Bid Waiver Form

Revised 01/2025

Short Description of Goods/Services	Dane County Highway Department Garage Facilities Assessment and Master Plan	Total Cost	$125,000.00

Vendor Name	Barrientos Design & Consulting	MUNIS #	717	Req #	In process

Purchasing Officer	Pete Patten	Date	January 6, 2025
Department	Highway Department	Email	abongwa.clement@danecounty.gov
Name	Clement Abongwa	Phone	(608) 444-7841

A VENDOR QUOTE MUST BE ATTACHED TO THE WAIVER FOR APPROVAL

Provide a detailed description of the goods/services intended to be purchased:

SCOPE OF WORK
The proposed architectural services include a ten-year master plan that identifies current facility and operational requirements, looks out over the next ten years of growth, assesses the repair needs of the building, identifies building and yard space needs, and develops solutions for expanding the Garage buildings and realigning the Yard at both the Madison, East District Campus and Mt. Horeb locations.

To develop the Highway Department Capital Improvement Plan for 2034, Barrientos Design & Consulting will provide architectural planning services in three major Tasks; 1. Existing Building and Site Conditions Assessment, 2. Facility Needs Program, and 3. Capital Improvements Plan. The detailed proposal from Barrientos Design & Consulting is attached.

Task 1 - Existing Building and Site Conditions Assessment
The Facilities Condition Assessment will identify the building repair, replacement and renovation needs in order to maintain the structure and prioritize these cost items over a 10-year schedule for Madison, East District Campus and Mt. Horeb facilities.

Task 2- Facility Needs Program
The Facility Needs Program will define major room functions, optimal building configuration, fixed equipment program, and overall yard requirements. In addition, the consultant will identify, service growth trends, best industry practices for Highway maintenance facilities and integrate upcoming technology trends affecting garages. The end product will define Highway's optimal building size, yard facilities, site acreage and configuration and fixed equipment program.

Task 3. Master Plan of Facility & Capital Improvements
1. Document Madison's, East District Campus and Mt. Horeb's building's structural and construction assembly. Assess where expansion capacity exists.
2. Document existing building and site features that need to be maintained such as access drives, gate entries, parking, fueling, building access points, and drainage systems. Identify areas that are best suited for redevelopment.
3. Taking the Facility Condition Assessment from Task 1, and the Recommended Facility program from Task 2, identify areas that will need expansion, relocation or reconfiguration.
4. In plan form, create an optimal workflow and relationship for: truck parking, truck washing, fueling, salting and brining, materials loading, vendor deliveries, and repair bay access.
5. For both Madison, East District Campus and Mt. Horeb, create Phased Capital Improvements Plans over 2.5 year segments showing how the Garage facility will meet the Facility Needs of Task 2. These plans will be schematic in nature and show room and parking bay layouts. Recommended renovations and repairs will be noted on the plans. Up to three Alternate Plans will be developed.
6. One option to relocate facility functions between Madison and Mt. Horeb will be developed as well.
7. Create a concept sustainability program for the building and site work.
8. Identify how alternative fuels will be addressed in the buildings and site facilities.
9. Review the Phased Improvement plans with County staff as to how they meet their operational needs and update the concepts. Select one Option as the recommended one provide a technical narrative justification.
10. Identify the operational benefits gained from these improvements.
11. Create a Highway Garage 2034 Master Plan document illustrating the capital improvements over 2.5 year increments for the Madison, East District Campus and Mt. Horeb facilities.
12. Develop construction cost estimate for each of the 2.5 year increments along with the recommended expansion option.
13. Present findings to the County in a report format and visual presentation in a workshop format.

Send to a Purchasing Officer Once Completed

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Procurement Exception List
☐ Emergency Procurement
☒ Unique and specific technical qualifications are required
☒ A special adaptation for a special purpose is required
☐ A unique or opportune buying condition exists
☐ Only one vendor possesses the unique and singularly available ability to meet the Department's requirements

Provide a detailed explanation as to why the competitive bidding (RFB/RFP) process cannot be used. Also provide a detailed justification in relation to the Procurement Exception(s) chosen:

The proposed service is very unique and requires a highly specialized expertise that few vendors provide in the country. Barrientos has been providing this comprehensive and detailed service to numerous municipalities in Wisconsin such as Sauk County, Kenosha County and Fond Du Lac County just to name a few examples. Barrientos resume is attached.

