

Owner's Representative – Request for Proposals

Domestic Abuse Intervention Services Inc. New Facility

Introduction

Domestic Abuse Intervention Services Inc. (DAIS) is seeking proposals from professional firms or individuals to act as an owner's representative to assist in overseeing the planning, design, and construction of their new facility at 2102 Fordem Avenue. DAIS has already contracted with Urban Assets (project director) and the design/build team of Ideal Builders and Potter Lawson to be members of the project team.

For over 34 years, DAIS has been the leader in providing crisis-based intervention services to victims of domestic violence and their children in Dane County. DAIS provides a full spectrum of services from community outreach, prevention, and education to crisis intervention and, most notably operates the only domestic violence emergency shelter in Dane County.

DAIS' goal is to engage a representative that will provide strong technical oversight and review of the design process and construction phase of the project. The representative should have the capability to create and evaluate value engineering opportunities, expedite the project, avoid owner delay situations, evaluate change order request documentation, and be DAIS' technical expert throughout the project.

Project Description

DAIS plans to build a 35,175 square foot facility on a 1.4 acre site at 2102 Fordem Avenue on the north side of Madison, Wisconsin. The new facility will include the reuse of 19,030 square feet of the existing Sears' facility and a new 16,145 square foot two-story addition. The facility will be a mix of residential, program, and office uses. It will include seven eight-bed suites, each divided into four bedrooms with two bathrooms, for a total of 56 beds.

Residents will have access to shared kitchen, pantry, dining room, lounge, library, and laundry facilities as well as a playground. A possible future expansion of the residential portion of the facility would add an additional four suites (32 beds) for a final total of 88 beds. DAIS will be relocating all of its services and programs to the new facility as well as administrative, fund development, and management staff.

The total construction cost is estimated to be \$4.9 million. DAIS anticipates completing the design development phase of the project in the summer of 2012 with a goal of breaking ground in December. The construction phase is expected to be eight to twelve months. DAIS is currently engaged in a capital campaign, the success of which will determine actual construction start date.

Scope of Services

1. Review construction documents periodically for clarity and completeness, and make recommendations to the project team.
2. Review and comment on all project budgets, participating in value engineering sessions.
3. Monitor the work of the design/build team with regard to the schedule and quality of work through all phases of the project, from schematic design through construction and building completion.

4. During the design phase, participate in design progress meetings every two weeks.
5. Review bids with the project team.
6. Review change orders.
7. During construction, attend monthly construction meetings to review, observe, and assess the project's progress.
8. Review draw requests.
9. Monitor progress of the project through once per week on-site observation. Maintain photo log of construction process.
10. Maintain a central file of contract documents, plans and specifications, correspondence reports, and change orders.
11. Provide monthly written progress updates. Attend Building Project Committee meetings as needed.
12. Supervise project close-out including construction punch lists, commissioning activities, close out documentation and warranties, and lien waivers.
13. Assist DAIS with resolution of any claims from the construction that may occur.
14. Review pay applications for accuracy and completeness.
15. Coordinate regulatory and reporting requirements for the project to insure proper procedures are followed.

Proposal Content

1. Describe the project approach in providing owner's representative services, including any management tools you intend to use.
2. Describe your or your firm's professional philosophy and guiding principles.
3. Describe previous owner's representative experience on projects of similar size and scope.
4. Please list the name and contact information (email and telephone) for three references.
5. Provide resumes indicating position responsibilities, educational background, professional affiliations, and specialized experience or expertise.
6. MBE, DBE, WBE, VBE or Section 3 certifications for primary contractor, architect, and subcontractors, if applicable.
7. Provide proposed fee in a single lump sum in a sealed envelope. The proposed fee should be divided into two phases, preconstruction and construction.

Preconstruction services for DAIS' new facility are being funded by a Dane County CDBG Public Facilities Grant. All contractors and subcontractors must comply with the following (see attached):

1. Lobbying Certification Form. Please submit with proposal.

Selection Criteria

Criteria used in the evaluation of the proposals include, but are not limited to the following:

1. Experience and capability of the firm as demonstrated by successful completion of projects of comparable size, scope, and complexity.

2. The firm's proven ability to work collaboratively with the project team and client to insure project objectives are met.
3. Ability to clearly communicate technical information.
4. Experience of key project staff and on-site staff.
5. Experience working on projects funded with Federal dollars and meeting regulatory and reporting requirements.
6. Experience working with not for profit organizations.
7. DBE, MBE, WBE, VBE, and Section 3 business will be given an additional five points during the scoring of proposals.
8. Since Federal funds will be used for this project, awards cannot be made to any parties that have been debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs.

Proposals are due on Wednesday, February 15th at 3:00 PM. Owner's Representative should deliver eight (8) copies of the proposal and an electronic copy in PDF format on CD to the following address:

Urban Assets
Attn: Melissa Huggins
612 West Main Street, Suite 312
Madison, Wisconsin 53703

Proposals received after the time due will be considered late and will not be accepted.

Please direct all questions and inquiries regarding any aspect of the project or this Request for Proposal to:

Melissa Huggins, AICP
Urban Assets
608.345.0996
melissa@urbanassetsconsulting.com

Proposals will be opened on Wednesday, February 15th at 3:30 PM at Urban Assets' offices at 612 W. Main Street, Suite 302, Madison, WI.

The Project Team will evaluate the proposals and will select two firms/candidates for interviews. Interviews will take place from 11:30 to 1:30 PM on Friday, February 17th.

LOBBYING CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No federally appropriated funds have been paid, or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal contract, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this CERTIFICATION be included in the award documents for all sub-awards at all tiers (including subcontractors, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This CERTIFICATION is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this CERTIFICATION is a prerequisite for making and entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required CERTIFICATION shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(Signature of Chief Executive Officer)

(Date)

(Name of Business/Firm)