

# **REQUEST FOR PLANNING & DESIGN PROPOSAL for BARABOO PUBLIC LIBRARY EXPANSION & REMODEL PROJECT**

October, 2017

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The Board of Trustees of the Baraboo Public Library is soliciting competitive Proposals for comprehensive design services for a Library Expansion and Remodeling Project, including but not limited to: needs assessment, site planning and evaluation, alternative development, programming, schematic design, design development, construction documents, bidding assistance, and construction administration services for a new addition to the Baraboo Public Library as well as remodeling of the current Library building. Interested firms are invited to submit a Proposal. The deadline for submitting Proposals is 2:30 p.m., Friday, November 17, 2017. Award of contracts for professional services for any phase of the work does not constitute a commitment for future phases of the work.

## **PART ONE** **INTRODUCTION, GENERAL INFORMATION, AND SPECIFICATIONS**

### **1 INTRODUCTION**

This document constitutes a request for competitive, sealed Proposals from qualified firms to serve as consultants as well as provide architectural/engineering services. Those services shall include information gathering, analysis, evaluation of data, and preparing reports and recommendations regarding programming, project scope, and project parameters for the location, size, design, and construction of a high quality, state-of-the-art, energy efficient expansion to the Baraboo Public Library and remodeling of the existing Library building.

### **2 BACKGROUND INFORMATION**

The existing Baraboo Public Library building, located at 230 4<sup>th</sup> Avenue, is a Carnegie library that was originally constructed in 1903. To satisfy the need for more space, an addition was constructed in 1982. The existing Library is a two-story building with a lower level floor area of 7,859 SF and a main floor of 7,974 SF. The Library enjoys a highly visible location on the perimeter of Downtown Baraboo and strong community support to retain its present location and historic charm.

The Board of Trustees has been working on expanding the Library since 2001 and those efforts culminated in a conceptual plan in 2014, which was prepared by OPN Architects. Based on feedback from a citizen review committee and library staff earlier this year, the Board of Trustees has decided to set aside the OPN conceptual plan and solicit

Proposals for Planning and Design Services for a project to remodel and expand the Baraboo Public Library to provide sufficient space to serve the Baraboo Area for the next 50 years.

The following is a list of the reports and studies have been completed to date:

- a. Library Site Map (showing site boundaries)
- b. Floor plans for the 1982 addition
- c. 2001 Space Needs Assessment
- d. 2004 Space Needs Assessment Update
- e. 2009 Building Program
- f. 2010 Prefunding (Charrette) Design
- g. 2014 Addendum to the 2009 Building Program
- h. 2015 Revised Concept
- i. 2016 Annual Report Infographic
- j. 2016 Department of Public Instruction Annual Report
- k. Baraboo Public Library Ad Hoc Upgrade Review Committee Final Report (1/17/17)
- l. Sample monthly library use statistics
- m. Downtown Baraboo Historic District Final Report
- n. Downtown Baraboo Historic District Map

These documents are available on the library website: Please visit:  
<http://www.baraboopubliclibrary.org/>

The Board of Trustees continues to review financing options for this project based on an anticipated cost of \$ 8 Million to \$11 Million, which must include all “soft” and “hard” project costs.

### 3 DEFINITIONS:

- 3.1 “LIBRARY EXPANSION COMMITTEE” is a group established by the Library’s Board of Trustees consisting of a combination of Trustees and citizen members.
- 3.2 “LIBRARY” means the Baraboo Public Library
- 3.3 “ARCHITECT” refers to the vendor.
- 3.4 “BOARD” refers to nine-member Board of Trustees of the Baraboo Public Library.
- 3.5 “DISCIPLINE”, as used in this document, refers to the primary technological capability of individuals in the responding firm. Possession of an academic degree, professional registration, certification or extensive experience in a particular field of practice normally reflects an individual’s primary discipline.
- 3.6 “KEY PERSONS, SPECIALISTS AND INDIVIDUAL CONSULTANTS” refer to individuals who will have major project responsibility or will provide unusual or unique capabilities for the project under construction.

- 3.7 “PRINCIPALS” are those individuals in a firm who possess legal responsibility for its management. They may be owners, partners, corporate officers, associates, administrators, etc.

## 4 OBJECTIVES AND PROJECT BUDGET

### 4.1 Project Objectives include but are not limited to the following:

- 4.1.1 Develop a Public Library that will meet the needs of its patrons for at least the next 50 years.
- 4.1.2 The proposed facility shall “fit into its neighborhood” and shall be sensitive to local issues and concerns.
- 4.1.3 The Board has established a Library Expansion Committee as a part of the project. The successful firm shall support the Board and their Library Expansion Committee, attend meetings, make presentations, and provide any needed graphics, renderings and information necessary to convey the scope and character of each alternative.
- 4.1.4 The overall final objective of this work is to develop a clear set of design documents that will allow the project to be efficiently and economically bid and constructed.
- 4.1.5 Evaluate and update the physical space and functional needs of the Library.
- 4.1.6 Evaluate the feasibility and cost of constructing the needed space while maintaining current operation of the Library with minimal disruption.
- 4.1.7 Develop project alternatives and corresponding budget estimates.
- 4.1.8 Alternatives shall incorporate “green” elements into the design and shall strive to attain the lowest consumption of energy practicable.
- 4.1.9 Alternatives shall accommodate all aspects of the Library’s operations.
- 4.1.10 Appropriate low maintenance landscaping around the site will provide an attractive and pleasant downtown environment.
- 4.1.11 Any site lighting shall be compatible with existing site lighting and adequate for security and operations.
- 4.1.12 The facility shall meet or exceed all building codes for the City of Baraboo and the State of Wisconsin.

### 4.2 Budget:

- 4.2.1 The Board anticipates a total project cost in the range of \$8,000,000 to \$11,000,000 for the full project, including Furniture, Fixtures, and Equipment (FF&E) and fees.
- 4.2.2 The detailed Scope of Work submitted by Architect shall take into account the budget for this project.
- 4.2.3 Consultant shall develop a budget for their work and any project budget concerns shall be detailed in the Proposal.

## 5 SCOPE OF SERVICES

- 5.1 General: The selected Architect shall work closely as a part of the project team with the Board, Library Expansion Committee, and library staff to develop a design for the facility that meets the needs of the Library and its patrons. This objective will be accomplished through frequent and routine communication

and meetings of the project team, a series of design review workshops, and close coordination with the Board and Library Expansion Committee.

