

**REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL AND ENGINEERING FIRMS  
TO PROVIDE DESIGN AND RENOVATION SERVICES TO THE PLATTEVILLE BUSINESS INCUBATOR**

Issued: July 27, 2020

Submission Deadline: 4:00 pm on August 28, 2020

**Contact Information:**

Kate Koziol, Executive Director  
Platteville Business Incubator, Inc.  
52 Means Drive, Ste 100  
Platteville, WI 53818  
608-348-2758  
Kate@pbii.org

**A. Project**

The Platteville Business Incubator, Inc. (PBII) is located in Platteville, Grant County, Wisconsin, and intends to seek funding assistance from the United State Department of Commerce Economic Development Administration (EDA) in order to redesign its building to accommodate new business opportunities. The Project will consist of internal redesign and layout of structural and non-structural building elements, making design changes to the buildings mechanical, electrical, plumbing, and technology systems (MEPT), and redesigning the buildings finishes and furnishings. The project will be designed and constructed within a 24-month period following successful funding of the application.

**B. Requested Services**

The PBII is soliciting qualification statements for architectural and engineering (A/E) services to assist with preliminary engineering, design, bid management and procurement, construction administration, and inspections of this project in compliance with EDA funding requirements. The agreement will be on a lump sum, fixed price basis (or cost reimbursement "not to exceed" basis), with payment terms to be negotiated with the selected consultant. Requested services will be segregated into two Phases. Phase 1 will be associated with pre-grant, preliminary A/E services that are required to generate an "Opinion of Probable Cost of Construction." Phase 2 will be associated with services required to physically complete all necessary work following successful award of the grant. Additional information is provided below in the "Scope of Services" section. The contract amount will be subject to EDA audit that the compensation is reasonable. EDA regulations provide that the basic fee shall not exceed that prevailing for comparable services in the project area.

**C. Project Budget**

The purpose of Phase 1 services is to determine an Opinion of Probable Costs to complete the Project. This information will then be utilized as a basis for the budget contained in the EDA funding request. Actual Project costs will be determined during Phase 2, post award, and upon successful procurement of contractors necessary to complete all components of the Project within EDA guidelines.

#### **D. Proposed Scope of Work**

The services to be provided will include, but not be limited to:

**Phase 1 Services – (Pre-Grant)** The selected A/E consultant will be responsible for producing all preliminary designs necessary to complete the PBII renovations. This work shall culminate in the generation of the “Opinion of Probable Costs of Construction” to complete the work which shall be presented to PBII Executive Director.

**Phase 2 Services – (Post-Grant)** The selected A/E consultant will be responsible for providing the following services in conformance with applicable EDA requirements for successful execution of the project. Potential bidders should be aware that this project will be an occupied remodel, with existing PBII tenants requiring access to their suites on a daily basis. These tenants include, among others, food-based businesses and childcare facilities. A/E firms should plan on managing contractors in such a way so as to not negatively impact these businesses or their services.

- Obtaining all required permits required for project construction;
- Coordination and provision of all MEPT services required for the project, whether provided in-house or sub-contracted;
- Design of desired structural, non-structural, and finishes;
- Project drawings and specifications;
- Preparation of bid packets;
- Requesting Federal and State Wage Rates;
- Consultations;
- Supervision;
- Ensuring project regular project cleaning;
- Travel;
- Ensuring safety and continued, uninterrupted operations of building tenants during construction;
- Requests for Information on plans and specifications;
- Construction staking, if needed;
- Review and approve project submittals;
- Contractor pay application verifications and forwarding to PBII with appropriate recommendations for payments;
- Construction close out (as-builts, punchlists, final inspections, receipt and forwarding to PBII of final lien waivers and Affidavits of Compliance with Federal and State Wage Rates, etc.);
- Inspection and review of warranty work one year after close-out;
- Construction inspection for the entire project and sufficient site visits to ensure the work is proceeding in accordance with the construction contract;
- Securing EDA submittals whether they are engineering related or grant administration related;
- Pay interviews for Davis-Bacon and/or State Wage Rates as required;
- Providing reproducible “As Built” plan drawings to PBII upon project completion;
- Maintenance for all required records for at least three years after PBII makes the final payment and all pending matters are closed.

