



Village of Cadott
Chippewa County, Wisconsin
REQUEST FOR QUALIFICATIONS (RFQ)
For
Architectural/Engineering Services

Community Library Construction Project
A Flexible Facilities Program
New Library and Multi-Purpose Center Construction
& Digital Technology Installation Project

Funded by the State of Wisconsin Department of Administration
and the U.S. Department of Treasury
Capital Projects Fund (CPF)

January 9, 2025

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Invitation to Submit Qualifications

Introduction

The Village of Cadott, Chippewa County, Wisconsin, and/or its designated representative is seeking Statement of Qualifications submissions for professional Architectural/Engineering services for the New Library and Multi-Purpose Center Construction & Digital Technology Installation Project, for which the Village of Cadott has secured Flexible Facilities Program (FFP) Grant funding.

Minimum requirements include previous experience in architectural/engineering design and construction management of public libraries or similar public educational facility construction administration on FFP or a state and/or federally funded project and ability to meet the **total project and grant close out by October 31, 2026.**

Contact Information

Please contact April Bruhn, Village Clerk, between the hours of 8:00 AM to 12:00 PM and 1:00 PM to 4:30 PM, Monday-Friday at (715)289-4282, or office@villageofcadott.com to request additional information for this RFQ, as needed.

The Village of Cadott makes no representations as to the conditions of the project other than those representations made herein, and no employee or any other representative of the Village of Cadott has the authority to make any oral or written representations as to the conditions of the project. Persons/firms should only contact the person designated above regarding this RFQ and should not contact the Village President, any Village Board members, any library committee members, or any other Village of Cadott staff for clarification on this RFQ.

Submission Instructions and Deadline

Qualifications must be received at Village Hall. Direct submittals to April Bruhn, Village Clerk, Village of Cadott, labeled "ATTN: FFP Community Library Construction Project RFQ Review Committee", 110 Central Street, Cadott, WI 54727; or via email to office@villageofcadott.com, with the Subject of "ATTN: FFP Community Library Construction Project RFQ Review Committee", no later than 2:00 PM on Monday, January 27, 2025. The Village of Cadott reserves the right to reject any and all Qualifications not meeting the requirements of this Request for Qualifications for architectural/engineering services. Any response not meeting the minimum requirements for qualifications as outlined in this request may be rejected.

ADA assistance accommodations for hearing and speech impaired:

Contact April Bruhn, Village Clerk at (715)289-4282 or at the Village office during the hours of 8:00 AM to 12:00 PM and 1:00 PM to 4:30 PM, Monday-Friday or office@villageofcadott.com.

Other Conditions of Qualifications Submittal

1. No submission will be accepted from any person, firm or entity that is in arrears for any obligation to the Village of Cadott, is debarred from contracting for federally funded projects, or that otherwise may be deemed irresponsible or unresponsive by the Village of Cadott Village Board or by Village of Cadott staff.
2. All Qualifications submissions become public information and may be reviewed by anyone requesting to do so at the conclusion of the evaluation process.
3. Requirements and conditions of employment and contracting to be observed for compliance with FFP Procurement & Contracting, Conflict of Interest and Lobbying regulations apply to this project, as summarized in the *FFP Project Contract Terms & Conditions (Contract Insertion)* document (Attachment FFP-03-03 for this chapter of the *Handbook*).
4. Refer to Exhibit II attachments for the FFP project requirements.
5. All activities for the project must comply with the FFP program regulations and policies set forth in 2 CFR 200.320 and the State of Wisconsin [FFP Implementation Handbook](#) referenced in **Exhibit II**.

Scope of Services & Deliverables

Architectural services for this project will include preliminary design, final design (construction documents for state plan approval, bidding, and construction), bidding, contracting, and administering the construction phase, while ensuring FFP program requirements integral to the design and construction activities of the project are met. Architect/Engineer will work with the library's Building Advisory Panel and Village to develop the design.

Village of Cadott Community & Project Area Description:

The focus of the construction project is to build a new Library and Multi-Purpose Center including Digital Technology Installation in the Village of Cadott in Chippewa County, Wisconsin. The site location will be on a vacant lot at the corner of Hwy 27 and E Mills Street, Cadott, Wisconsin, see attached site map.

Construction of a new multi-purpose community facility and library with installation of high-speed internet and digital connectivity equipment that enables work, education, and health monitoring, including the following:

- Construction of a new, approximately 9,000 square foot building, including the spaces with the approximate specifications listed below:
 - 1,600 square feet designated for multi-purpose space;
 - 2,300 square feet designated for public library space; and
 - 1,600 square feet designated for group rooms, individual study rooms, a children's area, and computer stations

- 4,500 square feet designated for other public areas, restrooms, administrative offices, utility rooms, and similar operational spaces
- Construction related site work
- Installation of broadband/high-speed internet for public use, which meets or exceeds the FFP standards specified in Attachment F of this Agreement
- Purchase and installation of approximately 6 computer stations
- Completion of engineering and grant administration required to complete the project

Project Background:

Background information materials and project area/service area maps for the proposed New Library and Multi-Purpose Center Construction & Digital Technology Installation Project location are provided in **Exhibit I** attachments.

