



REQUEST FOR PROPOSAL

No. 7740

PARKING RAMP DESIGN

Issue Date: April 8, 2005

Due Date: **May 6, 2005, 4:00 p.m. CST**

Return To: Mr. David C. Dryer, City Traffic Engineer
215 Martin Luther King, Jr. Blvd., Room 100
PO Box 2986
Madison, WI 53701

Notice and Instructions to Proposers

All proposals must be received in the above office and time-stamped by City of Madison Purchasing Services prior to the stated due date or they will be considered late and will be rejected.

The following information must be completed and submitted with your proposal.

1. Proposal (see Proposal Submission Requirements)
2. Proposer Response (Section D)
3. Proposer References (Section E)
4. Any certifications, samples, information, etc. as required

Failure to provide these documents with your proposal submittal will disqualify your proposal.

Twelve (12) copies of your proposal must be delivered in a sealed envelope or package, clearly marked on the outside with the RFP number, RFP title, proposer's name and address. Proposals may be modified or withdrawn prior to the time specified for the opening of the proposals. Proposals shall be filled out legibly in ink or typewritten with all erasures, strikeovers and corrections initialed in ink by the person signing the proposal.

For questions regarding this RFP, contact David C. Johnson at (608) 266-4523.

For questions regarding technical specifications, contact David C. Dryer at ddryer@cityofmadison.com .

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SECTION A: Standard Terms and Conditions

(STC-Form: 09/22/2003)

This document is intended to indicate the minimum requirements for the submission of bids.

1. General. "City of Madison," "City," and "Purchasing" are synonymous and mean the City of Madison. The words "bid," "proposal," and "contract" are synonymous and it is understood that once the City accepts the same, the document will constitute the contract contemplated by these instructions.
This invitation for bids does not commit the City to award a contract, pay any costs incurred in preparation of bids, or to procure or contract for services or equipment. The City may require the bidder to participate in negotiation and to submit such additional price or technical or other revisions to his or her bids as may result from negotiation. The bidder shall be responsible for all costs incurred as part of his or her participation in the pre-award process.
The City reserves the right to accept or reject any or all bids submitted, in whole or in part, and to waive any informalities or technicalities which at the City's discretion is determined to be in the best interests of the City. Further, the City makes no representations that a contract will be awarded to any offeror responding to this request. The City expressly reserves the right to reject any and all bids responding to this invitation without indicating any reasons for such rejections(s).
The City reserves the right to postpone due dates and openings for its own convenience and to withdraw this solicitation at any time without prior notice.
2. Addenda. Changes affecting the specifications will be made by addenda. Changes may include, or result in, a postponement in the bid due date. Bidders are required to complete the Bidder Response Sheet, acknowledging receipt of all parts of the bid, including all addenda.
3. Price Proposal. All bidders are required to identify the proposed manufacturer and model, and to indicate the proposed delivery time on the attached Proposal Form. Failure to do so may cause the bid to be considered non responsive. If desired, the bidder may include product literature and specifications. The price quoted will remain firm throughout each contract period. Any price increase proposed shall be submitted sixty (60) calendar days prior subsequent contract periods and shall be limited to fully documented cost increases to the bidder which are demonstrated to be industry-wide.
4. Price Inclusion. The price quoted in any bid shall include all items of labor, materials, tools, equipment, and other costs necessary to fully complete the furnishing and delivery of equipment or services pursuant to the specifications attached thereof. Any items omitted from the specifications which are clearly necessary for the completion of the project shall be considered a portion of the specifications although not directly specified or called for in these specifications.
5. Pricing and Discount.
 - a. Unit prices shown on the bid/proposal or contract shall be the price per unit of sale (e.g., gal., cs., doz., ea., etc.) as stated on the bid/proposal or contract. For any given item, the quantity multiplied by the unit price shall establish the extended price. If an apparent mistake exists in the extended price, the unit price shall govern in the bid/proposal evaluation and contract administration.
 - b. In determination of award, discounts for early payment will only be considered when all other conditions are equal. Early payment is defined as payment within fifteen (15) days providing the discount terms are deemed favorable. All payment terms must allow the option of Net 30.
6. F.O.B. Destination Freight Prepaid. Bid prices must include all handling, transportation and insurance charges. Failure to bid FOB Destination Freight Prepaid will disqualify your bid.
7. Tax Exemption. The City of Madison is exempt from the payment of Federal Excise Tax and State Sales Tax. **The City Tax Exempt number is ES 42916.** Any other sales tax, use tax, imposts, revenues, excise, or other taxes which are now, or which may hereafter be imposed by Congress, the State of Wisconsin, or any other political subdivision thereof and applicable to the sale of material delivered as a result of the bidder's bid and which, by terms of the tax law, may be passed directly to the City, will be paid by the City.
8. Specifications.
 - a. All bidders must be in compliance with all specifications and any drawings provided with this solicitation. Exceptions taken to these specifications must be noted on your bid.
 - b. When specific manufacturer and model numbers are used, they are to establish a design, type, construction, quality, functional capability and/or performance level desired. When alternates are bid/proposed, they must be identified by manufacturer, stock number, and the bidder/proposer is responsible for providing sufficient information to establish equivalency. The City shall be the sole judge of equivalency. Bidders are cautioned to avoid bidding alternates which do not meet specifications, which may result in rejection of their bid/proposal.
9. Regulatory Compliance.
 - a. Seller represents and warrants that the goods or services furnished hereunder, including all labels, packages, and container for said goods, comply with all applicable standards, rules and regulations in effect under the requirements of all Federal, State and local laws, rules and regulations as applicable, including the Occupational Safety and Health Act (OSHA), as amended, with respect to design, manufacture or use for their intended purpose of said goods or services. Seller shall furnish Material Safety Data Sheets (MSDS) whenever applicable.
 - b. If it is determined by the City that such standards are not met, the seller agrees to bear all costs required to meet the minimum standards as stated above for the equipment/products furnished under this contract.
10. Warranty. Unless otherwise specifically stated by the bidder, products shall be warranted against defects by the bidder for ninety (90) days from the date of receipt. If bidder or manufacturer offers warranty that exceeds 90 days, such warranty shall prevail.