- 5.2 Design Philosophy: The overall design philosophy for the facility must emphasize accessibility, interior flexibility, logical relationships of functional areas, durability, minimal maintenance requirements, optimal energy performance, indoor environment quality, minimal environmental impact of building materials, noise control, economy, security, and staff & patron comfort. The facility shall be aesthetically pleasing while keeping within the context of its function as a Public Library. The expansion shall be aesthetically compatible with the existing Library and shall be designed to complement the Downtown Baraboo Historic District.
- 5.3 Phase 1 - Preliminary Design:
  - 5.3.1 Objective: The preliminary design shall evaluate the needs and functions of the Library and develop an overall architectural program for the facility that will serve the Library's needs. From that program, the architect shall develop alternatives for consideration. At the conclusion of the preliminary design, a recommendation will be made to the Board on how best to proceed.
  - 5.3.2 Complete a space needs assessment to verify building size and site requirements.
  - 5.3.3 Evaluate and assess the impact of maintaining Library operations throughout construction of the project as it pertains to staging, phasing, and schedule.
  - 5.3.4 The Architect shall inspect the existing Library facility and coordinate a one-day bus tour of recently completed similar facilities in other comparably sized Wisconsin municipalities to fully assess the long term needs of the Library and to develop an efficient layout of the new facility. Any cost associated with the bus tour will be paid directly by the Board.
  - 5.3.5 It shall be assumed that the Library staff and equipment needs will grow so consideration should be given to opportunities for future expansion of this facility.
  - 5.3.6 Conceptual Site Layout:
    - a) Architect shall develop alternative layouts for the project on the existing site.
    - b) The layout of the site shall be consistent with the architectural program and the project design philosophy.
    - c) The layout of the site needs to account for the parking needs of the Library.
  - 5.3.7 Site plan development will include but will not necessarily be limited to the following components:
    - a) Surveying – map the site to 50 feet outside the property boundaries in sufficient detail for all planning and design purposes. Map shall include all surface features, utilities - both buried and overhead, and any other relevant information necessary for the work.
    - b) Geotechnical Investigation - provide geotechnical and foundation evaluation investigations as a part of the site development.
    - c) Building location and configuration will be evaluated in conjunction with the site plan to efficiently and effectively use available space and allow the opportunity for future expansion.

- 5.3.8 Environmental issues:
  - a) The site design shall be sensitive to and shall protect the surrounding environment.
  - b) Comply with all existing environmental laws and regulations.
  - c) Conduct any necessary environmental assessments and investigations of the site and submit a report of the findings to the Library Expansion Committee.
- 5.3.9 Zoning - All work shall conform to the City of Baraboo's zoning regulations.
- 5.3.10 Grading and Storm Water Management – Grade the site and design adequate storm water management facilities to minimize the risk of flooding or excessive ponding of surface runoff.
- 5.3.11 Utilities - Provide for all required utilities and where feasible, install all utilities underground. Site utilities shall include but not necessarily be limited to: water, sanitary sewer, storm sewer, telephone, electric, cable TV, fiber optics, site lighting, and site communications.
- 5.3.12 Fiber Optics/Communications – Connection to the Library's network and telephone system shall be coordinated with Library staff.
- 5.3.13 Landscape Design: Provide a landscape design for the facility in accordance with the City of Baraboo's requirements that will be attractive, low maintenance, and consistent with conventional landscaping standards for a downtown library building.
- 5.3.14 Drawings: Develop drawings that illustrate the design concepts being proposed to allow the Library Expansion Committee to review and approve the development plan. Drawings shall include, but shall not necessarily be limited to: site plan, floor plan(s), elevations, and colored renderings.
- 5.3.15 ADA Compliance: Take special care to accommodate the accessibility needs for the disabled paying particular attention to the Americans with Disabilities Act. Designing only to the minimum requirements of State Code or ADA standards may not be sufficient.
- 5.3.16 Energy Conservation: All designs shall emphasize energy conservation and shall utilize LEED concepts. Develop a report analyzing initial cost versus operating cost to demonstrate energy efficiency and life cycle costing, such that the Library Expansion Committee can evaluate the benefits of incorporating components of varying energy efficiencies into the project. The report should include a description of any applicable 3<sup>rd</sup> party funding program or incentives; for example, Focus on Energy.
- 5.3.17 Constructability issues: The Architect shall be fully responsible for the constructability of the proposed site features and structures. The Architect shall coordinate the preliminary design of all the MEP work to avoid conflicts between the respective MEP systems and confirm they will all fit into the allotted space. Notwithstanding any recommendations or approvals by the Board, the Architect shall not be relieved from responsibility for the workability and suitability of the design and all details.
- 5.3.18 Schedule:
  - a) The Preliminary Design for the expanded and remodeled Baraboo Public Library must be completed by August 31, 2018. The Architect shall develop a schedule to meet this deadline.
  - b) Library operations shall continue throughout construction. The

design and sequencing of the work shall accommodate Library operations without interference or interruption. The Architect shall be responsible for phasing, staging, planning, and scheduling the work to accommodate the needs of the Board.

- c) Preliminary concepts shall be developed, reviewed, and a recommendation made to the Library Expansion Committee and Board and must allow 2 weeks for approval.
- d) Develop and regularly maintain a project schedule that includes all phases of the design with a projection of an appropriate amount of time to complete construction, startup, and occupancy of the expanded and remodeled Library.
- e) Present the schedule in a Gantt chart format and provide sufficient detail to allow tracking of the progress of the work through each phase.
- f) Keeping the project on schedule shall be a priority and goal throughout the project.
- g) Promptly notify the Library Expansion Committee of any delays that will impact the successful completion of the work.

5.3.19 Cost estimates:

- a) Controlling the total project cost is critical to project success.
- b) Promptly notify the Library Expansion Committee of any change in the estimated cost of the project.
- c) The expectation is that the Architect will be keenly aware of project costs throughout all phases of the project. The cost impact of decisions made shall be promptly communicated to the Library Expansion Committee.
- d) Routinely update project cost estimates throughout the entire design process.
- e) Present cost estimates and cost impacts during project status reports and the discussion of design concepts for the respective features of each option.

5.3.20 Construction Cost Control:

- a) The Board is anticipating a total project cost in the range of \$8,000,000 to \$11,000,000 for the full project, inclusive of all soft and hard project costs.
- b) The Architect shall work within and adhere to this project budget.
- c) The Architect agrees to work closely with the Library Expansion Committee to control costs.
- d) If an adjustment in the project budget is required to meet the overall objectives of the Board, the Architect shall promptly notify the Library Expansion Committee and provide the necessary supporting documentation to allow the Board to make a decision. The Architect shall not proceed with completion of the project without the prior written authorization of the Board and an adjustment to the project budget.
- e) If adjustment of the project budget is not feasible, the Architect shall work with the Library Expansion Committee to modify the project to reduce the scope or phasing of construction to fit within the approved budget.
- f) The Architect shall remain responsible to maintain the project within the budget. If project costs exceed the budget due to the

actions, inactions, and/or errors or emissions of the Architect, the Board may direct the Architect to redesign the facility at no additional cost to bring the work within budget.

