



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Agenda - Final

### Appleton Redevelopment Authority Exhibition Center Advisory Committee

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Thursday, June 2, 2016

1:00 PM

Council Chambers

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1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[16-862](#)

ARA Exhibition Center Advisory Committee Minutes from 5-5-16

**Attachments:** [ARA Exhibition Center Advisory Committee Minutes 5-5-16.pdf](#)

4. **Public Hearings/Apearances**

[16-863](#)

Any Public Participation

5. **Action Items**

6. **Information Items**

[16-866](#)

Release of Request for Proposals (RFP) for Construction Management At-Risk for construction of Fox Cities Exhibition Center

**Attachments:** [ExhibitionCenter\\_RFP\\_ConstructionManagementAtRisk.pdf](#)

[16-867](#)

Release of Request for Proposals (RFP) for Architectural and Engineering Services for construction of Fox Cities Exhibition Center

**Attachments:** [ExhibitionCenter\\_RFP\\_ArchitecturalandEngineeringServices.pdf](#)

7. **Adjournment**

*Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.*

*Any questions about items on this agenda are to be directed to Karen Harkness, Director of Community & Economic Development at 920-832-6468.*

*Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.*



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Minutes - Final Appleton Redevelopment Authority Exhibition Center Advisory Committee

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Thursday, May 5, 2016

1:00 PM

Council Chambers

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1. Call meeting to order

Meeting called to order at 1:00 p.m.

2. Roll call of membership

**Present:** 16 - Reader, Downs, Scott, Kaufert, Kuen, Vanden Berg, Wilde, Gifford, Benz, Batley, Stankowski, Van Laanen, Rugland, Seidl, Dearborn and Harkness

**Excused:** 1 - Meyerhofer

*Others present:*

*Aldersperson Joe Martin, District #4*

*Aldersperson Jeff Jirschele, District #15*

*Jim March, Town Administrator for Grand Chute*

*Jay Schumerth, Inner Circle*

*Madeleine Behr, Post-Crescent*

3. Approval of minutes from previous meeting

[16-672](#)

ARA Exhibition Center Advisory Committee Minutes from 4-7-16

**Attachments:** [ARA Exhibition Center Advisory Committee Minutes 4-7-16.pdf](#)

**Batley moved, seconded by Van Laanen, that the Minutes be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 15 - Reader, Downs, Scott, Kaufert, Kuen, Vanden Berg, Wilde, Gifford, Benz, Batley, Stankowski, Van Laanen, Rugland, Seidl and Dearborn

**Excused:** 1 - Meyerhofer

**Recused:** 1 - Harkness

4. Public Hearings/Apearances

[16-673](#)

Any Public Participation

There was public participation.

5. Action Items

6. Information Items

[16-674](#) Appleton Redevelopment Authority Minutes from 4-13-16

Attachments: [ARA Minutes 4-13-16.pdf](#)

**This Presentation was presented.**

[16-676](#) Update on RFQ Process

**This Presentation was presented.**

[16-677](#) Report on meeting with Joe Gillespie, owner of Inner Circle

**This Presentation was presented.**

7. Adjournment

**Benz moved, seconded by Stankowski, that the meeting be adjourned at 2:15 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 15 - Reader, Downs, Scott, Kaufert, Kuen, Vanden Berg, Wilde, Gifford, Benz, Batley, Stankowski, Van Laanen, Rugland, Seidl and Dearborn

**Excused:** 1 - Meyerhofer

**Recused:** 1 - Harkness

# CITY OF APPLETON

May 19, 2016

REQUEST FOR PROPOSALS FOR

**CONSTRUCTION MANAGEMENT AT-RISK**

For

Construction of Fox  
Cities Exhibition  
Center

Appleton, WI

Proposal due June 7, 2016 by 1:00 P.M., CST

Parks, Recreation and Facilities Management

Attention: Dean R. Gazza

1819 East Witzke Boulevard

Appleton, WI 54911

920-832-5572

## **CONTENTS**

Invitation to Submit Qualifications (Legal Notice)

1. Project Description
2. Project Milestones
3. Scope of CM Services
4. Selection Process
5. Proposal Submission Requirements
6. RFP Evaluation Criteria
7. Insurance
8. Timetable

**LEGAL NOTICE**

**CITY OF APPLETON REQUEST FOR PROPOSALS**

**CONSTRUCTION MANAGEMENT SERVICES FOR THE CONSTRUCTION OF THE FOX  
CITIES EXHIBITION CENTER, APPLETON, WISCONSIN.**

In accordance with the terms and conditions of this Request for Proposal (the RFP), the City of Appleton, requests submission of qualifications and fee proposals for firms to provide pre-construction, cost estimating, bidding, construction phase and closeout services for the above project.

The RFP can be downloaded from the City's website [www.appleton.org](http://www.appleton.org).

Respondents are to submit Qualifications as follows: one double sided original and six double-sided copies and one complete electronic copy (on a thumb drive, in a SINGLE ".pdf" file) marked "Fox Cities Exhibition Center, CM Services." Respondents are to submit Fee Proposals as follows: one original, in a separate, sealed envelope, clearly labeled: "FEE PROPOSAL: Fox Cities Exhibition Center CM Services," to:

City of Appleton  
Attention: Dean R. Gazza  
Parks, Recreation and Facilities Management Department  
1819 E. Witzke Boulevard  
Appleton, WI 54911

All materials are due no later than 1:00 p.m. on June 7, 2016. Materials received after that date and time may be rejected unopened. No materials will be returned.

Please direct all questions concerning this RFP via email to: Dean Gazza ([dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)). No questions concerning this RFP will be accepted after 1:00 PM on June 3, 2016.