11. Ownership of Printing Materials. All artwork, camera-ready copy, negative, dies, photos and similar materials used to produce a printing job shall become the property of the City. Any furnished materials shall remain the property of the City. Failure to meet this requirement will disqualify your bid.
12. Award.
 - a. The City will have sole discretion as to the methodology used in making the award. Where none is specified, the award will be made to the lowest responsible bidder in compliance with the specifications and requirements of this solicitation.
 - b. The right is reserved to make a separate award of each item, group of items or all items, and to make an award in whole or in part, whichever is deemed in the best interest of the City.
13. Responsiveness and Responsibility. Award will be made to the responsible and responsive bidder whose bid is most advantageous to the City with price and other factors considered. For the purposes of this project, responsiveness is defined as the bidder's conformance to the requirements of the solicitation. Being not responsive includes the failure to furnish information requested.

Responsibility is defined as the bidder's potential ability to perform successfully under the terms of the proposed contract. Briefly, a responsible bidder has adequate financial resources or the ability to obtain said resources; can comply with required delivery taking into account other business commitments; has a satisfactory performance record; has a satisfactory record of integrity and business ethics; and has the necessary organization, experience and technical skills.

The City reserves the right to refuse to accept any bid from any person, firm or corporation that is in arrears or is in default to the City, or has failed to perform faithfully any previous contract with the City. If requested, the bidder must present within five (5) working days evidence satisfactory to the City of performance ability and possession of necessary facilities, financial resources, adequate insurance, and any other resources required to determine the bidder's ability to comply with the terms of this solicitation document.
14. Cancellation.
 - a. The City reserves the right to cancel any contract in whole or in part without penalty due to non-appropriation of funds.
 - b. In the event the Bidder shall default in any of the covenants, agreements, commitments, or conditions and any such default shall continue unremedied for a period of ten (10) days after written notice to the Bidder, the City may, at its option and in addition to all other rights and remedies which it may have, terminate the Agreement and all rights of the Bidder under the Agreement.
 - c. Failure to maintain the required certificates of insurance, permits, licenses and bonds will be cause for contract termination. If the Bidder fails to maintain and keep in force the insurance, if required, the City shall have the right to cancel and terminate the contract without notice.
15. Item Return Policy. Bidder will be required to accept return of products ordered in error for up to twenty-one (21) calendar days from date of receipt, with the City paying only the return shipping costs. Indicate in detail on the Bidder Response Sheet, your return policy.
16. Payment Terms and Invoicing. The City will pay properly submitted vendor invoices within thirty (30) days of receipt, providing good and/or services have been delivered, installed (if required), and accepted as specified.
 - a. Payment shall be considered timely if the payment is mailed, delivered, or transferred within thirty (30) days after receipt of a properly completed invoice, unless the vendor is notified in writing by the agency of a dispute before payment is due.
 - b. Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order, including reference to purchase order and submittal to the correct address for processing. Invoice payment processing address is shown on the upper middle section of the purchase order. Send invoices to Accounts Payable address on the purchase order. Do not send invoices to Purchasing or ship to address.
 - c. Bidders, proposers shall include discounts for early payment as a percent reduction of invoice. Invoice discounts shall be determined where applicable, from the date of acceptance of goods and/or the receipt of invoice, whichever is later. Discounts for early payment terms stated on the bid/proposal must be shown plainly on the invoice; discounts for early payment not shown on the invoice will be taken.
 - d. Invoices submitted not in accordance with these instructions will be removed from the payment process and returned within ten (10) days.
17. Affirmative Action. The Bidder will be required to comply with the City of Madison Affirmative Action Ordinance, Section 3.58(9) within thirty (30) days of award of contract. The Bidder shall allow maximum feasible opportunity to small business enterprises to compete for any subcontracts entered into pursuant to this contract.