- 5.3.21 Presentation materials: The Architect shall provide the Library Expansion Committee with any and all necessary drawings, renderings, and exhibits to convey the intent of the conceptual design to the Board.
- 5.3.22 Other issues as required to complete the work: The Architect shall outline and detail in the Proposal any other tasks required to complete the work. Failure to account for items that would be considered usual and customary to this project shall not be justification for additional compensation or an extension of contract time.
- 5.3.23 The Architect shall not proceed with Final Design until receipt of written authorization and approval of the conceptual design from the Board.
- 5.3.24 Architect's Minimum Responsibilities for Phase 1 - Preliminary Design
  - a) Provide all necessary personnel, resources, and sub-consultants to complete the specified design work to the satisfaction of the Library Expansion Committee and Board.
  - b) Develop a space needs analysis for the Library.
  - c) Retain a Geotechnical Engineer licensed in the State of Wisconsin to analyze site conditions and recommend foundation configuration and loadings.
  - d) Retain an Environmental Assessment professional that is licensed in the State of Wisconsin to analyze site conditions and recommend the means and methods of dealing with any environmental factors that may impact the project.
  - e) Retain a surveyor that is licensed in the State of Wisconsin to survey the property and develop any required site topographic maps, utility maps, and any other base mapping information necessary to complete the work.
  - f) Gather and compile all necessary data required from the Library's records, from field reconnaissance, and from other sources as the Architect deems necessary to complete the work.
  - g) Schedule and coordinate quality control reviews during the completion of Phase 1 – Preliminary Design. Quality control will include but will not necessarily be limited to interim submittals and review meetings with Library Expansion Committee or their designated members.
  - h) Provide preliminary conceptual designs for review and comment to assist the Board in determining the preferred site layout and building configuration.
  - i) Provide regular reports and communication with the Library Expansion Committee about the progress of the work.
  - j) Regularly update the project schedule.
  - k) Control project costs to keep the project within budget. Assist Library Expansion Committee in finalizing and adjusting the project budget as needed.
  - l) Any other work considered normal for a project of this type and scope as required to meet the needs of the Board.
  - m) Provide project meeting minutes.

- 5.3.25 Board's Responsibilities for Phase 1 - Preliminary Design:
  - a) The Board will provide any existing information on the property.
  - b) Provide timely input into facility design development.
  - c) Provide required direction on Board objectives and needs.
  - d) Complete design review and provide comments and direction within 2 weeks of receipt of preliminary information.
  - e) Coordinate meetings of Board, Library Expansion Committee, and staff as necessary.
  - f) Host review meetings.
- 5.3.26 At the Completion of Phase 1 – Preliminary Design, select a preferred alternative and provide direction to the Architect if the Board decides to proceed to Phase 2.

5.4 Phase 2 – Final Design: Upon Board authorization and their approval of the Preliminary Design, the Architect shall proceed with Final Design and the development of Bidding Documents.

5.4.1 Objective: The Final Design shall incorporate the approved components of the Preliminary Design into Drawings and Specifications suitable for public bidding through the Baraboo Public Library.

5.4.2 Based on the comprehensive architectural program developed in Phase 1, the Architect shall prepare final design documents for the work to include but not necessarily be limited to:

- a) Site Plan
- b) Site Utilities
- c) Site Grading
- d) Storm Water Management and Erosion Control Plan
- e) Landscaping
- e) Administration/office design
- f) Architectural requirements
- g) Interior space layout
- h) Telephone system
- i) Fiber Optic Communications for the City's network
- j) Building material schedules
- k) Window and door schedules
- l) Room Finish Schedules
- m) Plumbing
- n) Sprinkler
- o) Electrical
- p) HVAC
- q) ADA Compliance
- r) Any other component and schedules necessary to complete the work.

5.4.3 Drawings: Develop final drawings, which shall include but shall not necessarily be limited to:

- a) Site Survey
- b) Site Plan and Details.
- c) Site Grading Plan and Details.
- d) Storm Water and Erosion Control Plan and Details
- e) Floor Plans
- f) Exterior Building Elevations



- g) Roof Plan
  - h) Wall Sections and Details
  - i) Renderings
  - j) Interior elevations
  - k) Room Finish Schedules
  - l) Door and Window Schedules
  - m) Reflective ceiling plans
  - n) Structural Plans and Details
  - o) Sprinkler Plans
  - p) HVAC Plans and Details
  - q) Plumbing Plans and Details
  - r) Electrical Plans and Details
  - s) Security System Plans and Details
  - t) And any other drawings to adequately define the work and allow competitive bidding on the project.
- 5.4.4 Specifications - Prepare project specifications in CSI format to cover all aspects of the project. The specifications shall be crafted to encourage the competitive bidding for materials and components. The Architect should avoid specifying proprietary equipment that has only a sole provider for maintenance, repairs, and/or parts.
- 5.4.5 Constructability: The Architect shall be fully responsible for the constructability of the Final Design. The Architect shall coordinate the design of all the MEP work to avoid conflicts between the respective MEP systems and confirm they will all fit into the allotted space. Notwithstanding any recommendations or approvals by the Board, the Architect shall not be relieved from responsibility for the workability and suitability of the design and all associated details.
- 5.4.6 Cost Estimating: Routinely update the project cost estimate during final design and keep the Library Expansion Committee apprised of any changes to the overall costs of the project.
- 5.4.7 Construction Cost Limitation: The Architect agrees to work to keep the project within budget and to notify the Library Expansion Committee promptly if at any time the estimated cost of construction exceeds the project budget, including any contingency.
- 5.4.8 Interior Design: The Architect shall work with the Board to specify and purchase the furniture, fixtures, and equipment for the Library's operations in the new expansion as well as the remodeled space in the existing building.
- 5.4.9 Schedule: The project schedule shall be regularly updated throughout the design process. The schedule shall include design, bidding, and construction work. Any delays in the completion of the work shall be promptly reported to the Library Expansion Committee.
- 5.4.10 Other issues as required to complete the work: The Architect shall complete any other tasks as needed to meet the facility objectives of the Board. Any such task(s) anticipated by the Architect shall be noted in the Proposal.
- 5.4.11 Permits and Approvals:
- a) The Architect shall be responsible to provide all information necessary to obtain the required approvals and permits for the work.
  - b) Make presentations as required for permitting and other approvals