The City of Appleton reserves the right to terminate the selection process at any time and reject any or all offers. The City shall not be liable for any pre-contract costs incurred by interested firms participating in the selection process.

## **1. Project Description**

The City of Appleton is soliciting proposals from firms interested in providing construction management at-risk services for the design phase, bidding phase, and construction phase of a project known as the “Fox Cities Exhibition Center,” located in Appleton, Wisconsin. This Request for Proposal (RFP) seeks to identify potential providers of the above-mentioned services. All respondents to this RFP are subject to instructions communicated in this document, and are cautioned to completely review the entire RFP and follow instructions carefully. The City of Appleton reserves the right to reject any or all statements of qualifications or proposals, and to waive technicalities and informalities at their discretion.

The Fox Cities Exhibition Center project consists of new construction for a 65,000 sq. ft. exhibition center to be constructed at 355 West Lawrence Street in downtown Appleton, WI. The estimated total cost for this project is \$25,000,000.

**The City of Appleton’s goal is to reach substantial completion of this project at a date no later than September 30, 2017.**

The professional CM firm to be engaged in this project shall become part of the project team at the beginning and will be expected to provide CM services as necessary for the completion of the design documents, cost estimates, bidding, construction management and close out of the Project. At the time the City selects a CM firm they will also select a separate Architectural Firm for design of the facility and FFE services.

Minimal requirements include previous experience providing similar construction management services of the similar scope and magnitude. The CM will have direct experience in providing construction estimates, job scheduling, construction management and those tasks listed in this RFP.

## **2. Project Milestones**

- Select and Contract with an Architectural and Engineering Design Team – June 2016
- Select and Contract with a Construction Manager – June 2016
- Construction Start: September 2016
- Substantial Completion – September 30, 2017

## **3. Scope of CM Services**

This is a CM-At-Risk Contract. The contract format will be an Actual Cost plus a Fixed Fee not to exceed the Guaranteed Maximum Price (GMP) Agreement. The Project will be Open-Book. During Pre-Construction, the CM/GC will be responsible for pricing, value engineering, and maintainability and constructability issues. Construction will commence with the release of distinct work packages based on the design documents. The CM/GC shall select all construction subcontracts by competitive bidding per Wisconsin State Statutes. The contract

may have incentives for meeting the date of substantial completion. All savings, including unused contingency, will be returned to the Owner.

It is expected that the hiring of a Construction Manager will reduce the project cost in the long-term. It is expected that the Construction Manager will take an advisory role during the design phase then changing the role to that of leading the project from the bidding phase through the construction phase including the twelve (12) month warranty review.

**Self-Performance – the primary responsibility of the selected vendor is to provide construction management services and serve as the City of Appleton’s representative during all phases of planning and construction. The selected vendor may submit sealed bids on construction services. The firm providing the construction management services is subject to the same rules and procedures as all other competing contractors through all State of Wisconsin State Statutes and Open Bidding Laws.**

The responsibilities include, but are not limited to the following:

The Construction Manager will guide, assist, and represent the City during the remainder of the project planning, construction and occupancy. The duties of the Construction Manager will vary as the needs of the City require, but services to be provided by the Construction Manager will include the following:

- Offer project design and/or coordination ideas that may result in cost savings, efficiencies, and a higher quality facility.
- Facilitate the bidding of each component construction contract.
- Review the lowest responsible bidder(s) and provide recommendation of award.
- Act as the City’s representative on the project, including providing an on-site presence.
- Oversee the project safety and insurance programs.
- Manage site security.
- Monitor the compliance of contractors with applicable codes and regulations, including ensuring that all materials are of high quality and standards.
- Coordinate and ensure all local and state permits are in place including any regulatory requirements by the DNR.
- Coordinate infrastructure and utility improvements necessary to the site with the Department of Public Works and local utility companies.
- Prepare any routine progress and budget reports deemed necessary by the City, including but not limited to progress updates, budget status and forecasting, activities planned, and deviations from the City-approved work schedule.
- Ensure the success of the building project.

#### **A. Pre-Construction Phase**

1. Review current Building Program completed (dated March 16, 2012). A current copy can be downloaded at [www.appleton.org](http://www.appleton.org). Advise architect in updating the current

Building Program as necessary.

2. Provide the City of Appleton vigorously reviewed and detailed: estimates, reports, and analysis of the cost at the completion of Design Development and Construction Document drawings. If cost adjustments are necessary to align the project scope to the project budget, then the CM shall lead and collaboratively work with the City representatives, the architect, and its sub-consultants to develop a list of value engineering options for consideration by the City.
3. Develop and manage a complete budget for the project, including all Owner soft costs; update and maintain for the duration of the project.
4. Develop, in concert with the A/E team, a vigorously reviewed and appropriately detailed construction schedule that includes milestones for design, state and local approvals and permitting, construction and closeout; monitor and advise the City of deviations from Project Schedule. Upon acceptance by the City, Schedule shall be Base-lined and tracked/reported accordingly.
5. Conduct the following regularly scheduled meetings: Owner Meetings, Contractor, Subcontractor, Coordination and Quality Meetings. The CM shall conduct other meetings as needed. In addition, the CM shall attend all City meetings. The CM shall be responsible for necessary presentations to boards, committees and commissions, as required.
6. Coordinate construction of a crosswalk with the owner's and architect for the Radisson Paper Valley Hotel which will connect to the Exhibition Center.
7. Facilitate an "Potential Issues" meeting at the beginning of project with key stakeholders (City officials, County, neighbors to construction site, Hotel ownership, Police, Fire, DPW, Mayor, etc.) to identify all potential issues and concerns to they can be proactively addressed and managed during the project.
8. Implement and maintain a management information system that will monitor and control project financial information, costs and schedule throughout the project. Maintain Project files in a manner to meet all State Audit Requirements.
9. Manage, coordinate and oversee all Owner contractors' and consultants' activities related to the Fox Cities Exhibition Center Project.
10. Advice on material selection, construction means and methods and constructability issues at all phases of design, with consideration of maintenance and life-cycle of the products.
11. Participate in presentations to city officials, boards, committees and public hearings.
12. Facilitate pre-bid meetings.
13. Advertise, distribute, monitor, review, analyze and recommend awards for all Bids in compliance with all state bidding laws.
14. Ensure that all contractors are in compliance with all applicable State regulations and codes.
15. Manage other consultants' contracts and payments, as needed (not the architect's).
16. Evaluate final design for budget compliance, design for construction efficiency and schedule to meet project completion goals.
17. Assist City in development of construction contracts.
18. Develop a construction staging plan as site is limited and adjacent County construction project will be occurring during same timeframe.