Eligible Small Business Enterprises are independent businesses owned and controlled by minority, women and other individuals which satisfy the following criteria:

 - a. Fewer than eleven (11) permanent full-time employees;
 - b. Gross revenues of less than \$500,000 annually when averaged over the past three (3) years;
 - c. Bonding capacity not exceeding \$50,000; and
 - d. Owner's personal net worth not exceeding \$100,000 excluding the value of the individual's primary residence.

Additional information regarding the above affirmation action requirements is available by contacting the City of Madison's Contract Compliance Office at (608) 267-8759.
18. Non-Discrimination. The Seller agrees not to discriminate against any employee or applicant because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political beliefs, student status and other such classifications that may be added by council action. Contractor further agrees not to discriminate against any subcontractor or person who offers to subcontract on this contract because of race, religion, color, age, disability, sex, or national origin.
19. Entire Agreement. These standard terms and conditions shall apply to any contract or order as a result of this Request for Bid/Proposal except where special requirements are stated elsewhere in the Request, in such cases, the special requirements shall apply. Further, the written contract and/or

order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any documents, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the City.

20. Living Wage. (Applicable to Service Contracts Exceeding \$5,000.) The bidder agrees to pay all employees employed in the performance of this contract, whether on full-time or part-time basis, a base wage of not less than the City minimum hourly wage as required by Section 4.20, Madison General Ordinances. Additional information is available on our website:
www.ci.madison.wi.us/comp/livewage/lw-index.htm
21. Prevailing Wage Rate. When skilled labor is required for any service project, the Contractor warrants that the current minimum rate of wage scale established by the Common Council, under provisions of Section 23.01 of the City Ordinances, be paid to all trades and occupations. Wage scale is on file with the Clerk of the City of Madison. Additional information is available on our website:
www.ci.madison.wi.us/purch.html
22. Insurance.
The Contractor will insure, and will require each subcontractor to insure, as indicated, against the following risks to the extent stated:
- Commercial General Liability - Covering as insured the Contractor and naming the City as an additional insured, with no less than the following limits of liability: Bodily injury, death and property damage of \$1,000,000 in the aggregate. This policy shall also be endorsed for contractual liability in the same amount. The subcontractor shall maintain a similar policy covering as insured each subcontractor.
 - Automobile Liability - Covering as insured the Contractor and naming the City as an additional insured, with no less than the following limits of liability: \$1,000,000 combined single limits for bodily injury, and property damage. Subcontractors shall maintain a similar policy covering as insured each subcontractor.
 - Worker's Compensation - Securing compensation for the benefit of the employees of the Contractor and the employees of each subcontractor, as required by Wisconsin Worker's Compensation Law.
 - Professional Liability - The Contractor shall maintain professional liability insurance with coverage of not less than \$1,000,000. If such policy is a "claims made" policy, all renewals thereof during the life of the contract shall include "prior acts coverage" covering at all times all claims made with respect to Contractor's work performed under the contract. This Professional Liability coverage must be kept in force for a period of six (6) years after the services have been accepted by the City.
As evidence of the above listed coverages, a Certificate of Insurance shall be forwarded to the City Risk Management Office, 406 City-County Bldg., Madison, WI 53703 prior to the beginning of work under this contract.
23. Work Site Damages. Work Site Damages. Any damage, including damage to finished surfaces, resulting from the performance of this contract shall be repaired to the Owner's satisfaction at the Contractor's expense.
24. Indemnification.
The Contractor shall be liable to and hereby agrees to indemnify, defend and hold harmless the City of Madison, and its officers, officials, agents, and employees against all loss or expense (including liability costs and attorney's fees) by reason of any claim or suit, or of liability imposed by law upon the City or its agents or employees for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damages to property, including loss of use thereof, arising from, in connection with, caused by or resulting from the acts or omissions of Contractor and any of Contractor's subcontractors in the performance of this agreement, whether caused by or contributed to by negligent acts of the City or its agents or its employees.
25. Compliance.
- Regulations. The Contractor shall give all notices and comply with all laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the work.
 - Licensing and Permits. The Contractor selected under this bid shall be required to demonstrate valid possession of appropriate required licenses and will keep them in effect for the term of this contract. The Contractor shall also be required, when appropriate, to obtain the necessary building permits prior to performing work on City facilities.
26. Project Completion Date. All bidders are required to show a project completion date on the attached proposal page.
27. Warranty of Materials and Workmanship.
- The Contractor warrants that, unless otherwise specified, all materials and equipment incorporated in the work under the Contract shall be new, first class, and in accordance with the Contract Documents. The Contractor further warrants that all workmanship shall be first class and in accordance with the Contract Documents and shall be performed by persons qualified in their respective trades.
 - Work not conforming to these warranties shall be considered defective.
 - This warranty of materials and workmanship is separate and independent from and in addition to any other guarantees in this Contract.
28. Replacement of Defective Work or Materials. Any work or material found to be in any way defective or unsatisfactory shall be corrected or replaced by the Contractor at its own expense at the order of the City notwithstanding that it may have been previously overlooked or passed by an inspector. Inspection shall not relieve the Contractor of its obligations to furnish materials and workmanship in accordance with this contract and its specifications.
29. Reservation of the Right to Inspect Work. At any time during normal business hours and as often as the City may deem necessary, the Contractor shall permit the authorized representatives of the City to review and inspect all materials and workmanship at any time during the duration of this contract, provided, however, the City is under no duty to make such inspections, and any inspection so made shall not relieve the Contractor from any obligation to furnish materials and workmanship strictly in accordance with the instructions, contract requirements and specifications.