Bid Waiver Approval (For Purchasing Use Only)	
☐ Under $45,000 (Controller)	
☐ $45,000+ (Personnel & Finance Committee)	**Date Approved:**

Send to a Purchasing Officer Once Completed

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January 6, 2025

Mr. Clement Abongwa
Highway Commissioner
Dane County Highway Department
2302 Fish Hatchery Road
Madison, WI 53713

RE: HIGHWAY GARAGE FACILITIES ASSESSMENT & MASTER PLAN
Proposal for Architectural Planning Services

Dear Clement,

In following with our onsite tour of the Dane County Highway Facilities, Barrientos Design is pleased to present this proposal of architectural services for the development of a facility condition assessment, space needs, and capital improvement plan for the Highway Department's Madison Garage, Mt Horeb and Eastside Garage.

The Madison complex houses the Main Garage, a Cold Storage Building, a Salt Shed, Salt Brine Shed, Fuel Station, equipment parking lots, and staff parking. The parcel has 10.8 acres and it is bounded by streets, commercial developments and RR track.

The Main Garage is approximately 43,000 SF and houses the Highway's functions for repair, maintenance, storage, crews, Engineering, and Administration. Starting approximately in the 1940's the Garage has been built up over four to five construction efforts in a lineal arran gement. The resulting Garage complex is a long 510' building with an average width of 80' in which vehicles can enter, park and turn out of.

Being constructed 70 years back, the layout was based on vehicles of that time, namely single axle dump trucks with five-ton beds with no double side wings. Also, shop practice at the time did not involve having numerous vehicle lifts or extensive overhead crane coverage over the floor.

Fast forward to 2024 the Madison Highway Garage location is now severely undersized in terms of indoor parking capacity, repair bay count, fixed shop equipment, bulk storage for inventory, outdoor parking for the fleet and equipment pieces, and supportive crew quarters.

The Yard is undersized for parking of all the pieces that are assigned here creating a traffic pattern with tight turns and minimal side clearances. Drive patterns to and from the various Yard buildings overlap with other functions and they are not positioned well to support daily activities.

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The Mt. Horeb Satellite facility rests on 3.6 acres and contains a Heated Parking Garage, Cold Storage Buildings, Canopies, Salt Shed, Fueling, Salt Brine Storage and areas for stockpiles.

The Eastside Garage was constructed around 2011 and is located on 7625 Luds Lan, Madison.

As the County looks ahead over the next ten years, it anticipates that that there will be a need to increase the building's capacity, change the fleet composition, and rearrange the overall Yard for better storage capacity. Moreover, as the building reaches its seventieth year of operation, various building components need to be repaired and replaced for continued efficient operations.

SCOPE OF WORK

With this in mind, the County now wishes to develop a ten-year master plan that identifies current facility and operational requirements, looks out over the next ten years of growth, assesses the repair needs of the building, identifies building and yard space needs, and develops solutions for expanding the Garage buildings and realigning the Yard at the Madison, Mt. Horeb and Eastside locations.

To develop the Highway Department Capital Improvement Plan for 2034, Barrientos Design & Consulting will provide architectural planning services in three major Tasks; 1. Existing Building and Site Conditions Assessment, 2. Facility Needs Program, and 3. Capital Improvements Plan.

The scope of this study will focus on the land and building in which Highway currently operates from. The planning horizon for this study will be 10 years out and take into account the growth in the Highway's service demand and staff composition.

In general, the current Madison, Mt. Horeb and Eastside Highway facilities include the following components:

1. Highway Administrative Offices
2. Engineering
3. Crew Support areas, Assembly, Training
4. Parts Storage
5. Repair Garage
6. Tire and Hydraulic Hose
7. Welding & Fabrication
8. Heated Parking Garage
9. Truck Wash Bay
10. Fuel Station
11. Salt Shed & Brine Making
12. Cold Storage Building

13. Stockpile Bins
14. General site: parking, paving, drainage, utilities, fencing, lighting, security,

All Task work will be conducted for the Madison, Mt. Horeb and Eastside facilities and we are assuming that each will be assessed, programmed and explored for capital improvements separately. One Option will be explored to reallocate functions between the three Garages.

Task 1 - Existing Building and Site Conditions Assessment

The Facilities Condition Assessment will identify the building repair, replacement and renovation needs in order to maintain the structure and prioritize these cost items over a 10-year schedule for both the Madison and Mt. Horeb facilities.