**B. Construction Phase**

1. Continue to manage and maintain the Project Schedule and Budget; expand construction sections to incorporate sub-contractor input and buy-in.
2. Continue to manage, coordinate and oversee all Owner contractors and consultants' activities.
3. Maintain full-time supervision on site for the duration of the project inclusive of punch lists. The CM shall be responsible for the administration, management, schedule and any related services needed to coordinate and manage the project on the owner's behalf.
4. Continue to maintain all project files to State Audit Requirements, including but not limited to: Certified Payroll, Project Schedule, Correspondences, Submittals, Logs (RFI, Submittal, Procurement, Change Management, QA/QC, etc.), RFI's, As-Builts, Meeting Minutes and Change Orders.
5. Conduct the following weekly meetings at a minimum: Owner Meetings, (with the Owner's Representative and Architect), General Contractor Meetings (which shall include a review of quality and safety concerns with the General Contractors), and Coordination Meetings. The CM shall conduct other meetings (General Contractor pre-construction, commissioning, etc.) as needed, but before related work begins. In addition, the CM shall attend all City meetings as required.
6. Implement a QA/QC program and ensure conformity to the highest intent of the construction documents.
7. Submit a monthly Executive Summary Report to the City. This report shall include at a minimum, an Executive Summary, representative photos, a written narrative, updates to the Budget and Schedule, and Concerns.
8. Assist the City with regular communication updates on the Project to the community.
9. Develop and maintain a method for tracking and expediting review and approvals of shop drawings, requests for information (RFI's) and change order requests. Provide log updates as requested (not more than bi-weekly).
10. Evaluate and present all change order proposals to the architect and the City for review. CM shall process all approved change orders to the general contractors and the City for reimbursement.
11. Process and review submittals prior to Architectural review.
12. Monitor and review RFI's and comment to City on necessity.
13. Receive and process payment requisitions for the owner's and architect's review.
14. Evaluate any and all claims and prepare a written response.
15. Prepare (with A/E Team assistance) submissions to Utilities for rebates.
16. Manage the completion of the punch lists to the satisfaction of the Architect and Owner.
17. Monitor all general contractors and consultants to ensure effective and timely adherence to the schedule. Work directly with general contractor towards recovery of any schedule slippage ASAP.
18. Provide cost control through progress payment and verification according to the approved schedule and contract amounts and terms.
19. Ensure that each contractor submits a site specific safety plan and upholds the requirements of that plan.

20. Manage and coordinate communications and activities related to all utility connections and work.
21. Assist with post-construction start-up and transition to operations, including training and orientation of facility personnel, as needed.
22. Coordinate move-in and occupancy.
23. Assist City in resolution of any outstanding claims arising out of the project.

### **C. Post Construction Phase**

1. Finalize outstanding tasks related to Project Schedule and Budget.
2. Finalize outstanding tasks related to Owner's, contractors' and consultants' activities.
3. Continue to conduct meetings until no longer necessary; attend all City meetings as requested.
4. Coordinate and monitor the resolution of the punch list until completion
5. Coordinate and monitor that the general contractors resolve all warranty issues to the satisfaction of the owner during the one year general warranty period and beyond where applicable.
6. Develop and maintain an effective program so all operating manuals, maintenance manuals, and any preventive maintenance data are delivered to the owner by the general contractors.
7. Provide on-site staff, to oversee the general contractors to ensure that commissioning issues are addressed, until the owner takes full acceptance of the system and its associated equipment.
8. Provide oversight that the General Contractors complete formal owner training of all systems.
9. Coordinate delivery of all As-Builts in .dwg (AutoCAD 2012 or later), BIM, and .pdf formats from the general contractors to the owner.
10. Coordinate the Commissioning Process.
11. Administrate the close-out of all trade contracts through final payment.
12. Prepare and submit final paperwork to the State, if required.
13. Provide to the City, complete project files to satisfy State Audit requirements; provide personnel to assist the City during said audit.
14. Submit final Program/Construction Management project status report summarizing individual project history and conformance to schedule and budgets.

## **4. Selection Process**

The solicitation, review and selection process to be used for procurement of a professional construction services firm for the proposed project will be conducted as follows:

- A. A public notification (Request for Proposals) shall be made requesting qualifications from firms interested in providing construction management services.
- B. A short list of construction management firms (approximately three) shall be established by a review Committee, based on the Construction Management firm's

proposed personnel, qualifications and capabilities, as indicated in the response to the Request for Proposals.