SECTION B: Special Conditions

**Request for Proposals (RFP)
Parking Ramp Design**

The City of Madison is seeking proposals from design professionals with proven experience in parking ramp design, for architectural and engineering design services for a new underground parking ramp. The new Mid-State Street Parking Ramp will provide additional short-term parking to State Street and other area merchants

Proposals will be reviewed based on the designers experience, expertise, design concept, and operating plan. All inquiries and responses to this RFP should be directed in writing to:

Mr. David C. Dryer, City Traffic Engineer
City of Madison Parking Utility
215 Martin Luther King, Jr. Blvd., Room 100
P.O. Box 2986
Madison, WI 53701

The deadline for proposals is 4:00 p.m. on May 6, 2005.

This Request for Proposals is for informational purposes. It is not to be construed as an offer by the City of Madison. The contents of this Request for Proposals are neither warranted nor guaranteed by the City of Madison. Design firms that are interested in pursuing this design opportunity are urged to make all evaluations they deem necessary to reach independent conclusions concerning statements made in the Request for Proposals.

Sincerely,

David C. Dryer, City Traffic Engineer
City of Madison Parking Utility

Disclosure and Disclaimer

This Request for Proposals (“RFP”) is being furnished to the recipient by the City of Madison for the recipient’s convenience. Any action taken by the City in response to submissions, made pursuant to this RFP, or in making any awards or failure or refusal to make any award pursuant to such submissions, or in any cancellation of awards, or in any withdrawal or cancellation of this RFP, either before or after issuance of an award, shall be without any liability or obligation on the part of the City and its officials and employees.

The City, in its sole discretion, may withdraw this RFP before or after receiving submissions, may accept or reject any or all submissions, and may waive any irregularities of the City deems it appropriate and in its best interest. The City shall determine the responsiveness and acceptability of any proposal submitted.

Prospective designers should rely exclusively on their own investigations, interpretations and analyses in preparing and submitting proposals, and should not rely on communications with City staff or officials. No warranty or representation is made by the City that any submission, which conforms to the requirements of this RFP, will be selected for consideration, negotiation or approval.

The City and the selected designer will be bound only if and when a submission, as same may be modified, and any applicable definitive agreements and budgetary authorizations pertaining thereto, are approved by the Common Council of the City of Madison and then only pursuant to the terms of the definitive agreements executed among the parties.

All submissions and supporting data shall be subject to disclosure as required by State law. All submissions shall be submitted in sealed form and shall remain confidential to the extent permitted by State statutes and ordinances of the City of Madison, until the date and time selected for opening the responses.

1 - Project Description and Site

The Mid-State Street Parking Ramp will be built underground and will be designed and constructed to accommodate the future building of an above ground mixed-use development project. The City Parking Utility will be the lead agency in the development and design of the underground parking ramp. The City will provide information to the designer regarding potential above ground development projects that will assist the designer in creating an add-on design for future above ground building development. The Parking Ramp must provide a minimum 229 underground parking spaces for public use and 63 underground parking spaces for residential use, and should provide provisions to separate private and public parking stalls with shared public/private ramp access.

The City has identified a site in the 200 block of West Gorham for the new parking ramp. The City-owned Buckeye Lot makes up a portion of the property that will be used for this new parking ramp. The Buckeye Lot contains 17,424 square feet of metered surface parking stalls, accommodating approximately 56 vehicles. The City also owns property in an adjacent Lisa Link Peace Park that will be used within the project boundaries. Within the existing parking lot and park boundaries are the following private parcels that will also be included in the proposed boundary for the new project:

219 West Gilman Street	Parcel #251-0709-144-2103-0
223 West Gilman Street	Parcel #251-0709-144-2104-8
225 West Gilman Street	Parcel #251-0709-144-2105-6

The City Parking Utility previously retained the firm of Arnold and O'Sheridan to prepare a number of schematic drawings to establish a range of alternatives for the consideration of potential parking ramp layouts and boundaries. The property boundary chosen for the project was Option #3 included in this proposal as Attachment A.

The City has also solicited proposals from developers for a mixed-use development on this site. A proposal has been accepted by the City – referred to as State House West (SHW), a copy of the proposal is available at www.midstatstreetplan.com. The SHW proposal includes a concept plan for 229 underground parking spaces for public use and 63 underground parking spaces for residential use. Parking spaces for public use are to be managed for high turnover public parking. Additional information is included at the Mid-State Street website, <http://www.buckeyelot.org>.

It is the City's goal to provide a parking ramp that can accommodate commercial and residential development upon the top of the ramp. The ramp designer, representing the City, will work with the SHW developer, subject to formal acceptance of SHW's proposal by the City Common Council, in a cooperative fashion to create a design to meet both the developer's and the City Parking Utility needs.