1. Reviewing existing drawings of the original building and site work.
2. Create a base floor and site plan for planning and work identification purposes.
3. Tour Highway buildings and yard structures and document their facility condition through photographs and plan notations.
4. Gather data on past renovation work and costs over the past five years.
5. Identify the facilities' major hindrances in executing daily functions.
6. Write up a narrative of each building system identifying repairs, replacement, maintenance, or compliance needs and their costs. This will cover the following building components will be reviewed:
    a. Architectural enclosure, including roofs.
    b. Structural systems
    c. HVAC systems
    d. Plumbing systems
    e. Electrical systems
    f. Fixed maintenance equipment
    g. Cold storage and Yard facilities, including salt sheds, cold storage, fuel station,
    h. Site facilities including, paving, drainage, utilities, lighting, fencing, gates, and security.
7. Prioritize and phase renovation work over a ten-year schedule.
8. Develop a cost estimate of renovation items for the next 10 years.
9. Gather County's insured value of the structures. Compare renovation costs to insured value.
10. Summarize and present data in a booklet form.

Survey and report limited to what is accessible and otherwise observable. Engineering and calculations of energy, water, waste loads stormwater are not included. Detailed life cycle costs and ROI analysis are not included.

Task 2- Facility Needs Program

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The Facility Needs Program will define major room functions, optimal building configuration, fixed equipment program, and overall yard requirements. In addition, we will identify, service growth trends, best industry practices for Highway maintenance facilities and integrate upcoming technology trends affecting garages. The end product will define Highway's optimal building size, yard facilities, site acreage and configuration and fixed equipment program.

1. Conduct onsite interviews with key Madison and Mt. Horeb staff on Highway's repair activities, equipment parking, truck washing, parts storage, deliveries, fueling, scaling, salt storage, cold bulk storage, outdoor parking, staff support and administrative areas.
2. Intake facility data on: fleet composition, repair bay types, major fixed equipment, parts storage, engine fluids, fueling, salting, and staffing assignments. Summarize this data in tabular form.
3. Interview Administrative staff on Highway's operational goals and efficiency targets. Align building program with these operational efficiency goals.
4. Interview Engineering staff on officing and conferencing needs.
5. Tabulate existing square footage by room and function groups. Develop diagram plan of existing Garage and note square footage and current vehicle parking arrangements. Similarly, show current Yard parking and storage usage.
6. Observe the flow of operations, traffic, material, deliveries, fueling, and personnel. Recommend the best relationship the rooms should have with each other along with grouping into compatible zones. Also identify Yard function flow and relationships.
7. Create relationship diagrams that document the flow of operations and their adjacency requirements.
8. Assess the future growth of the Highway's services along with road maintenance, construction, snow plowing, repair activities, truck washing, fueling types, storage methods, salt brine making and storage, salt storage, and staffing changes. A percent increase in growth over the next ten years will be developed. This will be broken down by percent growth projected over 2.5 year increments.
9. Make a projection of alternative fuel vehicles that will be in the fleet in the next ten years. Identify infrastructure upgrades needed to handle an alternative fuel fleet.
10. Develop a Recommended Room Tabulation Program that identifies the needed space and configuration for each room. A separate Room Tabulation will be developed for both Madison, Mt. Horeb, and Eastside locations.
    a. Compare total recommended square feet against existing square feet and identify percentage increase.
11. Recommend number of repair bays, truck wash type, heated parking bays, and cold storage bays. Identify fixed maintenance equipment needed for operations.

12. Create a Yard Development program identifying the functions, sizing and circulation patterns for; parking, truck washing, salting, deliveries, fueling, stockpiles, and ingress into interior functions.
13. Determine what the County's goals are for sustainability of the Highway facility. Create a sustainability program identifying goals for building, site and energy goals.
14. Document the Facility Programming report into a booklet and provide an electronic file copy.

