

**REQUEST FOR STATEMENT OF QUALIFICATIONS FOR ARCHITECTURAL AND
ENGINEERING FIRMS FOR A NEW
FOOD PROCESSING INCUBATOR OPERATED BY THE SAVANNA INSTITUTE**

Issued: November 29, 2021

Submission Deadline: 4:00 pm on December 20, 2021

Sealed Statements of Qualifications (SOQ) will be accepted until 4:00 P.M., December 20, 2021 to provide Phase 1 and Phase 2 Architectural and Engineering Services as described below.

In order to have your SOQ considered, it must be submitted in a sealed envelope containing three (3) bound 8 ½” x 11” copies, with binding running along the left 11” edge, and one digital copy on a compact disk if not submitted via email, plainly marked “SOQ for Phase 1 and Phase 2 Architectural and Engineering Services for the new Savanna Institute Food Processing Incubator.” Firms may additionally submit SOQs via email to the address below.

SOQs not physically received with a post-mark dated by 4:00 P.M., December 20, 2021, will be returned, unopened to the firm.

All submittal materials are to be addressed to:

Kate Wersan, Senior Director
Savanna Institute
1360 Regent St., #124
Madison, WI 53715
kate@savannainstitute.org

The Savanna Institute reserves the right to reject any or all statements, or to withhold selections of short-listed firms for any reason it may determine, or to waive or decline irregularities in any submittal.

A. Project

The Savanna Institute in conjunction with the Southwestern Wisconsin Regional Planning Commission (SWWRPC), intend to seek funding assistance from the United States Department of Commerce, Economic Development Administration (EDA) in order to design and construct a new Food Processing Incubator (Incubator). The Savanna Institute has seen growing demand for services that could be offered by a new Incubator, and wishes to construct a new facility to serve their region. The Incubator is anticipated to be approximately 17,000 square feet and be located on Savanna Institute-owned land in Wyoming Township, Iowa County at the intersection of County Roads T and Z (parcel 028-0119.A). A feasibility study is currently being completed by the Savanna Institute and will help inform space layout and use. This document will be available to the successful bidder during the design phase of the project. The Incubator will house a blend of office, food processing and manufacturing space, and workforce training facilities. Most likely, the processing facilities, commercial kitchen, manufacturing and storage will be built on

an existing footprint while the education center, some office space, and workforce training will be new construction in a separate building. The project will be designed and constructed within a 24-month period following successful funding of the application.

Due to the nature of the EDA grant, SWWRPC will be the contracting entity with the successful design firm. However, the Savanna Institute shall review submittals and make the determination as to which firm will provide services for their project.

B. Requested Services

The Savanna Institute is soliciting Statements of Qualifications for architectural and engineering services to assist them with design, bid management and procurement, 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 consultants. Requested services will be segregated into two phases. Phase 1 will be associated with pre-grant, preliminary engineering services that are required to generate an initial building plan and an Opinion of Probable Costs of Construction. Phase 2 will be associated with services required to complete all necessary work following successful award of the grant, including completing the design, permitting, bidding, and construction. 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 the probable cost 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 for complete architectural/engineering design work 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. Due to the 2-phase nature of the grant, the selected consultant will be requested to provide separate costs for Phase I and Phase II.

D. Proposed Scope of Work

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

Phase 1 Services – (Pre-Grant) The selected firm will be responsible for producing all schematic-level designs necessary to complete the renovations. This work shall culminate in the preliminary design recommendation and an Opinion of Probable Costs of Construction to complete the work which shall be presented to the Savanna Institute and SWWRPC. Preliminary design will require, at a minimum, a site plan reflecting proposed renovations and an Opinion of Probable Cost which shall be the basis for EDA's anticipated investment in the project.

Phase 2 Services – (Post-Grant) The selected firm will be responsible for providing the following services in conformance with applicable EDA requirements for successful execution of the project:

- Obtaining all required project permits, including by not limited to, zoning and building permits, plumbing, electrical, and other necessary permits;
- Preparation of a Stormwater Management Plan if needed to address management of post-development stormwater;
- Project drawings and specifications;
- Project cost estimates;
- Preparation of bid packets, including advertisement, plan and specification distribution, preconstruction meetings, and bid openings;
- Review bids and provide the Savanna Institute with a recommendation, if requested by the Savanna Institute;
- Consultations, including travel;
- Requests for Information on plans and specifications;
- Requesting Federal and State Wage Rates;
- Construction staking, if needed;
- Review and approve project submittals from contractors;
- Contractor pay application verifications and forwarding to the Savanna Institute with appropriate recommendations for payments;
- Construction close-out (as-builts, punchlists, final inspections, receipt and forwarding to the Savanna Institute 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;
- Assisting with EDA submittals as needed;
- Assisting with pay interviews for Davis-Bacon and/or State Wage Rates as required;
- Providing reproducible “As Built” plan drawings to the Savanna Institute upon project completion;
- Prepare operation and maintenance (O & M) manuals as necessary, or coordinate the collection of manuals from contractors;
- Maintenance for all required records for at least three years after the Savanna Institute 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. Phase 1 services are scheduled to be completed by March 5th, 2022. **Complete plans and specifications are not expected to be complete at this time – only work sufficient to provide an Opinion of Probable Costs of Construction and a schematic site plan of the facility.** 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 spring or summer, 2023.