2 - Proposal Submission Requirements

In order to be considered responsive to this RFP, designers shall submit twelve (12) copies of the proposal submissions in a sealed box, including a complete Word document containing the response on CD. Any graphic images included in the response should be included on the CD for reproduction purposes. Proposal submissions should be organized in an 8 ½" by 11" format with tabbed sections corresponding to the following submission requirements. Any images, site plans, elevations, sections, etc. should be in a scalable format and put on sheets no larger than 11" x 17".

The proposals must be submitted in sealed boxes by 4:00pm on May 6, 2005, to David C. Dryer, City Traffic Engineer. Late proposals will not be accepted and will be returned unopened. Additional information may be requested in writing following review of the initial submission. Each proposal package shall include, at a minimum, the following:

Transmittal/Acknowledgement Letter (see form Section D Proposer's Response)

All proposals must be submitted with an acknowledgement letter that states the firm name, address, telephone number, and contact person.

Mid-State Street Parking Ramp Conceptual Design

A statement of the physical project concept is required, to include general design characteristics, and initial details of the proposed ramp design. The Mid-State Street Parking Ramp conceptual design shall include the total number of parking stalls, including access points and lanes, vehicle circulation, layout of private and public parking. At a minimum this must include drawings, renderings, and other methodology deemed necessary by the designer to describe the parking ramp design.

Design Team

List all members of the design team. Include detailed resumes of all members of the team that includes relevant experience on similar projects. Please list all principals, firm background and experience, and provide examples of all comparable projects that are completed. Clearly identify any sub-consultants that would be included in the design and their qualifications. Of particular interest is coordination of work with other design teams/owners on the same site.

Project Management Plan

A project management plan that includes the organization of the design team and responsibilities for project management. Description of management, coordination and scheduling of required City agency reviews and approvals. Designate a project manager for the construction phase of the parking ramp project.

Estimated Construction Costs

An estimate of the total costs associated with the construction of the Mid-State Street parking ramp. Allocation of construction and operating costs are a very important part of this proposal. The City has estimated a total project cost of \$11,105,000. Six million of these funds will come from the Parking Utility. The remaining costs will be provided by sale of air rights and other funding sources. The design team will be responsible for providing a cost allocation method of dividing costs between public and private users, and will provide an estimate of all capital and non-capital costs for constructing and maintaining the parking ramp.

Project Schedule

A schedule delineating the pre-design, design, design review, permit approvals, construction, and operation of the parking ramp should be included. The schedule should include the operational schedule of the ramp and how, if any, the ramp operations will be affected by the potential construction of an above mixed-use facility. The schedule shall be in Microsoft Project format.

Special Conditions

Any and all special conditions that the designer may offer or request from the City are required to be listed. The designer will need to elaborate on costs, terms, payment amounts, conditions, timing and such other pertinent factors, if selected for further negotiations.

Design and Project Management

The design firm selected for the project will be given the opportunity to move the project from design through the project construction as the Project Manager. This would take place through four phases detailed below including Project Design, Construction Documents, Bidding/Negotiations and Contract Signing, and Construction Administration. A narrative should be included in the proposal that will show a thorough understanding of the design and project management process through the four (4) phases of the project.

3 - Responsibility of the City

The City will furnish information required of it as expeditiously as necessary for the orderly progress of the work. The City may, at its option, print and distribute any required plans or documents. In the event the City elects to have the designer do so, the City shall reimburse the designer for the actual cost thereof.

The City will furnish such accounting services as may be necessary for the project, and such auditing services as it may require to ascertain how or for what purposes the Contractor has used monies paid under the Construction Contract.

At all times, the City reserves the right to release all information concerning the Project, as well as to time its release, form and content and by whom presented. This reservation shall survive the expiration of the construction contract.

4 - Selection Process

The City will review and analyze all responses, contact references and complete interviews as necessary. Representatives of the Parking Utility, Traffic Engineering, Planning and Development and City Engineering will review initial proposals and will consult with other City Departments and the Mayor's Office, and members of the City's Transit and Parking Commission. The Board of Public Works will act as the reviewing body to the Common Council.

The evaluation and ranking of the RFP's will begin with a review of the proposal submissions to validate conformance with **2 - Proposal Submission Requirements** and to review the accuracy of any information contained within the RFP. Failure to meet the submission requirements may constitute a basis to eliminate that proposal submission from further consideration. However, the City of Madison may, at its discretion, waive any non-conformity or take any other action or fail to take any action, as contemplated by the Disclosure and Disclaimer. The evaluation team will review and consider the proposer's submission using the following criteria, as outlined above in Section 2 - Proposal Submission Requirements:

Criteria

- Conceptual Design
- Design Team
- Project Management Plan
- Construction Costs
- Project Schedule
- Special Conditions
- Design and Project Management

The top ranking designers may have an opportunity to clarify their proposals during an oral presentation. The evaluation team may make appropriate adjustments to their initial scores. After evaluations are complete, City staff will recommend a single designer for the project, and enter into final negotiations. The Common Council will be advised on the final terms and conditions of the design agreement, which the Council will consider for approval by Resolution. All design agreements between the designer and the City will be subject to a vote as final approval by the Common Council before they become binding to the City. Design teams excluded from further consideration at any time in the evaluation and selection process will be notified in writing.