- c) The design shall conform to the zoning regulations of the City of Baraboo.
  - d) In the event that the design is not accepted and a building permit or other required approvals cannot be obtained, the Architect shall, at no additional cost to the Board, redesign the necessary components of the project such that the necessary permits or approvals can be obtained.
  - e) The Architect shall address and incorporate any comments received from review agencies into the final document.
- 5.4.12 The Final Design shall be reviewed and approved by the Board. In the event that the Final Design is not approved, the Architect shall revise the design until such time it gains their approval and any such work shall be completed at no additional cost to the Board.
- 5.4.13 The project shall not proceed to the Bidding Phase without the prior written approval of the Board.
- 5.4.14 Architect Responsibilities for Phase 2 - Final Design:
  - a) Provide all necessary personnel, resources, and sub-consultants to complete the specified design work to the Board's satisfaction.
  - b) Regularly meet with Library Expansion Committee to review project status and go over design details.
  - c) Schedule and coordinate quality control reviews during the Final Design. Quality control will include but will not necessarily be limited to interim submittals and regular review meetings with Library Expansion Committee or their designated staff.
  - d) Provide regular written reports and communication with the Library Expansion Committee about the progress of the work.
  - e) Regularly update the project schedule.
  - f) Regularly update the project estimated costs.
  - g) At the completion of the work, provide a final opinion of probable costs for the project.
  - h) Control project costs to keep the project within budget.
  - i) Any other work as normally required for a project of this size and scope.
  - j) Provide project meeting minutes.
- 5.4.14 Board's Responsibilities for Phase 2 - Final Design:
  - a) Provide timely input into facility design development.
  - b) Provide required direction on Board objectives and needs.
  - c) Complete design review and provide comments and direction within 2 weeks of receipt of preliminary information.
  - d) Coordinate meetings of Board, Library Expansion Committee, and staff as necessary.
  - e) Host review meetings.
- 5.5 Phase 3 – Bidding Services:
  - 5.5.1 Objective: The project developed during Phase 2 – Final Design shall be competitively bid to contract with a qualified contractor at an equitable price with minimal change orders.
  - 5.5.2 Architect's Responsibilities for Bidding:
    - a) Provide all necessary personnel, resources, and sub-consultants to assist the Board in competitively bidding the work.

- b) Gather and compile all necessary data to successfully and competitively bid the project.
  - c) Prepare bidding forms, conditions of the Contract, and the form of Agreement between the Architect and the Board. Architect shall use the AIA standard forms and contract, which may include modifications by the Board's legal counsel.
  - d) Provide a PDF of the complete Plans and Specifications suitable for posting to Quest CDN.
  - e) Assist the Board in answering questions from prospective bidders.
  - f) Participate in a pre-bid meeting with prospective contractors explaining the project concepts and goals and answering questions.
  - g) Prepare Contract Addendums as required to clarify or modify the design.
  - h) Assist the Board in opening and evaluating the bids and recommending an award.
  - i) Cost Limitation on Construction Costs:
    - (1) In the event that the bid price is higher than the project budget, work with the Board to determine ways to cut costs.
    - (2) Assist the Board in value engineering the project to reduce costs. Evaluate alternatives, provide cost information, and advise the Board as to the value of all revisions.
    - (3) Work with vendors and contractors in developing and evaluating cost reduction alternatives.
    - (4) Assist the Board in re-design and re-bidding the project if required. Justification of additional compensation to the Architect shall be considered based on the reasons and sources of the cost overruns.
  - j) Provide any other work and assistance during the bidding process that would be considered to be usual and customary for a project of this size and scope.
  - k) Prepare construction contracts.
- 5.5.3 Board's Responsibilities for Bidding:
- a) Post the PDF of the complete plans and specifications to Quest CDN.
  - b) Host the pre-bid meeting.
  - c) Host the bid opening.
  - d) Work with the Architect to recommend an award.
  - e) Obtain approval from the Board to award a contract for construction of the project.

5.6 Phase 4 –Construction Administration Services:

5.6.1 Objective: Assist Board in monitoring, recording, and administering construction activities.

5.6.2 Architect's Responsibilities for Construction Administration Services:

- a) Provide all necessary personnel, resources, and sub-consultants to assist the Board in administering construction of the project.
- b) Construction administration and documentation to include but not necessarily be limited to:

- (1) Shop drawings
  - (2) Schedule compliance
  - (3) Contract compliance
  - (4) Bi-monthly construction meetings
  - (5) Request for information
  - (6) Request for change
  - (7) Change Orders
  - (8) Monthly pay requests
  - (9) Operation and maintenance manuals
  - (10) Test results
  - (11) Final inspection and punch list
  - (12) Contract Closeout
  - (13) Training
  - (14) Startup and Commissioning
  - (15) Other tasks normal to facility construction administration
- c) Construction Inspection Services or Resident Engineer:
- (1) Full-time inspection services are not anticipated at this time.
  - (2) Provide a reasonable amount of on-site coordination and inspection to adequately protect the Board's interests and to ensure that the facility is constructed in compliance with project's contract documents. For the sake of this Proposal, reasonable is considered to be bi-weekly (once every two weeks), as a minimum.
  - (3) Resident inspector/engineer shall provide written site reports to the Library Expansion Committee each time the inspector/engineer is on site.
  - (4) Resident inspector/engineer shall witness and document startup and testing of the facility.
- d) Any other work noted in this Request for Proposals and the project Scope of Work required to successfully complete construction, startup and commissioning of the facility.
- 5.6.3 Board's Responsibilities for Construction Administration Services:
- a) Accept or reject contract documentation.
  - b) Approve pay requests.
  - c) Provide direction as necessary.
  - d) Accept or reject change orders.
  - e) Attend project meetings.
  - f) Work with the Architect to ensure contract compliance.
- 5.7 Consultant/Architect Evaluation
- 5.7.1 At the completion of the project, the Board may, at its option, conduct a consultant evaluation.
- 5.7.2 The following criteria may be evaluated:
- a) Ability to meet project schedules and budgets.
  - b) Accuracy and completion of contract documents.
  - c) Number of Addendum required during bidding.
  - d) Constructability of the project.
  - e) Construction cost control.
  - f) Number of Requests for Information, Supplemental Instructions, Construction Change Orders, and Contractor Disputes.
  - g) Responsiveness to Board's concerns.

- 5.8 Quality Control Reviews:
  - 5.8.1 Phase 1
    - a) 30 percent completion
    - b) 70 percent completion
    - c) Final Draft
  - 5.8.2 Phase 2
    - a) 30 percent completion
    - b) 70 percent completion
    - c) Final Draft
  
- 5.9 Monthly Progress Reports:
  - 5.9.1 Project progress reports shall be submitted by the first of every month.
  - 5.9.2 No payments will be released to the Architect without an acceptable monthly report.
  - 5.9.3 Each report shall detail progress made during the previous month, planned work for the coming month and any issues that need to be resolved.
  - 5.9.4 All monthly reports shall include an updated project schedule and cost update.
  - 5.9.5 Monthly reports shall not exceed one type-written page, excluding updated schedules, charts or tables.
  
- 5.10 Meetings:
  - 5.10.1 A project kickoff meeting shall be held prior to starting any design work.
  - 5.10.2 Regular project meetings shall be held throughout Phase 1 and Phase 2 of the design process at the Baraboo Public Library, located at 230 4<sup>th</sup> Avenue in Baraboo. Plan to attend a minimum of 1 meeting per month in-person with additional meetings scheduled around project milestones, presentations, and other decision points.
  - 5.10.3 Meetings with other City Departments for permitting purposes are not included in the meetings noted above.
  - 5.10.4 Quality control review meetings will be held with the Library Expansion Committee at 30%, 70% and at completion of the submittal draft for each phase of the project.
  