- C. The selected firms will be required to make a formal 45-minute presentation at an interview followed by a 15-minute Q & A.
- D. A final selection will be made on the basis of the firm's submitted qualifications and their response(s) to the Requirements below, as well as the firm's performance during the presentation and Q&A interview, staff experience, references, and fee proposal.

## **5. Proposal Submission Requirements**

1. **Executive Summary/ Letter of Interest:** The CM must submit a cover letter describing your interest in this project, your understanding of, and agreement with, the Scope of Work, and why your firm is the most qualified for this project. Summarize your capacity and capability to perform the work requested and your commitment to the project budget and the timeframe required. Also note if any of the interview time slots pose an insurmountable hardship for your presenting team.
2. **Company Profile:**
  1. Indicate your firm's goals and objectives in relation to this project and in relationship to the long-term objectives of the business.
  2. Indicate if sub-consultant(s) are proposed for this project.
  3. Length of time in business (date incorporated) and ownership history of prime and its sub-consultant(s) or joint venture partner(s). (If prime Proposer is a wholly owned subsidiary of another corporation, please provide details).
  4. Office Location(s).
    - (a) Location of principal office that will be responsible for implementation of this contract.
    - (b) Location of other offices from which resources may be drawn.
  5. Size, resources and capabilities of firm:
    - (a) Organizational structure of firm for this program (partners, associates, consultants, subcontractors and other participants).
    - (b) Services and professional disciplines provided in-house by firm
  6. Financial Strength
    - (a) The City of Appleton reserves the right to require vendors selected for the short list to provide proof of financial capacity to provide the required professional services.
  7. Litigation Status.
    - (a) Provide a description of all litigation against prime proposing entity for the last five years as it relates to construction management services.
    - (b) Describe the circumstances and outcome of each case.

**3. Experience and Ability to Perform Services**

- (a) Indicate information and experience of your firm [or individual practice]. Describe the firm's capability or ability to provide the services requested. Include a list of the firm's recent projects similar in size and nature. Include relevant information on these projects. Include the year, size and cost of the project. Indicate the members of your References.
- (b) Provide a list of current contracts held with client name and contact information (name, title, address and phone number), client architect and contact information, construction contract cost, and construction manager firm contract cost. Provide a brief description of the project and the scope of services being provided by the construction manager.
- (c) Provide client name, date of original contract, type/size of facility, name of facility, and contact information (name, title, address and phone number) of at least three company references for prime proposing entity.
- (d) Indicate the proposed teams experience with exhibition center or similar projects of similar scope and size.

**4. Experience, Qualifications and References of Staff**

Provide information regarding the individual(s) that would be involved in the proposed project. Include a resume of the individual providing these services. This shall include an explanation of training, license, certification and experience relevant to this type of project. Indicate what services these individuals will provide.

- (a) Provide references for the individual performing these services.
- (b) Include for each individual the estimated number of hours that will be contributed to this project and in what capacity they would serve on this project. Include information on supervisory personnel. Include an overall summary of estimated hours as well.

**5. Your Proposed Service**

- (a) State your understanding of this project and your proposed services. Include an explanation if you are providing at-risk or agency services.
- (b) State other services (if any) beyond what has been requested that is included within your proposal.
- (c) Describe your communication methods for this project.
- (d) Indicate any follow-up services proposed.
- (e) Indicate your expectations of the City during this project. Provide a list of tasks to be performed by City staff in areas such as purchasing, finance, facility management, construction project oversight and others.
- (f) Indicate services provided for: managing the project, making sure contractor performs on time and with their best quality, explain what happens when not completed on time, explain the processing of change orders, indicate any proposed

mark-up allowed for change orders (for the Construction Manager), explain how your work categories are placed in bidding categories, explain your process in assisting the owner with eliminating sales tax.

(g) **Self-Performed Work**

Indicate which elements of work your firm would propose to perform with its own forces (all work will be required to be competitively bid including self-performed work). Describe your experience and capabilities at performing this trade work.

6. **Project Schedule:** CM should submit a proposed milestones schedule for the remainder of the project. Additionally, you may provide a narrative outlining option for schedule improvement or schedule concerns. (Limit: one page schedule, one page narrative.)
7. **Contract Documents:** Please provide, as an attachment, a copy of the intended forms of contract utilizing the AIA A133-2009 Standard Form of Agreement Between Owner and Construction Manager as Constructor.
8. **Proposed Cost: (Utilize Form Below) Fee** to be sealed in a separate envelope and will be reviewed with the evaluation committee after other criteria is reviewed. Use the attached form for cost proposal. Fee to include all reimbursable expenses, general condition items and proposed supplemental conditions.

The City reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the City may negotiate a contract with the next highest scoring proposer.

## 6. RFP Evaluation Criteria

<u>RFP Evaluation Criteria</u> (Subject to change)	<u>Points</u>
1. Complied with Format, Complete Proposal. Letter of Introduction	Acceptable/Not Acceptable
2. Company Profile and Capability of Firm	20
3. Experience and References of Firm	10
4. Experience, Qualifications and References of Staff assigned.	20
5. Proposed Services	30
6. Expected outcome	5
7. Other	5
8. Cost for Services	30
<b>TOTAL</b>	<b>120</b>

Note that proposer(s) must receive at least 75 percent of the available maximum points of total categories 2-6 for consideration. The City may limit the final list to the top 2 – 4 firms.

**7. Insurance:**

Contractor shall agree to maintain in force at all times during which services are to be performed the following coverages placed with company(ies) licensed by the State of Wisconsin which have at least an “A-” VIII policyholders rating according to Best Publication’s latest edition Key Rating Guide.