Section C – Specifications

Phases of Design and Project Management

The following phases of project design and construction is provided to prospective designers at this stage for information that may be included in the scope of the new project. It should only be used at this stage for designers to review the scope of the potential ramp project. It is not all-inclusive, but will be the starting point in negotiations for a design and project management contract for the new parking ramp.

Phase 1: Design Development

It is expected that the designer will set a high standard of design excellence and shall apply their expertise in designing a very functional and highly aesthetic appearance for the parking ramp. This design shall not only meet City Parking Utility needs, but also complements and supports the State House West proposal for the air rights development. If approved by the City as lead designer, prepare the design development documents consisting of drawings and other documents to fix and describe the size and character of the entire facility as to structural, mechanical and electrical system, materials, and such other essentials as may be appropriate. In addition, the designer shall, as a part of this phase, include the following specific details and considerations:

1. Complete design of the parking ramp including all access points. Primary access is to be off of Gorham Street.
2. Site plan including location and orientation of parking ramp with other area buildings.
3. Prepare structural and foundation plans.
4. Prepare beam, column, and slab schedules and plan details.
5. Prepare typical sealant and joint plans.
6. Detailed entry/exit design plans including revenue equipment and boom and gate details.
7. Prepare floor plans of all levels of the ramp.
8. Prepare stair tower and elevator plans and details.
9. Plan, design and specify ramp interior and exterior materials, finishes, and colors.
10. Provide schedule of all interior finishes.
11. Provide lighting plans, including lighting fixture schedules and switching plans.
12. Prepare signing location plans and schedules in conjunction with the City's designative representative. Prepare sign mounting detail plans.
13. Provide typical interior design drawings of interior elevations.
14. Provide design for telecommunications/data raceway and wiring systems, including security, telephone, data and CCTV. Building design to include communications closet per City of Madison specifications and detail drawings.
15. Prepare a security plan that includes CCTV.
16. Prepare site grading plans indicating existing elevations and final elevations.
17. Prepare plans for utilities including storm and sanitary sewer systems, water mains and service lines, gas and electrical services, CCTV and site lighting.
18. Select plumbing, HVAC, mechanical, and electrical components. Provide energy usage statement of designed facility compared to similar facility of "typical" design. The air-handling units will be designed so that noise production is compatible with the residential neighborhood.

19. Design the concrete mixtures for the parking ramp and common elements with high performance durable concrete for the long-term durability of the structure.
20. Design to accommodate the accessibility needs for persons with disabilities, paying particular attention to the Americans with Disabilities Act (ADA).
21. Design dimensions of all stalls and delineation of stall type (Public, Disabled, Employee, etc.).
22. Design a separate, enclosed area within the ramp for maintenance equipment.
23. Design an enclosed office/work area within the ramp for parking employee use.
24. Design an interior area within the ramp to accommodate bicycle parking.
25. Interior design should provide maximum open space, ceilings clearance, and lighting to improve the aesthetic appearance of the ramp and to create a safe environment for ramp patrons.
26. Standards for the illumination, graphics, and signage for the parking ramp. Design will include a detailed signing package to facilitate efficient circulation and also direction to patron for entry and exit of the ramp, and payment methods.
27. At the completion of this task, submit all proposals to the City's designative representative. In the event that any submittal is not approved by the City, due to non-conformance with previously approved submittals, the designer agrees to revise the proposals appropriately until approved by the City. At the completion of the task, the designer shall submit to the City a further refined statement of probable costs. The designer will then submit ten (10) copies of the drawings and other documents for presentation to the City.
28. The designer shall not proceed beyond Phase 1 tasks without written authorization from the City's designated representative.

Phase 2: Construction Documents

1. Prepare from the approved design development documents, for approval by the City, drawings and other specifications setting forth in detail the requirements for the construction of the entire project, and assist in the preparation of bidding forms, the conditions of the contract and the form of Agreement between the City and the contractor.
2. Advise the City of any adjustments to previous statement of probable construction costs indicated by changes in requirements or general market conditions.
3. At the completion of the task, submit completed plans and specifications suitable for making multiple copies and a copy of digital files compatible with the City's system to the City's designative representative. In the event that the plans and specifications are not approved by the City, the designer agrees to revise plans appropriately until approved by the City.
4. The designer shall not proceed beyond Task 2 without written authorization from the City's designated representative.

Phase 3: Bidding or Negotiations and Contract Signing

1. The designer, following the City's approval of the construction documents and of the latest Statement of Probable Construction Cost and the City's declaration of its intent to put the project out for bidding, shall assist the City in obtaining bids, assist the City in evaluation and selection of Contractor and acceptance of subcontractors and material suppliers, and in preparing and awarding construction contracts.
2. As the City has a total construction cost limitation of \$11,105,000, the designer agrees to adhere to this limitation. Should the total bid for all work exceed the estimated probable costs of construction by more than ten (10) percent, the City shall have the discretion to require the Designer to revise the design at no

additional cost to the City, whether or not the City ultimately decides to complete the Project according to the redrafted plans or the original plans.