- 5.11 Deliverables for both Phase 1 and Phase 2:
  - 5.11.1 Electronic copies of all submittals in editable format. Typically this will be in the original format in which the document was developed.
  - 5.11.2 30 Percent: 6 paper copies of all 8-1/2" x 11" and 11" x 17" project documents and 3 copies of 30" x 42" plan sheets to the Board for review.
  - 5.11.3 70 Percent: 6 paper copies of all 8-1/2" x 11" and 11" x 17" project documents and 3 copies of 30" x 42" plan sheets to the Board for review.
  - 5.11.4 Submittal Draft: 6 paper copies of all 8-1/2" x 11" and 11" x 17" project documents and 3 copies of 30" x 42" plan sheets to the Board for review.
  - 5.11.5 Building Permit Submittal: Copies as required.
  - 5.11.6 Final Approved Documents: 6 complete paper copies of 8-1/2" x 11" and 11" x 17" project documents and 3 copies of 30" x 42" plan sheets to the Board.

- 5.11.7 Bidding Documents (complete plans and specifications) shall be submitted electronically on a compact disk (CD) or thumb drive. Specifications shall be in MS Word format and Plans shall be in Micro Station, AutoCAD, or Revit. All of the Bidding Documents shall also be combined into a single PDF suitable for posting to QuestCDN. Submittal format shall be coordinated with the Library Expansion Committee.
- 5.11.8 Monthly progress reports throughout the project.

## 6 BARABOO PUBLIC LIBRARY PROJECT TEAM

### 6.1 Point of Contact:

Baraboo Public Library  
Attn: Meg Allen, Library Director  
230 4<sup>th</sup> Avenue  
Baraboo, WI 53913  
(608) 356-6166  
[meg@baraboopubliclibrary.org](mailto:meg@baraboopubliclibrary.org)

## 7 MANDATORY PRE-PROPOSAL MEETING

- 7.1 **There will be a mandatory pre-proposal meeting at 9:30 AM on Thursday, November 02, 2017 to review the RFP with prospective Architects and address any preliminary questions or concerns. Architects should plan to tour the existing Library following the meeting.**
- 7.2 **The meeting will be held in Rooms 12 &14 on the second floor of the Baraboo Civic Center at 124 2<sup>nd</sup> Street in Baraboo.**

## 8 PROPOSAL

### 8.1 General:

- 8.1.1 The Proposal will be limited to **no more than twenty (20) pages** plus resumes of the proposed team members and sample drawings.
- 8.1.2 Font used on all sheets including the schedule shall be no smaller than 11 point and shall not be "narrow". Print document on both sides of the paper, each side is one page.
- 8.1.3 The use of 11 x 17 paper shall be limited to drawings, schedules and tables. Each 11 x 17 sheet shall be considered one page. Print 11 x 17 pages single-sided.
- 8.1.4 Margins shall be a minimum of 0.75 inches on all edges.
- 8.1.5 Submitted resumes shall not exceed one page in length per team member.
- 8.1.6 Work examples will not be considered part of the page limit.

### 8.2 Statement of Project Understanding:

- 8.2.1 Provide a detailed statement of project understanding.

- 8.2.2 Statement shall cover but not be limited to:
  - a) Understanding of need for the project
  - b) Project objectives
  - c) Project challenges
  - d) Permitting
  
- 8.3 Statement of Qualifications and Work History shall include but not necessarily be limited to:
  - 8.3.1 Detailed description of the proposed Project Team.
  - 8.3.2 Documentation of qualifications of the proposed project team on projects of similar size and complexity.
  - 8.3.3 A demonstration of a thorough, up to date working knowledge of the applicable City of Baraboo building and zoning regulations.
  - 8.3.4 Project History:
    - a) List of completed projects of similar size and complexity completed within the last 5 years.
    - b) Clearly indicate dates for each project.
    - c) Other relevant project design and approval experience.
    - d) Include name of Project Manager for each project.
    - e) Client name and phone number.
    - f) Project Design Fee History:
      - (1) Initial design fee dollar value.
      - (2) Value of any amendments to the design fee and justification for the change.
      - (3) Provide a breakdown of conceptual design fee, final design and permitting fee, and construction administration fee for each project listed.
      - (4) Provide the actual design schedule for the project.
  - 8.3.5 Construction Cost History:
    - a) List the opinion of construction cost for each project.
    - b) List the low bid for each project.
    - c) List the value of all change orders for each project and the reason for the change orders
  - 8.3.6 Provide any other relevant details, descriptions, or explanations for each project as warranted to allow the Board to evaluate the Architect's performance history
  
- 8.4 Include a Detailed Work Plan for this Project:
  - 8.4.1 Provide a detailed breakdown of how the work will be sequenced with a description of each major task.
  - 8.4.2 List milestones and critical path items.
  - 8.4.3 Indicate major challenges and decision points.
  - 8.4.4 Include permitting required and associated hurdles that must be cleared.
  - 8.4.5 Provide any other details that would demonstrate the Architect's understanding and experience of the process necessary to complete a project of this type.
  
- 8.5 Sub-consultants: Include proposed sub-consultants with their portion of the work identified and a listing of the appropriate qualifications and respective references with phone numbers.

- 8.6 Project Schedule:
  - 8.6.1 Include a detailed project schedule.
  - 8.6.2 Schedule shall be a Gantt chart.
  - 8.6.3 Include sufficient detail to demonstrate a thorough understanding of the process to complete the work and obtain the necessary permits.
  - 8.6.4 The quality and detail of the project schedule will provide an indication of the firm's experience in completing projects of this type and will be used in the evaluation of the Proposal.

## 9 REFERENCES

- 9.1 Provide names and phone numbers of a minimum of three references familiar with the proposed Project Manager and other proposed key team members.
- 9.2 References should be from projects of similar size and complexity.
- 9.3 References should have direct experience with Project Manager on projects of similar size and complexity.

## 10 PROJECT MANAGEMENT

- 10.1 Provide documentation of effective project management.
- 10.2 Include project cost control.
- 10.3 Document project communications protocols and policy.

## 11 WORK SAMPLES

- 11.1 Provide work examples of two (2) projects completed in the last five (5) years.
- 11.2 Provide a maximum of two (2) drawings, no larger than 11" x 17", for each project.
- 11.3 Describe the proposed Project Manager's function and role on each of the two submitted work samples.
- 11.4 The sample drawings shall be from the projects listed and documented in the work history included above.
- 11.5 The sample drawings are not included in the sheet count for the Proposal.