Architecture/Engineering Services Required:

The selected person(s)/firm(s) will conduct activities for and complete New Library and Multi-Purpose Center Construction & Digital Technology Installation Project, including the following:

Architecture/Engineering Design, Inspection and Construction Contract Administration/Oversight Including:

- Coordinate participation sessions with the public to gain input on the design, either through Village Board meetings or community meetings
- Prepare preliminary designs including exterior design concepts with a report and drawings to identify design elements and associated cost
- Prepare a Schematic Design which includes site plan, floor plans, and elevations
- After approval of final design, prepare final plans and specifications to the level necessary to allow the Village to competitively bid the project. Provide hard copies and electronic files
- Prepare construction documents
- Upon approval from Village of final contract documents, solicit bids in accordance with the FFP grant requirements
- Pre-bid meeting
- Provide bidding clarifications, addenda, and related documentation for bidding
- Include all subcontractors and specialty consultants needed, take into account all aspects of the project
- Review bid submittals and make recommendation to the Village on lowest bidder and contract award
- Apply for, and acquire, state and local approvals
- Provide construction administration including on-site meetings and observation
- Provide electronic as-built documents that incorporate all addendums and all changes made during construction
- Contract administration, ensure contractor complies with contract and project schedules
- Attend construction meetings scheduled onsite and as needed
- Provide Village with regular updates
- All components of project closeout as detailed in the contract
- Create punch list and ensure that final walk through addresses all issues
- Other elements necessary as identified by the architect for a successful, functional, and operational community center

Final plans, specifications, and bid documents will be completed within 90 days of the Notice to Proceed. Procurement of said services shall be in accordance with State and Federal regulations applicable to FFP Projects. Architects/Engineers interested in being considered for this project must submit Statement of Qualifications materials detailing qualifications, technical expertise, management and staff capabilities, and related prior experience. The objective of the competitive process is to objectively select the firm that will provide the highest quality of service. The firm judged most qualified will be asked to prepare a final proposal which will include fees for said services.

Evaluation & Selection

Exhibit III, attached to this RFQ, represents the qualifications sought for the consulting Architect/Engineer. These minimum qualifications have been established to assure the Village of Cadott of professional expertise with adequate experience to assure successful completion of the proposed project within the allocated time constraints.

Exhibit IV, attached hereto, is a rating system that will be utilized for selection of the consulting Architect/Engineer. This rating system will be employed by the community in determining which Statement of Qualifications submission best meets the needs as outlined in this RFQ.

EXHIBIT I

Project Background and Project Area/Service Area Maps

REFER TO ATTACHMENTS FOR:

**PROJECT BACKGROUND DOCUMENTS
PROJECT AREA/SERVICE AREA MAPS
GRANTEE'S FFP APPLICATION
FFP AWARD LETTER**

EXHIBIT II

State and Federal Regulatory Requirements for FFP-Assisted Projects

REFER TO EXHIBIT II ATTACHMENTS FOR:

1. POTENTIAL CONFLICT OF INTEREST DISCLOSURE
2. FFP PROJECT CONTRACT TERMS & CONDITIONS (CONTRACT INSERTION)
3. LOBBYING CERTIFICATION
4. DISCLOSURE OF LOBBYING ACTIVITIES

**THE FFP ATTACHMENTS LISTED ABOVE ARE FROM THE FFP IMPLEMENTATION HANDBOOK AND
HANDBOOK CHAPTER ATTACHMENTS ON THE
BUREAU OF COMMUNITY DEVELOPMENT WEBSITE AT:**

<https://energyandhousing.wi.gov/Pages/AgencyResources/FFP-Implementation-Handbook.aspx>

EXHIBIT III

Minimum Qualifications

I. Consulting Architect/Engineer (A/E) Minimum Qualifications

- A. The project Architect/Engineer and Project Manager is responsible for project coordination and must have a minimum of 5 years of experience with federal/state grant programs.
- B. The engineering firm must have successfully provided architectural/engineering services for a minimum of five similar type projects. The architectural/ engineering firm will not be accepted if there have been any unresolved audit exceptions relative to engineering services.
- C. The engineering firm must submit references as to the firm's professional qualifications from a minimum of three previous clients for which the engineering firm has performed work (include address and telephone number).

II. Format for Professional Qualifications

Technical qualifications for the consulting architect/engineer shall, as a minimum, include the following:

- A. The criteria and design approach to be used in the performance of required work.
- B. The personnel to be assigned to the project and resumes of qualifications and experience.
- C. The architect and/or engineer's experience in the development, design and construction of similar projects.