3. The designer shall not proceed beyond Task 3 without written authorization from the City's designated representative.

Phase 4: Construction (Administration of the Construction Contract)

1. The Construction Phase will commence with the award of the construction contract and will terminate only when the construction is accepted by the Common Council.
2. The Project Manager (Design Team Member), as the representative of the City during the Construction Phase, shall advise and consult with the City and all of the City's instructions to the contractor shall be issued through the Project Manager. The Project Manager shall have the authority to act on behalf of the City to the extent provided in the City of Madison Standard Specifications for Public Works Contracts and General Conditions unless otherwise modified in writing.
3. The Project Manager shall at all times have access to the work.
4. The Project Manager, and when appropriate to the progress of the project, any sub-consultants used, shall attend field meetings. The Project Manager shall conduct the meetings and shall prepare minutes of the meetings. Such meetings shall be held at regular intervals and as may be required. The Project Manager shall be available on-site, and will maintain a progress log of all daily activities, and determine if the work is progressing in accordance with the Contract Documents.
5. Based on such observations at the site and on the Contractor's applications for payment, the Project Manager shall assist the City to determine the amount owed to the Contractor by verifying and approving quantities of work put in place on the Contractor's application for payment.
6. The Project Manager shall report to the Board of Public Works on all claims of the City or Contractor relating to the execution and progress of the work and on all matters or questions related thereto.
7. The Project Manager shall have the authority to reject work that does not conform to the Contract Documents. Whenever, in the designer's reasonable opinion, it is necessary or advisable to insure the proper implementation of the Contract Documents, with the approval of the City's Designated Representative, the Project Manager will have authority to require special inspection or testing of any work in accordance with the provisions of the Contract Documents whether or not such work be then fabricated, installed or completed. The cost of such special inspection or testing shall not be borne by the Project Manager.
8. The Project Manager shall review and approve shop drawings, samples and other submissions of the contractor only for conformance with the design concept of the project and for compliance with the information given in the Contract Documents and make recommendations regarding such to the City's Designated Representative.
9. The Project Manager shall prepare change orders for the written approval of the City.
10. The Project Manager shall conduct inspections to determine the dates of substantial completion final completion, substantiated by punch lists, shall receive and review written guarantees and related documents assembled by the contractor, and shall transmit said data to the City's Designated Representative who will prepare the final Certificate of Payment
11. The Project Manager shall review and approve for reasonable accuracy and completeness, the Contractor's submission of "record" drawings and operations of maintenance manuals and transmit the same to the City prior to certification of the Contractor's application or final payment.
12. All tasks outlined in Phase 1 through Phase 4 above shall include the following:

Make presentations as needed to appropriate groups and prepare appropriate presentation materials. Meet and confer with regulatory agencies as required to obtain necessary approvals and permits. Meet and confer with City staff and others as needed or requested by the City, to complete all aspects of the project.

13. Upon project completion and City acceptance, the Project Manager shall provide a binder of recommended operational and maintenance practices—essentially an owner’s manual and place in tabbed format all operator’s manuals and any guarantees or warranties.

SECTION D: Proposer Response (Transmittal/Acknowledgement Letter)

Note: This form must be returned with your RFP response.

1. Acknowledgment of forms:

The undersigned hereby acknowledges the receipt of the following:
(Mark all applicable forms)

- a. Request for RFP _____
- b. Section A: Standard Terms and Conditions _____
- c. Section B: Special Conditions _____
- d. Section C: Specifications (if provided) _____
- e. Section D: Price Proposal _____
- f. Section E: Proposer Response _____
- g. Section F: Proposer References _____
- h. Addenda Addendum No.: _____ Dated: _____
 Addendum No.: _____ Dated: _____
 Addendum No.: _____ Dated: _____

2. We comply with all terms, conditions and specifications required by the City of Madison in this Request for Proposal and all terms of our bid response.

Proposers shall provide the complete information requested below. Include the legal name of the proposer and signature of the person(s) legally authorized to bind the proposer to a contract.

_____	_____
Company Name (print or type)	Proposer's Name and title (print or type)
_____	_____
Address	Signature
_____	_____
	Date
_____	_____
Phone	Phone
_____	_____
Fax	Fax
_____	_____
Website	E-mail Address

3. Person the City can contact regarding questions about your RFP (if different from above).

_____	_____
Name	
_____	_____
Phone	Fax
_____	_____
E-mail Address	

SECTION E: Proposer References

FOR VENDOR: _____

Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) used for four (4) or more installations with requirements similar to those included in this solicitation document. If vendor is proposing any arrangement involving a third party, the named references should also be involved in a similar arrangement.

