.
- 8. The CM will assist Owner with competitively bidding all aspects of the work and obtain a minimum of three qualified bidders.
- 9. The CM may self-perform. Work that the CM desires to self-perform shall be competitively bid with the bids being delivered directly to the Owner and Architect for evaluation.

- 10. The CM will work with the Architect to produce updated exterior and interior models throughout the Design and Construction process. These models will be made available to the Owner throughout the Design and Construction process.
- 11. The CM will assist Owner in the development of all contracts for contractors awarded bids.
- 12. The CM will ensure that electronic and hardcopy As-Builts are provided to Owner at the completion of project.

B. Construction

The Owner has the following expectations of the CM during the construction process.

- 1. At the start of construction, the CM will provide to the Architect and Owner a projection of cash flow on the project and will regularly update the projection throughout construction.
- 2. The CM will coordinate all work. The CM will be on site on a full-time basis or as determined by Owner. The CM will assist the Owner in obtaining all governmental approvals and permits and ensure that all regulatory requirements are observed during construction.
- 3. The CM will ensure that all contractors have permits required to be obtained by contractors prior to commencement of work and that contractors comply with all regulations pertaining to their work.
- 4. The CM will actively and aggressively manage the project construction costs. The CM will conduct weekly meetings with the Owner and Architect to keep all informed of the Project's developments.
- 5. Changes to the Project during construction that require use of contingency funds must be presented to the Owner and Architect prior to any contingency being used or work performed. Owner will review the proposed changes to the project necessitating the proposed use of contingency funds and will determine, with the assistance of the Architect, whether to approve the use of the funds. Owner retains final approval of contingency fund usage. Weekly cost meetings will provide the forum for proposed changes in work.
- 6. The CM shall provide Owner and Architect with reviewed and approved monthly applications for payment. Accompanying the application shall be an updated schedule of values. The Architect will review and, if approved, will make recommendation to Owner for payment.
- 7. The CM and Architect will jointly determine when the project has reached Substantial Completion and is ready for the preparation of punchlist(s). Punchlist(s) will be reviewed with the Owner, Architect, and CM who shall all be present at the initial walk-through. CM will participate in walk-throughs and inspections of work until all punchlist items are satisfactorily completed. The CM shall ensure that punchlist work is timely performed. The CM shall notify Owner and Architect when CM determines that Final Completion has been achieved.

C. Post Construction

- 1. In coordination with Architect and Owner, the CM will conduct commissioning services for all aspects of the project.
- 2. The CM will conduct an initial one-day orientation/training session after commissioning is completed with Owner and its staff to review all systems components and operation, so the Owner and its staff are fully informed and trained on the use and maintenance of the systems. Additional training sessions, if needed, will be determined by the Owner.
- 3. All warranty inspections, if any, by manufacturers will be scheduled in advance with the Owner and Architect.
- 4. The CM will ensure all warranties and product/service/maintenance manuals are transferred to Owner prior to Final Completion.

III. Technical Proposal Submission

- A. Comprehensive Description of How Firm will Accomplish the Scope of Work Contained in this RFP.
- B. Firm Profile and Qualifications
 - a. Firm History and Background
 - b. Contract information
 - c. Office locations
 - d. Staff discipline and size

C. Project Team

- a. Organizational Chart of Team
- b. Resumes for Project Team

D. Experience

- a. List of current projects in the health care, behavioral/mental health field.
- b. Include renovation/project detail including precautions and measures taken with projects occurring in an occupied building operating 24/7/365.

E. References

- a. Provide a minimum of three (3) examples of similar awards with applicable reference information. References should include the following information:
 - 1 Client name, address and phone number and e-mail address
 - 2 Description of all services provided
 - 3 Performance period
 - 4 Total contract value

The list of references for which similar work has been performed shall be included and the list shall include all similar contracts performed by the Respondent within the past five years. The evaluators will randomly select at least three of these references, but the evaluators reserve the right to contact all the references listed, if information from the three references contracted warrant further inquiry. The failure to list all similar contracts in the specified period may result in the rejection of the Respondents' proposal. The evaluators may check all

public sources to determine whether Respondent has listed all contracts for similar work within the designated period. If the evaluators determine that references for other public contracts for similar contracts were not listed, the evaluators may contact the public entities to make inquiry into Respondents' performance of those contracts and the information obtained may be considered in evaluating Respondent's proposal.

F. Proposed (Sample) Contract for Construction Management Services (<u>do not include fees</u>).

G. Number of Technical and Fee Proposals

Provide one (1) electronic version of the Technical Proposal and seven (7) bound copies. Provide one (1) electronic version of the Fee Proposal and seven (7) bound copies. The fee proposal should be in a separate sealed envelope marked "Sealed Fee Proposal".