“The City of Appleton’s officers, council members, agents, employees and authorized volunteers” shall be named as “Additional Insured.” Coverage is to be provided on a primary, noncontributory basis, for both the Contractor and any sub-contractor used on the project.

Waiver of Subrogation applies to general liability, auto and employers liability.  
Umbrella applies excess and follows form over general liability, Auto and employer liability.

- a. Ongoing and completed operations coverage. Aggregate limits per project.
- b. **Commercial General Liability Insurance:** The Contractor shall provide a commercial general liability insurance policy that includes products, operations and completed operations. Limits should be at least: Bodily injury and property damage with an occurrence limit of \$1,000,000; Personal & advertising injury limit of \$1,000,000 per occurrence; General aggregate limit of \$2,000,000 (other than products and completed operations); products and completed operations aggregate limit of \$2,000,000. Such coverage will be primary and shall not contribute in any way to any insurance or self-insured retention carried by the City. Such insurance shall contain coverage for independent contractors, subcontractors and sub consultants of CM. Such insurance shall contain contractual liability coverage for liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
- c. **Commercial Automobile Liability Insurance:** The CM shall provide Commercial Automobile Liability insurance with a combined single limit of \$1,000,000 per accident covering both bodily injury and property damage and shall include coverage for all owned, hired, and non-owned vehicles.
- d. **Worker’s Compensation Insurance:** The CM shall provide Worker’s Compensation Insurance in the required amount as applies to the State of Wisconsin and Employers. Liability Insurance as follows: Bodily Injury by Accident -

\$1,000,000 each accident Bodily Injury by Disease – \$1,000,000 policy limit Bodily Injury by Disease - \$1,000,000 each employee.

- e. **Umbrellas Liability Insurance:** The CM shall provide Excess Umbrella Liability insurance with a combined single limit of \$10,000,000.
- f. **Professional Liability Insurance:** The CM shall provide Professional Liability Insurance with a combined single limit of \$2,000,000 per occurrence, \$4,000,000 aggregate.
- g. **Indemnification:** The CM shall indemnify and hold harmless the City of Appleton and its agents and employees from and against all claims, damages, losses and expenses, including attorney's fees arising out of, or resulting from the performance of the work.
- h. If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Firm agrees to provide replacement/renewal certificates at least 30 days prior to the expiration of the policy. Should any of the above described policies be cancelled before the expiration date, written notice must be made to the City 30 days prior to cancellation.

## **8. Timetable:**

- Issue RFP – May 19, 2016
- Proposals Due – June 7, 2016, 1:00 PM CST
- Evaluation – June 13-17, 2016
- Oral Interviews – June 20-24, 2016
- Award – July 6, 2016
- Project Completion – Substantial Completion reached at **September 30, 2017**

## **FEE PROPOSAL**

### ***Submit in a Sealed Envelope***

#### **“Fox Cities Exhibition Center” Appleton, Wisconsin**

Please provide a Fee Proposal. In your price proposal, please include the following items:

- Cost associated with Preconstruction Services. This should be proposed as a lump sum fee. Please indicate if there is a limit on the man-hours included.
- Construction Management Fee: Indicate your fee in the form of a percentage for the “Cost of Work” directly managed. Indicate what, if any, reimbursable expenses are included in your fee.
- Cost associated with procuring a bond for the project.
- Describe, in detail, the project warranty you would offer for the project.
- General Conditions Costs: Indicate the lump sum cost for general conditions costs. With the understanding that the General Conditions for the project will be outlined in the standard AIA Document A201-2007 (as modified), include a comprehensive list of those components and their respective charges as typically utilized and incurred by your firm, and paid on behalf of, and to be reimbursed by, the Owner.

Items listed below are to include, but not be limited to in the lump sum.

- ✓ Telephone/fax usage
  - ✓ Advertising, signs
  - ✓ Job office & auxiliary office
  - ✓ Job office supplies & equipment
  - ✓ Sanitary facilities
  - ✓ Project Management
  - ✓ Full-time supervision
  - ✓ Superintendent truck
  - ✓ Computer software/hardware
  - ✓ Mobilization
  - ✓ Continuous clean-up
  - ✓ Final cleaning
- General Requirements Costs: The following general requirement costs will be handled as “allowances” in the estimate and GMP. Please explain your approach/philosophy to managing allowances throughout the course of a project.
    - ✓ Permits & fees
    - ✓ Printing & reproduction

- ✓ Postage/Courier
- ✓ Dumpsters
- ✓ Temporary fence
- ✓ Temporary water service set up & usage
- ✓ Temporary electric service set up & usage
- ✓ Temporary natural gas service set up & usage
- ✓ Temporary heat
- ✓ Snow removal
- ✓ Third party testing
- ✓ Temporary barricades (interior and exterior)

1. CM'S FEE:

Basis of Fee: The CM fee is the amount, established by and agreed to by both parties, which is the full amount of compensation due to the CM as gross profit, and for any and all expenses of the Project not included and identified as a Cost of the Work, provided that the CM performs all the requirements of the Contract Documents within the time limits established.

A separate contract will be issued for any self-performed work if awarded through bidding.

**A. PRECONSTRUCTION FEE:**

Pre-Construction Fee (Lump Sum): For the pre-construction consulting services provided by CM as set forth in this document.

	TOTAL
Pre-Construction Fee	\$

**B. CONSTRUCTION FEE:**

Construction Fee (% of the Cost of Work): Cost of Work is the actual cost of construction bids under the direct management of the Construction Manager.

	TOTAL
Construction Fee	%

**C. POST CONSTRUCTION FEE:**

Post Construction Fee (Lump Sum): For the construction services provided by CM as set forth in this document.