Company Name _____

Address (include ZIP) _____

Contact Person _____ Phone No. _____

Product(s) and/or Service(s) Used _____

Company Name _____

Address (include ZIP) _____

Contact Person _____ Phone No. _____

Product(s) and/or Service(s) Used _____

Company Name _____

Address (include ZIP) _____

Contact Person _____ Phone No. _____

Product(s) and/or Service(s) Used _____

Company Name _____

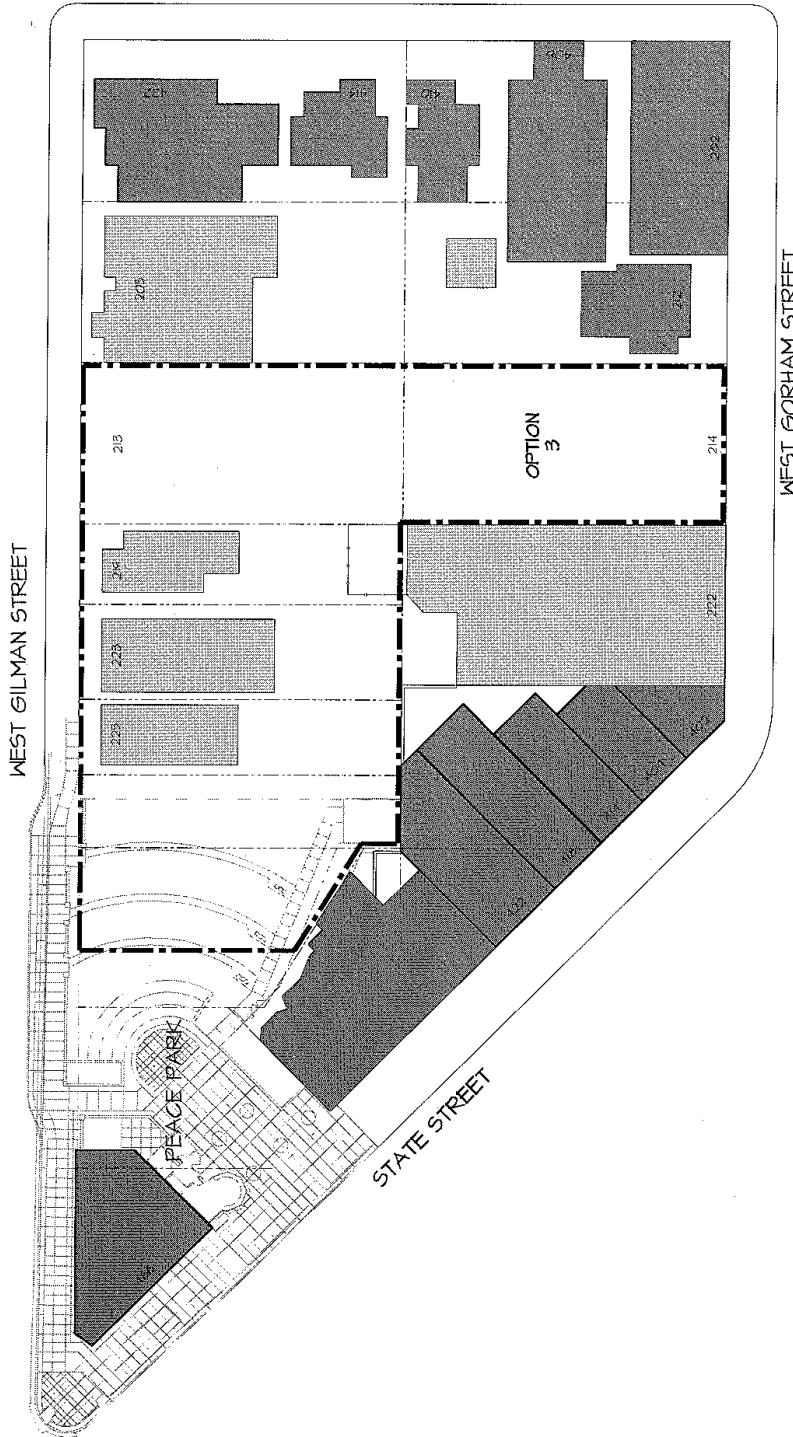
Address (include ZIP) _____




Contact Person _____ Phone No. _____

Product(s) and/or Service(s) Used _____

APPENDICES

Attachment A Option 3 Property Boundary for New Ramp



 <p>ARNOLD AND OSHERIDAN INC. CONSULTING ENGINEERS 500 ELECTRA DRIVE, TELECOMMUNICATIONS BUILDING, MADISON, WI 53703-1134 PHONE: 608/261-1134 FAX: 608/261-1135 WWW.ANDOSHERIDANENGINEERS.COM</p>	<p>Sheet Title: BLOCK PLAN - OPTION 3</p>	<p>Project Title: MID STATE STREET PARKING MADISON, WI CITY OF MADISON PARKING UTILITY</p>	<p>Drawing Number: 3</p>
	<p>Scale: 1/8" = 1'-0"</p> 	<p>North Arrow:  NORTH</p>	<p>Product Number: 040055</p> <p>Revised By: 3-20-04</p> <p>Drawn With:</p>

A