H. Consultant should provide a Project Schedule/Timetable for Project Development

Task	Date
Project Initiation	January-February 2023
Schematic Design & Design Development	July 2023 & April 2024
Phase	
Bidding Process	TBD
Construction Phase	TBD
Project Close Out	TBD

IV. Mandatory Pre-Proposal Meeting

A <u>mandatory</u> pre-proposal meeting is scheduled on July 9, 2024 at 9:00 a.m. for interested firms to view the project site to obtain any information in order to respond to this request. This meeting will take place at Clearview located at 198 County Road DF, Juneau. Enter at Clearview's main entrance. Attendance at the mandatory pre-proposal meeting is required in order for a firm's proposal to be considered. Consultants attending the pre-proposal meeting will be provided building plans (Link to FTP site or thumb drive).

V. Proposal Schedule

Task	Date
RFP Issued	June 21, 2024
Mandatory Pre-proposal Meeting	July 9, 2024 at 9:00 a.m.
Proposal Submission Deadline	July 17, 2024 at 10:00 a.m.
Proposal Review Period (tentative)	Week of July 22, 2024
Interviews, if needed & Selection (tentative)	Week of July 29, 2024
Recommendation Human Services and Health	First week of September, 2024
Board and Building Committee (tentative)	

Responders should submit two sealed envelopes. The first sealed envelope should contain the technical response. The second sealed envelope should contain the firm's fees to perform the work marked "Sealed Fee Proposal".

VI. Fvaluation Criteria

Proposals received will be scored on the following criteria:

- A. <u>Organization capabilities, background and experience (20%):</u> Ability to perform scope of RFP requirements and success of past projects, preferably projects completed with health facilities or local governments in Wisconsin.
- B. <u>Team Firm, Experience and Certifications/Qualifications (10%):</u> Experience and qualifications of consultant's staff to provide the service. References of similar health care, behavioral/mental health field.
- C. <u>Timeline (10%):</u> Potential of consultants to complete the project in the proposed timeline.
- D. <u>Approach to Project Scope, Plan, and Execution (30%):</u> Capability of consultant to satisfactorily achieve the results contained in the RFP based on the approach described by consultant. Past performance on similar projects.
- E. <u>Price/Cost/Fees (30%):</u> Competitiveness of consultant's fees to complete the proposed project criteria including any value-added services offered.

Proposal Review – a selection committee consisting of Clearview Administrator, County Administrator, Facilities Director and Architect will review and score firms' technical proposals and fee proposals. The top firm(s) may be invited in for an interview. The County reserves the right to request any additional information that it deems necessary during the evaluation process.

VII. Fee Proposal

We, the undersigned, propose to furnish Clearview Dodge County, Wisconsin, the Construction Management Services for Behavioral Health Renovation Project in accordance with RFP #90 24-01 and specifications hereto attached:

RFP #90 24-01 Fee Proposal

Construction Management Services for Behavioral Health Renovation Project

Fee Proposal should list the services included, excluded and not typically not included. Dodge County is **only** interested in either an hourly basis or a fixed fee arrangement for the scope of the project and services being provided. Dodge County finds it counterproductive to our working relationships and interests of taxpayers to provide services on a percentage of construction cost. The fee proposal shall be sealed in a separate envelope marked "Sealed Fee Proposal"

Phase	Total
Design Phase	
Pre-Construction	
Construction	
Post-Construction Closeout	
Total Professional Fees	

ce -	Included:
-	
S	Service Excluded:
_	
5	Service Not Typically Included:
_	
Ι	Describe all value added services <u>included</u> in Fee Proposal
_	
_	

Dodge County reserves the right to award this project, reject any or all proposals or parts thereof, to waive any technicality in any proposal and accept any proposal deemed to be the most advantageous to the County.

VIII. Insurance Requirements

Minimum Scope and Limits

- A. Architects, Engineers, Other professionals Errors & Omissions (Professional Liability) coverage, with a minimum limit of \$1,000,000 per claim, \$2,000,000 annual aggregate. This insurance is to be maintained for at least two years after completion of the project. If the firm changes insurance carriers and this policy is provided on a "claims made" basis, the firm will secure the appropriate coverage extension to provide coverage to the project for a periods of at least two years following the completion of the project.
- B. Commercial General Liability coverage with limits of no less than the following:

1.	General aggregate limit per project	\$2,	,000,000
	(Other than Products-Completed Operations)		
2.	Products-Completed Operations Aggregate per project	\$1,	000,000
3.	Personal and Advertising Injury Limit	\$1,	000,000
4.	Each Occurrence Limit	\$1,	000,000
5.	Fire Damage Limit-any one Fire	\$	50,000
6.	Medical Expense Limit-any one Person	\$	10,000

- C. Automobile Liability coverage with minimum limits of \$1,000,000 combined single limit per accident for bodily injury and property damage, provided on a Symbol 1-Any Auto basis.
- D. Worker's Compensation and Employers Liability Insurance with sufficient limits to meet underlying Umbrella Liability Insurance requirements.
- E. Umbrella Liability providing coverage at least as broad as the underlying General Liability, Automobile Liability and Employers Liability coverages, with a minimum limit of \$2,000,000 each occurrence and \$2,000,000 annual aggregate, and a maximum self-retention of \$10,000.

Other Requirements

- A. Acceptability of Insurers. Insurance is to be placed with insurers who have a Best's Insurance Reports rating of no less than A and a Financial Size Category of no less than a Class VI, authorized as an admitted insurance company in the State of Wisconsin.
- B. Certificates of Insurance acceptable to Dodge County shall be submitted prior to commencement of the work. Certificates shall contain a provision that coverage afforded under the policies will not be cancelled until at least 30 days' prior written notice has been given to Dodge County.
- C. Dodge County, Dodge County's elected and appointed officials, and Dodge county employees shall be named as additional insureds on all liability policies for liability arising out of project work. Please provide a copy of this endorsement with your certificate of insurance.

IX. General RFP Information

- A. Dodge County requires a high level of service from any firm who is looking to do business with the County. Quality, service and price are all critical factors that Dodge County considers when doing business and in continuing business with firms. This is especially important when it comes to the requirements of this request. Dissatisfaction due to product or performance may result in Dodge County discontinuing service with a firm.
- B. Dodge County is a tax-exempt municipality under Section 77.54(9a) (b), Wis. Stats.
- C. Successful Firm(s) shall provide a certificate of insurance, including naming Dodge County, its officers, elected officials and employees as Additional Insureds, upon proposal award.

- D. All proposals shall be binding for ninety (90) calendar days following the proposal opening date unless the firm(s), upon the request of the County, agrees to an extension.
- E. Payment for services will be made to successful firm(s) contingent upon County's acceptance and approval of all work done and/or products provided or services rendered. Acceptance as herein means acceptance by the County of all work performed or products provided and services rendered, after the department's authorized agent has found it to be in compliance with the specification requirement. Fuel surcharges or surcharges of any kind will not be allowed.
- F. Firms may withdraw their proposal at any time before the proposal due date and time by written request for withdrawal to the Purchasing Agent and by presenting proper identification upon request. **Faxed and emailed proposals will be rejected.** Late proposals will not be accepted.
- G. Dodge County's Standard Terms and Conditions available at:

 https://www.co.dodge.wi.gov/departments/departments-e-m/finance/purchasing-division are applicable to this request and are hereby made a part of it.
- H. If a firm receives an RFP packet from any source or entity other than the Dodge County Purchasing Division or its website, https://www.co.dodge.wi.gov/departments/departments-e-m/finance/purchasing-division It is the firms responsibility to view the RFP document, and check the website for updates and to retrieve any addenda issued for this request. Firms may also contact Dodge County Purchasing Division and request any addenda for this request prior to submitting their proposal. Failure to do so in no way obligates the County to issue addendum or other information concerning this request to the firm.
- I. No reimbursement will be made by the County for any cost incurred in preparing responses to this solicitation, or for cost incurred before a formal notice to proceed is issued if a contract is awarded.
- J. Dodge County shall be the owners of any and all of the reports, plans, specifications and documents resulting from this RFP and firm shall provide both digital and hard copies of all reports, plans and documents as indicated in this RFP to Owner in a format usable to the County. Awarded firm(s) shall also waive any rights to copyright protection so Owner may reproduce, distribute and use all reports, plans, specifications and documents as it so chooses.
- K. Any proposal/response and any and all supporting materials submitted in conjunction with this request will become a public record, subject to public inspection.
- L. Firms responding to this request shall include with the proposal a proposed contract covering all the terms, conditions and specifications for the performance of all work for this request.