	TOTAL
Post Construction Fee	\$

**D. GENERAL CONDITIONS FEE:**

General Conditions: General Condition expenses that the CM anticipates and is required

to complete the requirements of the Request for Proposal.

	TOTAL
General Conditions Fee	\$

**E. OTHER FEE:**

Other: Indicate any other Fee's necessary to complete the requirements of this RFP.

	TOTAL
Other Fee	\$

By: \_\_\_\_\_  
Name and Title of CM Officer

Date: \_\_\_\_\_

----- END OF DOCUMENT; Attachments to follow -----

# CITY OF APPLETON

May 19, 2016

REQUEST FOR PROPOSALS FOR

**ARCHITECTURAL AND ENGINEERING SERVICES**

For

Construction of Fox  
Cities Exhibition Center

Appleton, WI

Proposal due June 7, 2016 by 1:00 P.M.

Parks, Recreation & Facilities Management  
Attention: Dean R. Gazza  
1819 E. Witzke Boulevard  
Appleton, WI 54911  
920-832-5572

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**LEGAL NOTICE**

**CITY OF APPLETON REQUEST FOR PROPOSALS,**

**ARCHITECTURAL AND ENGINEERING SERVICES FOR THE PRE-  
CONSTRUCTION AND CONSTRUCTION OF THE FOX CITIES EXHIBITION  
CENTER, APPLETON, WISCONSIN.**

In accordance with the terms and conditions of this Request for Proposal (the RFP), the City of Appleton, requests submission of qualifications and fee proposals for firms to provide architectural and engineering services for the above project.

The RFP can be downloaded from the City's website [www.appleton.org](http://www.appleton.org).

Respondents are to submit proposals as follows: one double sided original and six double-sided copies and one complete electronic copy (on a thumb drive, in a SINGLE ".pdf" file) marked "Fox Cities Exhibition Center, Architectural and Engineering Services." Respondents are to submit Fee Proposals as follows: one original, in a separate, sealed envelope, clearly labeled: "FEE PROPOSAL: Fox Cities Exhibition Center, Architectural and Engineering Services" to:

City of Appleton  
Attention: Dean R. Gazza  
Parks, Recreation and Facilities Management  
1819 E. Witzke Boulevard  
Appleton, WI 54911

All materials are due no later than 1:00 p.m. on June 7, 2016. Materials received after that date and time will be rejected unopened. No materials will be returned.

Please direct all questions concerning this RFP via email to: Dean Gazza ([dean.gazza@appleton.org](mailto:dean.gazza@appleton.org)). No questions concerning this RFP will be accepted after 1:00 PM on June 3, 2016.

The City of Appleton reserves the right to reject any or all Proposals, or waive defects in same, if it deems such to be in the best interest of the City of Appleton.

## **1. Project Description**

The intent of this solicitation is for the City of Appleton to select and recommend to the Common Council a firm that will provide professional Architectural and Engineering Services for the project as described herein. We are requesting your qualifications and fee proposal for complete services as set forth herein.

The Fox Cities Exhibition Center project consists of new construction for a 65,000 sq. ft. exhibition center to be constructed at 355 West Lawrence Street in downtown Appleton, WI. The estimated total cost for this project is \$25,000,000.

**The City of Appleton's goal is to reach substantial completion of this project at a date no later than September 30, 2017.**

The professional Architectural and Engineering firm to be engaged in this project shall become part of the project team and will be expected to provide complete Architectural and Engineering services as necessary for the completion of the design documents, cost estimates, bidding and construction of the project and close out of the Project. The City of Appleton intends to develop bid packages for deep foundation/foundation steel, enclosure and the balance of construction. In addition, the City of Appleton will enter into separate contract(s) for furniture, fixtures and equipment. At the time the City selects A/E Firm they will also select a separate firm for Construction Management At-Risk services.

## **2. Project Milestones**

- Select and Contract with an Architectural and Engineering Design Team – June 2016
- Select and Contract with a Construction Manager as Advisor for Services – June 2016
- Construction Start: September 2016
- Substantial Completion – September 30, 2017

## **3. Scope of Architectural and Engineering Services**

The duties and responsibilities of the A/E firm, on behalf of the City of Appleton and the Department of Parks, Recreation and Facilities Management will be to provide any and all resources necessary to ensure the successful completion of the Fox Cities Exhibition Center Project. All of these duties are to be performed “full-service.” Refer to the attached Agreement Between Owner and Architect. The contract may include incentives for meeting the date of substantial completion.

The scope of A/E services may include, but are not limited to, the following:

1. Programming/Program Development – Review existing building program (dated March 16, 2012) and update as necessary. A current copy can be downloaded at [www.appleton.org](http://www.appleton.org). Note a key function of the A/E Firm is to coordinate construction of a crosswalk with the

owner's and architect for the Radisson Paper Valley Hotel which will connect to the Exhibition Center.