## **E. Project Schedule**

The selected firm is expected to begin work immediately upon award of the contract. This project is on an aggressive time schedule with Phase 1 services to be completed by early October, 2020. Phase 2 services are expected to be required over a 24-month period following grant award in accordance with EDA requirements, with construction anticipated to begin in fall, 2021.

## **F. Required Qualifications and Selection Process**

Engineering Consultants will be evaluated on the basis of the following criteria:

- The person/firm must have adequate experience and qualified staff to perform the work required, including familiarity with standard Special Award Conditions of EDA grants;
- The person/firm must have the ability to meet the time schedule established for the work;
- Experience with design, construction, and administration of EDA Public Works grant-funded projects;
- Familiarity and experience with EDA projects and the U.S. Department of Commerce EDA “Standard Terms and Conditions for Construction Projects” available on EDA’s website at <https://www.eda.gov/files/tools/grantee-forms/EDA-Construction-Standard-Terms-and-Conditions.pdf>;
- Level of knowledge with business incubators and their operations and purpose;
- The person/firm must keep current all required insurance coverage sufficient to cover the projected liability of the assigned project. As part of the contract, the person/firm will be required to provide evidence of coverage of professional liability insurance and evidence that it will indemnify and hold harmless PBII from any and all claims and/or liability which may arise as a result of the person/firm’s negligence, errors and/or omissions.

## **G. Proposal Requirements**

The following information should be included in the Respondent’s submittal:

- Name of Respondent
- Respondent address
- Respondent telephone number
- Respondent federal tax identification number
- Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.
- Summary of qualifications, including:
  - Describe Respondent’s firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
  - Describe any prior engagements in which Respondent’s firm assisted a governmental entity or non-profits in dealings with business incubator or similar projects. Preference is for the types of projects similar in nature to the scope of work provided in this Request for Qualifications.
  - Respondent should list references from previous clients that may be contacted to verify quality of work and ability to meet timeline requirements of the project.

- Identify staff members who would be assigned to act for Respondent's firm in key management and field positions providing the services described in the Scope of Services, and the functions to be performed by each.
- Identify the hourly billed rates for each employ working for the A/E firm.
- Background, Experience of Staff, and professional licenses for all staff that will be assigned to this Project
- Describe Respondent's knowledge/experience of business incubator-related projects similar to the work anticipated at PBII.
- Describe Respondents knowledge/experience working with the state building codes and permit acquisition.
- Demonstrated experience on occupied remodel projects.
- Provide information about the Respondent's insurance coverage.
- Qualified Signature - By signing the response, the Respondent certifies that the signatory is authorized to bind the Respondent.
- Responses should address the RFQ Scope of Work to include:
  - A brief statement of the Respondent's understanding of the scope of the work to be performed;
  - A confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of Wisconsin;
  - A confirmation that the Respondent has not had a record of substandard work within the last five years;
  - A confirmation that the Respondent has not engaged in any unethical practices within the last five years;
  - A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including approval of all payments resulting from work completed under the Project contract(s);
  - Any other information that the Respondent feels appropriate.

Respondents are directed to submit their qualifications without reference to price. The respondent(s) deemed most qualified will then be interviewed. After a firm is selected, PBII will request that a price proposal be submitted.

#### **H. Submission of Proposals**

Interested firms shall submit qualifications by 4:00 pm on August 28, 2020. Responses may be hand delivered, mailed, delivered via courier service to the following address:

Kate Koziol, Executive Director  
 Platteville Business Incubator, Inc.  
 52 Means Drive  
 Platteville, WI 53818

Proposals may also be submitted by email to [Kate@pbii.org](mailto:Kate@pbii.org)

Proposals received after this deadline will not be considered. Any questions regarding this request should be directed to the PBII Office at 608-348-2758 or via e-mail at [kate@pbii.org](mailto:kate@pbii.org). The selected firm will be notified by telephone. Notification will not be sent to firms not selected. The selected firm will be notified by PBII and will be expected to enter into an agreement with PBII as soon as possible after such notification.

PBII accepts no responsibility for any expense related to preparation or delivery of proposals. **PBII reserves the right to reject any and all proposals, select the firm most qualified for the referenced work, waive technical errors and informalities, negotiate terms of the final contract, and to accept the proposal, which, in its sole judgment, best serves the public interest.** PBII encourages small, female, minority and local firms or individuals to submit proposals on this project. PBII is an Equal Opportunity Employer and abides by all non-discrimination regulations.