## 12 PROJECTED HOURS AND ESTIMATED COSTS

- 12.1 Submit a detailed breakdown of the estimated hours and projected costs for each phase of this project by discipline and firm.
- 12.2 The estimated hours shall provide a demonstration of your firm's understanding of the effort and organization needed to complete the project.
- 12.3 Submit the estimated hours and associated costs in a separate sealed envelope clearly marked "**Projected Hours and Estimated Costs**".
- 12.4 The hour and cost estimate is not included in the page count for the Proposal.
- 12.5 The projected hours and estimated costs will not be used in the initial evaluation of your firm's qualifications for this project. The projected hours and estimated costs will be used as part of the evaluation by the selection committee of the short listed firms.
- 12.6 Following selection of the successful firm, these submitted costs will be used as a starting point to negotiate a Lump Sum, Not to Exceed Contract for the work and complete a detailed Scope of Services.



## 13 INTERVIEW

- 13.1 The Board reserves the right to make a selection based solely on the information contained in the Proposal. If no clear choice can be made based on the submitted written Proposals, the Board reserves the right to either interview selected firms or request additional information to help in determining the most qualified firm.
- 13.2 Interview format (if used):
  - 13.2.1 30-minute presentation
  - 13.2.2 30-minutes for questions and answers
  - 13.2.3 The proposed Project Manager shall lead the presentation.
  - 13.2.4 Presentation team shall have a maximum of five (5) people
- 13.3 Presentation: The objective of the interview will be to clearly demonstrate the firm's qualifications to complete the project to the satisfaction of the Board. The presentation shall be brief and concise and shall include but shall not be limited to:
  - 13.3.1 A presentation of details and special features of previous projects completed by members of the proposed Project Team.
  - 13.3.2 Information should include how the design for the project cited was developed, how the team worked with the Owner, and how the finished product was received.
  - 13.3.3 Cost information should be presented for any project experience used to include design fees and amendments and construction costs and project change orders.
  - 13.3.4 A description of how the PM and the team proposes to work and communicate with the Library Expansion Committee and Board throughout the project.
  - 13.3.5 A description of how the team will manage the design and control the costs on this project
- 13.4 Following a review of the submittals, the Board reserves the right to establish specific requirements and content for the interview to further aid in the determination of the Architect's qualifications.
- 13.5 Extensive and detailed preliminary layouts and designs of the proposed Library Expansion and Remodeling Project are not necessary for the interview and should not be included in the interview presentation.
- 13.6 Questions: The selection team may prepare a list of standard questions for the interview. Additional questions may be developed based on the firm's Proposal to clarify information submitted.

## 14 SUBMITTAL

- 14.1 Submit ten (10) hard copies and one electronic copy of the Proposal to the following address:

Baraboo Public Library  
Attn: Meg Allen, Library Director  
230 4<sup>th</sup> Avenue  
Baraboo, WI 53913

14.2 The submittal shall be clearly marked:

**PROPOSAL  
for  
BARABOO PUBLIC LIBRARY  
EXPANSION & REMODEL PROJECT**

14.3 Due Date and Time:

14.3.1 The submittal is due no later than **2:30 p.m. - Friday November 17<sup>th</sup>, 2017.**

14.3.2 Email or fax submittals are not permitted and will not be accepted.

14.3.3 The Board is not responsible for late deliveries.

14.3.4 Submittals received after the designated time shall be returned unopened.

15 SELECTION PROCESS

15.1 General: The selection will be based on demonstrated qualifications in the design and construction of projects of similar size and complexity. Preference will be given to documented experience in the design, permitting, construction, and startup of Public Libraries. A capability of working closely with and as a highly functioning team with the Library Expansion Committee and/or Board toward the successful completion of the project will be critical to project success.

15.2 Selection Committee: The members of the Selection Committee will be the members of the Library Expansion Committee. The Selection Committee will make a recommendation to the Board, who will have the final authority to award this project.

15.3 Ranking:

15.3.1 Submittals will be ranked based on the following categories:

- a) Project understanding
- b) Experience with projects of similar size and complexity
- c) Proposed Project Team
- d) Proposed Project Schedule and Work Plan
- e) Overall Quality of Two Work Samples
- f) Project Management History and Plan
- g) Cost Estimating and Cost Control History

15.3.1 A short list of 2 to 4 firms will be developed from the review of the Proposals.

15.3.2 Estimated hours and costs for the short listed firms will be evaluated for:

- a) Demonstration of project understanding
- b) Indicated effort required by phase and proposed tasks
- c) Overall Project Budget

15.3.3 Interview for the top 2 to 4 firms - firms will be judged in the interview based on the following:

- a) Project Team Presentation and Organization
- b) Demonstration of Project Understanding and Project approach
- c) Project Management/Cost Control Plan
- d) Completed Projects
- e) Questions and Answers

#### 15.4 Final Selection

15.4.1 The firm judged to be the most qualified based on all of the information presented and evaluated will be selected by the Board.

15.4.2 The selected firm shall be notified in writing. No other method shall be considered to be official notification of selection by the Board.

15.4.3 The selection of the Board shall be final.

15.4.4 Projected Schedule (Subject to change)

- a) November 02, 2017 – Mandatory Pre-Proposal Meeting at 9:30 AM
- b) November 17, 2017 – Proposal Deadline at 2:30 PM
- c) December 05, 2017 – Short List of firms to Interview is recommended to the Board
- d) January 10 and 11, 2018 - Interviews
- e) January 16, 2018 – Board selects top firm
- f) February 2, 2018 – Detailed scope of services and draft contract submitted to Board for review and approval
- g) February 20, 2018 – Design Contract approved by Board
- h) Week of February 26, 2018 – Estimated start date for Design Services
- i) August 31, 2018 – Completion of Phase 1 - Preliminary Design
- j) TBD – Estimated start date for Phase 2 - Final Design
- k) TBD – Completion of Phase 2 - Final Design
- l) TBD – Tentative Bid Opening
- m) TBD – Start of Construction

#### 16 CONTRACT

##### 16.1 Contract:

16.1.1 The firm that is recommended for award of this Contract will be required to negotiate an equitable Lump Sum, Not to Exceed contract with the Board based on the approved Scope of Work.

16.1.2 The selected firm will then enter into a standard AIA Contract for Design Services, which may include modifications by the Board's legal counsel, with the Supplementary Conditions attached hereto.

#### 17 QUESTIONS

17.1 Questions concerning this Request for Proposal should be directed to:

Baraboo Public Library  
Attn: Meg Allen, Library Director  
230 4<sup>th</sup> Avenue  
Baraboo, WI 53913  
(608) 356-6166  
[meg@baraboopubliclibrary.org](mailto:meg@baraboopubliclibrary.org)

Questions will be reviewed and answers to such questions will be shared with all firms via e-mail. The deadline for submitting all questions is November 10, 2017.