2. Space Schematics/Flow Diagrams
3. Conceptual Design
4. Schematic Design
5. Schedule Development and Monitoring
6. Preparation of Various Bid Packages including Furniture, Fixtures & Equipment deemed necessary to meet targeted substantial completion date of September 30, 2017.
  - i. Will assist the owner in distribution, evaluation and award of bids.
7. Demolition Design/Engineering/Environmental Services Specifications. Ensure requirements by the WI DNR are met.
8. Utility Design and Coordination
9. Civil Design, topographic and boundary surveys have been completed and can be provided). Coordination with the Department of Public Works.
10. Stormwater and Erosion and Sediment Control Design and Permitting. In addition to water quality and quantity requirements, the design must consider the use of environmentally-sensitive practices, including green infrastructure and low impact development. It must also include a maintenance friendly design and materials. Obtain both City and Wisconsin Department of Natural Resources permits.
11. Landscape Design
12. Interior Design
13. FF&E Selection & Specification
14. Value Analysis/Engineering
15. Sustainability. Though LEED Certification is not a requirement, efforts are to be taken to utilize sustainable design and materials which will decrease long-term operational costs.
16. General Construction Administration
17. Detailed Cost Estimating:
  - i. Accurate detailed cost estimating will be required for options submitted and will be required prior to bidding. Cost estimates to compare options. Monies for construction will be approved by the City of Appleton's Common Council.
18. Record Drawings:
  - i. Per owner's specific requirements using AutoCAD & AIA layering standards.
  - ii. BIM is to be utilized for all phases of this project.
19. Government Approvals including Zoning and Architectural Review Board, Zoning Analysis and Approval, as required Building Code/ADA Consulting/Building Permits.
20. Presentation Materials:
  - i. Presentation materials for the public and other stakeholders.
21. Community Presentations:
  - i. The consultant will be required to provide representation of the project status to appropriate committees and the City's Common Council throughout the project.
22. The consultant will conduct focus groups to finalize programming and conceptual designs. Focus groups will allow maximum input prior to the planning and design. Focus groups may include: staff, local elected officials, community leaders, city boards, commissions and committee members, staff and the general public.

23. Coordinate and provide planning with the Department of Public Works how the Lawrence Street side of the Exhibition Center will interact with Lawrence Street reconstruction project/streetscape.

#### **4. Selection Process**

The solicitation, review and selection process to be used for procurement of a professional construction services firm for the proposed project will be conducted as follows:

- A. A public notification (Request for Proposals) shall be made requesting qualifications from firms interested in providing construction management services.
- B. A short list of construction management firms (approximately four) shall be established by a review Committee, based on the Construction Management firm's proposed personnel, qualifications and capabilities, as indicated in the response to the Request for Proposal.
- C. The selected firms will be required to make a formal 45-minute presentation at an interview, followed by a 15-minute Q & A.
- D. A final selection will be made on the basis of the firm's submitted qualifications and their response(s) to the Requirements below, as well as, the firm's performance during the presentation and Q&A interview, staff experience, references, and fee proposal.

#### **5. Proposal Submission Requirements**

1. **Executive Summary/ Letter of Interest:** The A/E Firm must submit a cover letter describing your interest in this project, your understanding of, and agreement with, the Scope of Work, and why your firm is the most qualified for this project. Summarize your capacity and capability to perform the work requested and your commitment to the project budget and the timeframe required. Also note if any of the interview time slots pose an insurmountable hardship for your presenting team.
2. **Company History and Information:** Give an overview of the respondent's company history and philosophy.
  - Name of company (and parent company, if any); Legal form of ownership; if a corporation, where incorporated; and years engaged in above services under its present name.
  - Address of principal office and office from which the Project will be managed;
  - Names, titles, reporting relationships, and brief background and experience of the principal members of the company, including officers. Indicate which individuals are authorized to bind the company in negotiations with the City of Appleton;
  - Number of employees for each position proposed for this project.
  - Name, address, telephone number and email address of the principal contact person to receive notifications and to reply to inquiries from the City;
  - Company primary area(s) of service;

3. **Firm Organization:** The A/E Firm must submit a copy of its organizational chart for this project. The organizational chart is to include the proposed team, their names, their roles and a summary of their man-hours to be worked on this project. Also indicate which person(s) assigned to this project are key personnel. Key personnel represent staff member(s) who are an integral part of your team and their professional contribution is critical to the success of this project. Key personnel must be assigned to this project and cannot be removed without advance written authorization. The designated contact person must be indicated on your organization chart. The A/E Firm must submit resumes for all key personnel assigned to this project. The A/E Firm must provide the names of any consulting firms it plans to utilize, the proposed staff and their relevant experience.
4. **Approach to Project:** Describe your approach to this project in your own words. How do you ensure quality control, handle conflict, prioritize your time, preferred communication method, etc?
5. **Project Schedule:** Submit a proposed milestones schedule that can achieve the goal of September 30, 2017 for substantial completion. Additionally, you may provide a narrative outlining option for schedule improvement or schedule concerns.
6. **Past Projects & References:** Include a list of ALL projects undertaken in Wisconsin within the past 10 years, over \$15,000,000 (Hard Costs), and provide the following information: type (renovation, addition, new), public or private, square footage, population size, delivery method, initial budgeted hard costs, and final hard costs, rate of change orders (separated by owner, field, or document deficiency, if available), General Contractor and Superintendent contact names, addresses and phone numbers. Indicate the individuals from your proposed staff who might have been involved with the listed project, as well as any experience with the design team (esp. current members). The A/E Firm must have completed, within the last ten years, four projects in Wisconsin, ALL with a hard cost in excess of \$15,000,000. Furthermore, please provide specific information for any exhibition center projects that you have completed in excess of \$20,000,000.
7. **Legal Record:** The A/E Firm shall provide information concerning any suits filed, judgments entered or claims made against your firm during the last five (5) years with respect to services provided by your firm. Also, provide all details of any declaration of default, non-conformance notices or termination for cause against your firm with respect to such services. In addition, state whether during the past five (5) years your firm or your proposed consultant(s) has been suspended from either bidding or entering into any government contract.
8. **Safety Record:** The A/E Firm shall submit their approach to safety for this project. Explain, in detail, what specifically will be done for this project to be pro-actively maintaining a safe environment for the workers and community. (Limit: 2 pages)

9. **Current Financial Condition:** Include company financial condition and annual report; note total volume of work managed. Respondents proceeding to the interview round in the selection process may be asked to provide an audited financial report; state if this cannot be provided within 48 hours.
10. **Contract Documents:** Please provide, as an attachment, a copy of the intended forms of contract utilizing the AIA Standard Form of Agreement Between Owner and Architect. If selected and approved by the Common Council, the A/E Firm agrees to begin working under a Letter of Intent, while the contract is finalized by the parties.