F. Required Qualifications and Selection Process

Architectural / 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;
- The person/firm must have the ability to meet the time schedule established for the work;
- Demonstrated experience designing and managing construction of similarly-sized facilities;
- 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 the Savanna Institute from any and all claims and/or liability which may arise as a result of the person/firm's negligence, errors and/or omissions;
- 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> is preferred and consultants should demonstrate this experience if possible, however it is not required. To assist firms lacking EDA experience navigate these requirements, SWWRPC will procure a technical assistance consultant to ensure all qualified firms regardless of size or EDA experience are afforded opportunity to bid on this project.

H. Instructions for Submitting

Submittal Format

All submittals must be submitted in the order shown below. Information can be provided in multiple sections but must appear in the requested section. The Savanna Institute and SWWRPC will not be responsible for not considering information provided under the incorrect section.

- Section 1 – Cover Letter: Provide a cover letter introducing your firm and qualifications.
 - Name of Respondent
 - Respondent address
 - Respondent telephone number
 - Respondent federal tax identification number
 - Name, title address, telephone number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.
- Section 2 – Company
 - Overview: Provide an overview of the company detailing the total number of professional staff, the history of the company, and the location where work has been performed, include:
 - 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;

- The firm's value proposition, as it relates to the firm's ability to understand and serve rural community economic development and infrastructure projects;
 - Describe any prior engagements, including specific project examples, in which Respondent's firm assisted a governmental entity in dealings with projects similar in nature or size to the scope of work provided in this Request for Qualifications;
 - Respondent should list references from previous clients that will 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 employee the firm proposes to have working on the project;
 - Background and Experience of Staff that will be assigned to this Project;
 - 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.
- Firm Experience: Include contact information of any sub-consultants proposed to work on the project and the tasks they will be working on. Responses should confirm in writing the following:
- 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.
- Section 3 – Key Project Personnel: Provide resumes and references for project staff and subconsultants to be assigned to this project. As a minimum include those persons listed in Section 2 above.
 - Section 4 – Project Schedule: Provide estimated timeline for completion of tasks.

- Section 5 – Other Pertinent Information (optional): Include all other pertinent information that the proposer would like to be considered.

Selections

The Savanna Institute and SWWRPC will evaluate all Statement of Qualifications (SOQ) before selecting a consultant. After the review process, the consultant will be requested to prepare and submit a cost proposal with a defined scope of work with manhour calculations.

I. Evaluation Criteria

Responding firms will be ranked in order of performance from this evaluation of firm’s qualifications relative to the evaluation criteria. The evaluation criteria are as follows:

- Capability to perform work described in the scope
 - Phase 1 ----- 15%
 - Phase 2 ----- 15%
- Experience with similar projects ----- 20%
- Familiarity with local conditions ----- 5%
- Key personnel’s professional background
 - Phase 1 ----- 15%
 - Phase 2 ----- 15%
- Demonstrates compliance with schedule ----- 15%
- Total: ----- 100%

J. Questions/Inquiries

To maintain the impartiality of the SOQ process and to allow potential respondents the opportunity to ask questions, all questions and inquiries must be presented in writing via e-mail. No phone inquiries are permitted. Written questions may be submitted until 3:00 p.m. on **December 13, 2021**. Include in the Header for all written inquiries: ***“Savanna Institute Food Processing Incubator Phase 1 & Phase 2 Architectural – Request for Information”***

For questions related to the **Savanna Institute Food Processing Incubator** project:

Kate Wersan, Associate Director
 Savanna Institute
 1360 Regent St., #124
 Madison, WI 53715
kate@savannainstitute.org

For questions on the **RFQ process** or grant application:

Troy Maggied, Executive Director
 Southwestern Wisconsin Regional Planning Commission
 20 S. Court Street
 Platteville, WI 53818
t.maggied@swwrpc.org

To review questions and answers that come in during the proposal timeline and get a copy of this Request for Qualifications, go to Swwrpc.org/rfq.

The questions will be reviewed and reviewers may choose to answer them, or may also choose to answer only some of the questions, or may choose to answer none of the questions. If an answer is to be provided, it will be sent to all potential respondents. No question(s) received after 3:00 pm on **December 13, 2021** will be considered. Responses will be issued in the form of a written clarification and posted to swwrpc.org/rfq on a weekly basis.

Respondents are directed to submit their qualifications without reference to price. The respondent deemed most qualified will then be interviewed. After a firm is selected, the SWWRPC and the Savanna Institute will request that a price proposal be submitted.

The selected firm will be notified by telephone. The selected firm will be notified by the Savanna Institute and will be expected to enter into an agreement with as soon as possible after such notification. The Savanna Institute and SWWRPC retain the right to conduct interviews with Respondents if they choose.

It is the policy of the Savanna Institute and SWWRPC that all original design documents, construction tracings, reports, studies, and other data produced as a direct result of the services performed under the contract shall become the property of the Savanna Institute. Any copyrighting of material produced as a result of the services performed shall be in the Savanna Institute's name. Where licensed material is incorporated as an integral component of the services provided the firm shall register the Savanna Institute as licensed users and shall provide the Savanna Institute with one complete copy of the licensed material.

The Savanna Institute and SWWRPC accept no responsibility for any expense related to preparation or delivery of proposals. **The Savanna Institute and SWWRPC reserve the right to reject any and all proposals, select the firms 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.** The Savanna Institute and SWWRPC encourage small, female, minority and local firms or individuals to submit proposals on this project. The Savanna Institute and SWWRPC are Equal Opportunity Employers and abide by all non-discrimination regulations.