- M. Proposers shall list any consultants or subcontractors that may be used to complete this project.
- N. All questions resulting in further clarification or modification to this (RFP) document will be handled by written addenda. Questions shall be directed to the Clearview Administrator via email to esomers@co.dodge.wi.us with a copy to Purchasing Division via email to knass@co.dodge.wi.us. Questions must be asked at least three (3) business days prior to the proposal due date. Questions received after this time may not be answered. Any changes as a result of issues raised will be made by written addenda and posted on the Dodge County website at https://www.co.dodge.wi.gov/departments/departments-e-m/finance/purchasing-division. It is the firm's responsibility to check the website for addenda prior to submitting your proposal. Oral and other interpretations or clarifications will be without legal effect.
- O. Dodge County assumes no responsibility or liability for any error or omission in any part of this RFP or resulting design. Prior to the deadline for questions, a firm shall notify Dodge County of any error for any error or omission in any part of this RFP or resulting design. Prior to the deadline for questions, a firm shall notify Dodge County of any error, omission, inconsistency or other factor which requires clarification that is discovered while reviewing the documents or preparing a proposal. Such notification shall be made in writing to Dodge County's Purchasing Office.
- P. Confidentiality and Security This document or any portion thereof may not be used for any purpose other than the submission of proposals. The successful consultant must agree to maintain security standards consistent with the confidentiality and security policies of Dodge County and any applicable state or federal laws or regulations. These include strict control of access to secure areas, sensitive data and maintaining confidentiality of information gained while carrying out their contractual obligations. The successful consultant will be required to ensure that all consultant's personnel providing services to the County which require access to secure and confidential Dodge County information or facilities, meet the criteria for personal security clearance prescribed by Dodge County. Dodge County reserves the right to deny access to any individual that is not fully compliant with security criteria without disruption to timeline or adjustment to project cost.
- Q. Dodge County reserves the right to require background checks for any employee or subcontractor employee involved in this project from the awarded firm(s).
- R. Unpublished information pertaining to Dodge County or its employees obtained by the firm as a result of participation in this RFP or resulting contract is confidential and must not be disclosed without written authorization from Dodge County Corporation Counsel or pursuant to a court order.
- S. INDEMNIFICATION Dodge County requires any contract or agreement to contain an indemnification clause in which consultant holds harmless Dodge County, its officers, elected officials and employees harmless from and against

- any and all claims arising from contracts between the firm and third parties made to effectuate the purposes of this RFP.
- T. NON-COLLUSIVE STATEMENT Each firm, by submitting a response, certifies that it is not a party to any collusive action with Dodge County personnel and/or Consultants. Each firm also certifies that it is not a party to any collusive action with any other party submitting a proposal in response to this solicitation.
- U. Dodge County reserves the right to reject any or all proposals or parts thereof, to waive any technicality in any proposal and accept any proposal deemed to be the most advantageous to the County. It is possible that multiple awards may be made through this RFP process.
- V. This request and possible resulting contract shall be interpreted under the laws of the State of Wisconsin. Any disputes or claims that arise under this contract shall be litigated in the Circuit Court of Dodge County, WI.

X. Statement of Acknowledgment

Dodge County, WI Construction Management Services for Behavioral Health Renovation Project RFP #90 24-01

Complete this page and include it with your sealed response to the request.

I have read this Request for Proposal (RFP), all the attachments, addenda (if any) and exhibits issued for this project and understand the contents and requirements.

Binding Signatures:

The undersigned firm, submitting their proposal, hereby declares and agrees to be bound, and to perform the work in accordance with all the terms, conditions and requirements of this Request for Proposals, the within and foregoing proposal, the contract, the applicable specifications, special provisions, and the schedule of prices as hereby submitted and made part of their proposal submission.

Company:		
Name (Print/Type)		
Title	Date	
Phone Number:	Fax Number:	
E-mail:		

XI. Addenda Acknowledgement

I/we hereby acknowledge receipt of the following addenda(s):
Addendum NoDated:
Addendum NoDated:
Addendum NoDated:
Addendum NoDated:
I/we further certify that no agreement has been entered into to prevent competition for said work and that I/we carefully examined the plans, specifications, form of contract and all other contract documents.
I/we further agree to enter into the contract, as provided in the contract documents, under all the terms, conditions and requirements of those documents.
If no addenda were issued, the firm/contractor shall so indicate and sign this document.
Firm/contractor
Representative Signature

XII. Map of Clearview

Clearview Campus



A1: Medicare / Short Rem Rehab (SNF)

B1: Geriatrics (SNF)

A2: Vacant (SNF) **PROJECT AREA B2: Vacant (SNF) **PROJECT AREA

A3: CBH (UN-LOCKED) **PROJECT AREA B3: CBH (LOCKED) **PROJECT AREA

C: Towne Center

D1: Transitional Housing

E1: IID

E2: Female Dementia (SNF) F2: Male Dementia (SNF)

F1: CBIC