## 18 CLARIFICATION OF REQUIREMENTS

- 18.1 Architects are strongly encouraged to read the "General Requirements", carefully prior to the submission of a Proposal.
- 18.2 Any and all questions regarding specifications, requirements, competitive procurement process, etc., must be directed to the contact person as indicated in this RFP.
- 18.3 Architects are cautioned not to contact members of the Board of Trustees or Library Expansion Committee and discouraged from contacting employees of the Baraboo Public Library during the competitive procurement and evaluation processes.
- 18.4 Architects are advised that the only official position of the Board is that which is stated in writing and issued by the contact person. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.

**PART TWO**  
**SUPPLEMENTARY CONDITIONS**

1. SPECIFICATIONS: The specifications in this request are the minimum acceptable. The Board shall be the sole judge or equivalency. Architects are cautioned to avoid bidding alternates to the specifications which may result in rejection of their Proposal.
2. DEVIATIONS AND EXCEPTIONS: Deviations and exceptions from terms, conditions, or specifications shall be described fully, on the Architect's letterhead, signed, and attached to the request. In the absence of such statement, the Proposal shall be accepted as in strict compliance with all terms, conditions, and specifications and the Architect shall be held liable.
3. ACCEPTANCE-REJECTION: The Board reserves the right to accept or reject any or all Proposals, to waive any technicality in any Proposal submitted, and to accept any part of a Proposal as deemed to be in the best interests of the Board.
  - 3.1 Proposals MUST be date stamped by the Library Director, 230 4th Avenue, Baraboo, on or before the date and time that the Proposal is due. Proposals dated and time stamped in another office will be rejected. Receipt of a Proposal by the mail system does not constitute receipt of a Proposal by the Library Director.
4. TAXES: The Baraboo Public Library is exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise tax, which are excepted by State Statutes.
5. ENTIRE AGREEMENT: These Supplementary Conditions shall apply to any contract or order awarded as a result of this RFP except where special requirements are stated elsewhere in the RFP; in such cases, the special requirements shall apply.
6. APPLICABLE LAW: The Architect shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work of its conduct. The Sauk County Circuit Court shall be the court of exclusive jurisdiction for any litigation between the parties arising out of the performance of this contract. This contract shall be interpreted in accordance with the laws of the State of Wisconsin. It is understood that requirements of s. 62.15 Wisconsin Statutes do not apply to this solicitation as the contract awarded will not involve "public work" as defined by Wisconsin law.
7. ASSIGNMENT: No right or duty in whole or in part of the Architects under this contract may be assigned or delegated without the prior written consent of the Board.
8. SUB-CONSULTANTS: If sub-consultants are planned to be used, this should be clearly explained in the Proposal. The Board reserves the right to reject any sub-consultant. However, the Architect will be responsible for contract performance whether or not sub-consultants are used.
9. ARBITRATION/APPEALS PROCESS: Notice of intent to protest and protests of any award made must be made in writing and filed with Library Director, Baraboo Public Library, 230 4<sup>th</sup> Avenue, Baraboo, Wisconsin 53913, within five (5) calendar days after

discussion and recommendation of award. The provisions of Chapter 68 of the Wisconsin State Statutes shall apply.

- 9.1 Any dispute arising after award as to performance, quality and/or quantity shall be subject to arbitration as provided under Chapter 788 of the Wisconsin State Statutes.
  - 9.2 The Board reserves the right to have claims, disputes, or other matters in question decided by litigation. If the Board waives its right to litigation, then the arbitration provisions shall apply.
10. **NONDISCRIMINATION:** In connection with the performance of work under this contract, the Architect agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- 10.1 Failure to comply with the conditions of this clause may result in the Architect becoming declared an "ineligible" Architect, termination of the contract, or withholding of payment.
11. **SAFETY REQUIREMENTS:** All materials, equipment, and supplies provided to the Board must comply fully with all safety requirements as set forth by the Wisconsin Administrative Code, Rules of the Industrial Council on Safety, and all applicable OSHA Standards.
12. **HOLD HARMLESS:** Architect agrees to indemnify, hold harmless, and defend the City of Baraboo and the Baraboo Public Library, and its Board, officers, agents and employees from any and all liability including claims, demands, losses, costs, expenses and damages of every kind arising out of or in connection with services provided pursuant to this contract where such liability is founded upon or grows out of acts or omissions of any agents or employees of the Architect.
13. **INSURANCE RESPONSIBILITY:** The Architect performing services for the Board shall comply with the following insurance requirements:
- 13.1 Provide policy, countersigned by an insurer licensed to do business in the State of Wisconsin, covering the period of the agreement/contract indicating that the Baraboo Public Library is an additional named insured on public liability, professional liability and property damage insurance required above.
  - 13.2 Provide insurance certificates indicating required coverage, as indicated on the City of Baraboo Professional Services Insurance Requirement, as attached, countersigned by an insurer licensed to do business in Wisconsin, covering the period of the agreement/contract. The insurance certificate is required to be presented prior to the issuance of the purchase order or before commencement of the contract.
14. **CANCELLATION:** The Board reserves the right to cancel any contract in whole or in part without penalty due to non-appropriation of funds, or for failure of the Architect to comply with the terms, conditions, and specifications of this contract.

15. **AUDIT:** During the term of the contract, the Architect shall, upon the request of the Board, make available at reasonable times and places, such information as may be required for the purpose of auditing submitted bills for the service provided under the contract.
16. **INDEPENDENT CONTRACTOR STATUS:** None of the officers, employees, or agents of the Architect are employees of the Baraboo Public Library for any purpose, including but not limited to compensation, fringe benefits, or insurance coverage.
17. **PUBLIC RECORDS ACCESS:** It is the intention of the Board to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities.
  - 17.1 Records may not be available for public inspection prior to issuance of the notice of intent to award or the award of the contract.
18. **PROPRIETARY INFORMATION:** Any restrictions on the use of data contained within a Proposal must be clearly stated in the Proposal itself. Proprietary information submitted in response to a request will be handled in accordance with applicable Baraboo Public Library procurement regulations and the Wisconsin public records law. Proprietary restrictions normally are not accepted. However, when accepted, it is the Architect's responsibility to defend the determination in the event of an appeal or litigation.
  - 18.1 Data contained in a Proposal, all documentation provided therein, and innovations developed as a result of the contracted commodities or services cannot be copyrighted or patented. All data, documentation, and innovations become the property of the Board.
  - 18.2 Any material submitted by the Architect in response to this request that the Architect considers confidential and proprietary information and which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats., or material which can be kept confidential under the Wisconsin public records law, must be identified. Proposal prices cannot be held confidential.
19. **DISCLOSURE:** If a public official (s. 19.42, Wis. Stats.), a member of the public official's immediate family, or any organization in which a public official or a member of the official's immediate family owns or controls a ten percent (10%) interest, is a party to this agreement, and if this agreement involves payment of more than three thousand dollars (\$3,000.00) within a twelve (12) month period, this contract is voidable by the Board unless appropriate disclosure is made according to s. 19.45(5), Wis. Stats., before signing the contract.
20. **MATERIAL SAFETY DATA SHEET:** If any item(s) on an order(s) resulting from this award(s) is a hazardous chemical, as defined under 29 CFR 1910.1200, provide one (1) copy of Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy with the invoice(s).