III. Final Selection

Final selection of the architect and/or engineer will be based upon the maximum total points scored as set forth in the rating system in **Exhibit IV**.

The Village of Cadott reserves the right to negotiate a contract with the architect/engineer deemed the most qualified to perform the professional services required. Statement of Qualifications materials must be submitted in accordance with the instructions and terms specified in this RFQ for full consideration.

EXHIBIT IV

Selection Rating System

- | | |
|---|--------------------------|
| 1. <u>Project Architect's/Engineer's Experience</u> | <u>Maximum 30 Points</u> |
| A. 5 or more years experience with FFP or other federal/state programs | 30 Points |
| B. 4 years experience | 20 Points |
| C. 3 year experience | 10 Points |
| D. Less than 2 years experience | 5 Points |
| E. No experience | 0 Points |
| 2. <u>Firm's Project Completion Background</u> | <u>Maximum 20 Points</u> |
| A. Completion of 5 similar type projects within proposed time frame & budget | 20 Points |
| B. Completion of 4 similar projects | 15 Points |
| C. Completion of 3 similar project | 10 Points |
| D. Work on 1 similar project; not completed | 5 Points |
| E. No work on similar projects | 0 Points |
| 3. <u>References from Similar Projects</u> | <u>Maximum 20 Points</u> |
| A. Respondent lists 3 previous clients with similar projects and all references give excellent response on quality of service | 20 Points |
| B. Respondent lists 2 previous clients | 15 Points |
| C. Respondent lists 1 previous client | 10 Points |
| D. Respondent lists no previous references | 0 Points |
| 4. <u>Firm's Familiarity with Community Needs</u> | <u>Maximum 20 Points</u> |
| A. Firm is thoroughly familiar with community(ies) of similar size and characteristics as Village of Cadott | 20 Points |
| B. Firm is somewhat familiar with community(ies) of similar size and characteristics as Village of Cadott | 10 Points |
| C. Firm is unfamiliar with community(ies) of similar size and characteristics as Village of Cadott | 0 Points |
| 5. <u>Minority-Owned or Women-Owned Business Enterprise or Disabled Veteran-Owned Business*</u> | <u>Maximum 5 Points</u> |
| A. Firm is MBE, WBE or DVB Firm | 5 Points |
| B. Firm is not MBE, WBE or DVB Firm | 0 Point |
| 6. <u>Small Business or Labor Surplus Area firm</u> | <u>Maximum 5 Points</u> |
| A. Firm is a small business or LSA firm | 5 Points |
| B. Firm is not a small business or LSA firm | 0 Points |

MAXIMUM TOTAL POINTS: 100 POINTS

Note to Responders of RFQ:

Proposal submittals are to be organized to address the submittal specifications listed in the RFQ and the evaluation criteria listed above. Brochures and similar generalized background materials may be included but are not required.

**FIRM CLASSIFICATION DEFINITIONS:*

- Minority Business Enterprise (MBE) – Business with at least 51% ownership and control held by minority person(s).
- Woman Business Enterprise (WBE) – Business with at least 51% ownership and control held by a woman or women.
- Disabled Veteran-Owned Business (DVB) – Business with at least 51% ownership and control held by person(s) classified as a service-disabled veteran.
- Small Business – Business with the revenue and employment levels specified by the U.S. Small Business Administration and North American Industry Classification System (NAICS) codes as being a small business in their industry (see [SBA table](#)).
- Labor Surplus Area (LSA) Firm – Business with operations located in an geography designated by the U.S. Department of Labor as a labor surplus area (see [USDOL LSA website](#) to access the list, which is updated annually).

**ARCHITECTURAL/ENGINEERING FIRM
SELECTION CERTIFICATION
BY VILLAGE OF CADOTT**

Project Name: Cadott Community Library

TOTAL POINTS

| CRITERIA | | POINTS AWARDED | | | |
|----------|---|----------------|--|--|--|
| | Firm Name: | | | | |
| 1. | Architect/Engineer’s Experience | | | | |
| 2. | Firm’s Project Completion Background | | | | |
| 3. | References from Similar Projects | | | | |
| 4. | Firm’s Familiarity with Community’s Needs | | | | |
| 5. | MBE/WBE/DVB Firm | | | | |
| 6. | Small Business or LSA Firm | | | | |
| | TOTAL POINTS: | | | | |

Signed Upon Completion of Qualifications Review & Selection:

Certification: I hereby certify that the Village of Cadott, Chippewa County, Wisconsin, reviewed the qualifications of the most qualified firm or firms that responded based on the information available. The selection committee evaluated and ranked all firms and persons that responded based on the criteria set forth above.

_____ Date _____
 Randy Kuehni, Village President
 Village of Cadott

[Click on the Table of Contents at the beginning of this RFQ document to “Update Fields” when finished with customizing the document for the Grantee’s project.]