## 6. RFP Evaluation Criteria

<u>RFP Evaluation Criteria</u> (Subject to change)	<u>Points</u>
1. Complied with Format, Complete Proposal. Letter of Introduction	Acceptable/Not Acceptable
2. Company Profile and Capability of Firm	20
3. Experience and References of Firm	10
4. Experience, Qualifications and References of Staff assigned.	20
5. Proposed Services	30
6. Expected outcome	5
7. Other	5
8. Cost for Services	30
<hr/>	
TOTAL	120

Note that proposer(s) must receive at least 75 percent of the available maximum points of total categories 2-6 for consideration. The City may limit the final list to the top 2 – 4 firms.

## 7. Insurance:

A/E Firm shall agree to maintain in force at all times during which services are to be performed the following coverages placed with company(ies) licensed by the State of Wisconsin which have at least an “A-” VIII policyholders rating according to Best Publication’s latest edition Key Rating Guide.

“The City of Appleton’s officers, council members, agents, employees and authorized volunteers” shall be named as “Additional Insured.” Coverage is to be provided on a primary, noncontributory basis, for both the A/E Firm and any sub-contractor used on the project.

Waiver of Subrogation applies to general liability, auto and employers’ liability.

Umbrella applies excess and follows form over general liability, Auto and employer liability.

- a. Ongoing and completed operations coverage. Aggregate limits per project.
- b. **Commercial General Liability Insurance:** The A/E Firm shall provide a commercial general liability insurance policy that includes products, operations and completed operations. Limits should be at least: Bodily injury and property damage with an occurrence limit of \$1,000,000; Personal & advertising injury limit of \$1,000,000 per occurrence; General aggregate limit of \$2,000,000 (other than products and completed operations); products and completed operations aggregate limit of \$2,000,000. Such coverage will be primary and shall not contribute in any way to any insurance or self-insured retention carried by the City. Such insurance shall contain coverage for independent contractors, subcontractors and sub-consultants of A/E. Such insurance shall contain contractual liability coverage for liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
- c. **Commercial Automobile Liability Insurance:** The A/E Firm shall provide Commercial Automobile Liability insurance with a combined single limit of \$1,000,000 per accident covering both bodily injury and property damage and shall include coverage for all owned, hired, and non-owned vehicles.
- d. **Worker's Compensation Insurance:** The A/E Firm shall provide Worker's Compensation Insurance in the required amount as applies to the State of Wisconsin and Employers. Liability Insurance as follows: Bodily Injury by Accident - \$1,000,000 each accident Bodily Injury by Disease – \$1,000,000 policy limit.
- e. **Umbrellas Liability Insurance:** The A/E Firm shall provide Excess Umbrella Liability insurance with a combined single limit of \$10,000,000.
- f. **Professional Liability Insurance:** The A/E Firm shall provide Professional Liability Insurance with a combined single limit of \$2,000,000 per occurrence, \$4,000,000 aggregate.
- g. **Indemnification:** The A/E Firm shall indemnify and hold harmless the City of Appleton and its agents and employees from and against all claims, damages, losses and expenses, including attorney's fees arising out of, or resulting from the performance of the work.
- h. If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If

the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Firm agrees to provide replacement/renewal certificates at least 30 days prior to the expiration of the policy. Should any of the above described policies be cancelled before the expiration date, written notice must be made to the City of Appleton 30 days prior to cancellation.

11. **Budget and Cost Controls:** Provide a detailed explanation as to your approach in controlling costs and managing the budget, once established. Discuss (and provide a sample of) the tools, techniques and approaches to be used; provide a sample of the Monthly Report, highlighting the proposed budget format. (Limit: 2 pages, plus sample, as attachment.)
12. **Commissioning:** The A/E Firm will be responsible for managing the commissioning agent; explain your approach to managing a successful commissioning program and provide three (3) projects of similar size and scope as a reference with a fully functioning and equipped facility. (Limit: 1 page)
13. **Cost Proposal:**  
Proposed consultant fees for this project must be submitted in a spreadsheet format in a sealed envelope marked **“Fee Structure – Do Not Open.”** Proposed resources for each task must be identified, including hours and wage rates for consultants and sub-consultants. Work that the consultant will not provide, and must be provided separately by the City, must also be identified. Elements that will be evaluated include:
  1. Availability of resources from the consultant and sub consultant(s) for the project.
  2. Estimated hours and fees to complete individual work elements and phases including FFE specification and bidding.
  3. Estimated total fee for the project, based on hourly rates including a not-to-exceed cap.
  4. List of tasks not performed by consultant or sub-consultant(s) for project, which must be performed by the City.
  5. Identify what your firm considers reimbursable expenses and detailed costs of each.

## 8. Timetable

- Issue RFP – May 19, 2016
- Proposals Due – June 7, 2016, 1:00 PM CST
- Evaluation – June 13-17, 2016
- Oral Interviews – June 20-24, 2016
- Award – July 6, 2016
- Project Completion – Substantial Completion reached at **September 30, 2017**

----- END OF DOCUMENT; Attachments to follow -----