**PART THREE**  
**PROJECTED HOURS AND ESTIMATED COSTS SIGNATURE FORM**

The submission of a Proposal shall be considered as a representation that the Architect has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required.

The proper submission of this form by the Architect will be considered as the Architect's offer to enter into a contract in accordance with the provisions herein set forth.

If your Proposal is accepted and a contract issued, then this Request for Proposal and all documents attached hereto including any amendments, the Architect's price proposals and any other written offers/clarifications made by the Architect and accepted by the Board, will be incorporated into the entire contract between the Baraboo Public Library and the Architect, and it shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this Proposal shall be deemed to exist or bind any of the parties hereto.

Acceptance will take place only upon award by the Board, execution of this document by the proper Board officials, and delivery of the fully-executed contract to the successful Architect. The contract may only be amended by written agreement by the Architect and the Board.

**Attach your PROJECTED HOURS AND ESTIMATED COST PROPOSAL to this form and submit it in a separate sealed envelope clearly marked "Projected Hours and Estimated Costs" in accordance with the instructions as noted in the RFP. At a minimum, the hours and cost should be identified for each Phase and should include an estimate for all reimbursable expenses.**

ARCHITECT (to be signed by the person authorized to legally bind your firm to this contract)

All Proposal conditions and prices submitted shall remain firm for 90 calendar days following submittal deadline.

Architect's Firm \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address \_\_\_\_\_ Fax No. \_\_\_\_\_

City & State \_\_\_\_\_ E-mail \_\_\_\_\_

BY: \_\_\_\_\_ Name: \_\_\_\_\_  
(Signature) (Typed or Printed)

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

Web Site \_\_\_\_\_



**PROJECTED HOURS AND ESTIMATED COSTS**

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

NOTE: The Architect guarantees these rates from January 01, 2018 to December 31, 2018.

	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners	_____	\$ _____	\$ _____	\$ _____
Managers	_____	\$ _____	\$ _____	\$ _____
Supervisory Staff	_____	\$ _____	\$ _____	\$ _____
Staff	_____	\$ _____	\$ _____	\$ _____
Other _____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
Subtotal:			\$ _____	
Reimbursables:				
Meals and Lodging:			\$ _____	
Transportation:			\$ _____	
Other (Specify): _____			\$ _____	
<b>Total Estimated Cost for Consulting Services:</b>			\$ _____	

Attach the Projected Hours and Estimated Cost Signature Form to this document.

**CITY OF BARABOO  
PROFESSIONAL SERVICES INSURANCE REQUIREMENTS**

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The Contractor shall not commence work on contract until proof of insurance required has been provided to the applicable department before the contract or purchase order is considered for approval by the City of Baraboo/Baraboo Public Library (“City of Baraboo”). It is hereby agreed and understood that the insurance required by the City of Baraboo is primary coverage and that any insurance or self-insurance maintained by the City of Baraboo, its officers, council members, agents, employees or authorized volunteers will not contribute to a loss. All insurance shall be in full force prior to commencing work and remain in force until the entire job is completed and the length of time that is specified, if any, in the contract or listed below whichever is longer.

1. PROFESSIONAL LIABILITY

A. Limits

- (1) \$1,000,000 each claim
- (2) \$1,000,000 annual aggregate

B. Must continue coverage for 2 years after final acceptance for service/job

2. GENERAL LIABILITY COVERAGE

A. Commercial General Liability

- (1) \$1,000,000 each occurrence limit
- (2) \$1,000,000 personal liability and advertising injury
- (3) \$2,000,000 general aggregate
- (4) \$2,000,000 products – completed operations aggregate

B. Claims made form of coverage is not acceptable.

C. Insurance must include:

- (1) Premises and Operations Liability
- (2) Contractual Liability
- (3) Personal Injury
- (4) Explosion, collapse and underground coverage
- (5) Products/Completed Operations must be carried for 2 years after acceptance of completed work
- (6) The general aggregate must apply separately to this project/location

3. BUSINESS AUTOMOBILE COVERAGE

- A. \$1,000,000 combined single limit for Bodily Injury and Property Damage each accident
- B. Must cover liability for Symbol #1 - “Any Auto” – including Owned, Non-Owned and Hired Automobile Liability.

4. WORKERS COMPENSATION AND EMPLOYERS LIABILITY

- A. IF required by Wisconsin State Statute or any Workers Compensation Statutes of a different state, must carry coverage for Statutory Workers Compensation and an Employers. Liability limit of:
  - (1) \$100,000 Each Accident
  - (2) \$500,000 Disease Policy Limit
  - (3) \$100,000 Disease – Each Employee
  
- 5. UMBRELLA LIABILITY - IF exposure exists, provide coverage at least as broad as the underlying Commercial General Liability, Watercraft Liability (if required), Automobile Liability and Employers Liability, with a minimum limit of \$2,000,000 each occurrence and \$2,000,000 aggregate, and a maximum self-insured retention of \$10,000.
  
- 6. CYBER AND TECHNOLOGY LIABILITY INSURANCE - \$500,000 per occurrence (network security)
  
- 7. 3rd PARTY CLIENT COVERAGE (THEFT) AND COMPUTER FRAUD (Crime) - \$100,000 per occurrence
  
- 8. ADDITIONAL PROVISIONS
  - A. Primary and Non-Contributory requirement – all insurance must be primary and non-contributory to any insurance or self-insurance carried by City of Baraboo.
  
  - B. Acceptability of Insurers - Insurance is to be placed with insurers who have an A.M. Best rating of no less than A- and a Financial Size Category of no less than Class VI, and who are authorized as an admitted insurance company in the state of Wisconsin.
  
  - C. Additional Insured Requirements – The following must be named as additional insureds on the General Liability and Business Automobile Liability Policies for liability arising out of project work - City of Baraboo and Baraboo Public Library, and its officers, board members, council members, agents, employees and authorized volunteers. On the Commercial General Liability Policy, the additional insured coverage must be ISO form CG 20 10 07 04 and also include Products – Completed Operations equivalent to ISO form CG 20 37 07 04 or their equivalents for a minimum of 2 years after acceptance of work. This does not apply to Workers Compensation Policies.
  
  - D. Certificates of Insurance acceptable to the City of Baraboo shall be submitted prior to commencement of the work to the applicable department. In addition form CG 20 10 07 04 for ongoing work exposure and form CG 20 37 07 04 for products completed operations exposure must also be provided or its equivalent. These certificates shall contain a provision that coverage afforded under the policies will not be canceled or non-renewed until at least 30 days' prior written notice has been given to the City of Baraboo.