Task 3. Master Plan of Facility & Capital Improvements

1. Document Madison, Mt. Horeb and Eastside building structural and construction assembly. Assess where expansion capacity exists.
2. Document existing building and site features that need to be maintained such as access drives, gate entries, parking, fueling, building access points, and drainage systems. Identify areas that are best suited for redevelopment.
3. Taking the Facility Condition Assessment from Task 1, and the Recommended Facility program from Task 2, identify areas that will need expansion, relocation or reconfiguration.
4. In plan form, create an optimal workflow and relationship for: truck parking, truck washing, fueling, salting and brining, materials loading, vendor deliveries, and repair bay access.
5. For both all three sites create Phased Capital Improvements Plans over 2.5 year segments showing how the Garage facility will meet the Facility Needs of Task 2. These plans will be schematic in nature and show room and parking bay layouts. Recommended renovations and repairs will be noted on the plans. Up to three Alternate Plans will be developed.
6. One option to relocate facility functions between the sites will be developed as well.
7. Create a concept sustainability program for the building and site work.
8. Identify how alternative fuels will be addressed in the buildings and site facilities.
9. Review the Phased Improvement plans with County staff as to how they meet their operational needs and update the concepts. Select one Option as the recommended one provide a technical narrative justification.
10. Identify the operational benefits gained from these improvements.
11. Create a Highway Garage 2034 Master Plan document illustrating the capital improvements over 2.5 year increments for the three facilities.
12. Develop construction cost estimate for each of the 2.5 year increments along with the recommended expansion option.
13. Present findings to the County in a report format and visual presentation in a workshop format.

SCHEDULE

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Barrientos Design will provide the above Tasks in this sequence of time:

Task 1 - Existing Building and Site Conditions Assessment	6 weeks
Task 2 - Facility Needs Program	7 weeks
Task 3. Master Plan of Facility & Capital Improvements	8 weeks
Total time, assuming authorized to proceed in sequence:	21 weeks

FEE PROPOSAL

Barrientos Design will provide the above scope of work as a lump-sum fee for each Task as follows:

Task 1 - Existing Building and Site Conditions Assessment	$26,231
Task 2 - Facility Needs Program	$34,879
Task 3. Master Plan of Facility & Capital Improvements	$44,695
Total of Fees:	$105,805

Reimbursables will include travel to the site, reproductions for County use, and any scanning fees for existing plans.

Our terms and conditions for the work are in the attached document.

Barrientos Design looks forward to the County acceptance of our proposal, and to working with you on forward looking plan.

Sincerely,

BARRIENTOS DESIGN & CONSULTING, INC.

Norman Barrientos

Norman Barrientos, AIA, LEED AP
President

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design & consulting

ACCEPTED

County of Dane, Highway Department

Clement Abongwa
Highway Commissioner

Date

205 West Highland Avenue, Suite 303 • Milwaukee, WI 53203 • office **414-271-1812** • www.**barrientosdesign**.com

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BARRIENTOS DESIGN & CONSULTING, INC., ARCHITECT
CONTRACT TERMS AND CONDITIONS

1. Performance of Services: Architect shall perform the services outlined in its proposal to Owner in consideration of the stated fee and payment terms.

2. Billing and Payment: Invoices for Architect's services shall be submitted to Owner on a monthly basis. Invoices shall be due and payable within 45days from date of invoice. If any invoice is not paid within 45 days, Architect may, without waiving any claim or right against Owner, and without liability whatsoever to Owner, suspended or terminate the performance of services. Accounts unpaid 30 days after the invoice date will be subject to a monthly service charge of 1.5% on the unpaid balance, or the maximum rate of interest permitted by law, if less. The amount of any excise, value added, gross receipts, or sales taxes that may be imposed on payments shall be added to Architect's compensation. No deductions or offsets shall be made from Architect's compensation or expenses on account of any setoffs or back charges.

3. Access to Site: Owner shall furnish right-of-entry on the project site for Architect and, if the site is not owned by Owner, warrants that permission has been granted to make planned explorations pursuant to the scope of services. Architect will take reasonable precautions to minimize damage to the site from use of equipment, but has not included costs for restoration of damage that may result and shall not be responsible for such costs.

4. Location of Utilities: Architect shall use reasonable means to identify the location of buried utilities in the areas of subsurface exploration and shall take reasonable precautions to avoid any damage to the utilities noted. However, Owner agrees to indemnify and defend Architect in the event of damage or injury arising from damage to or interference with subsurface structures or utilities which result from inaccuracies in information or instructions which have been furnished to Architect by others.

5. Hazardous Materials: In the event that unanticipated potentially hazardous materials are encountered during the course of the project, Owner agrees to negotiate a revision to the scope of services, time schedule, fee, and contract terms and conditions. If a mutually satisfactory agreement cannot be reached between both parties, the contract shall be terminated and Owner agrees to pay Architect for all services rendered, including reasonable termination expenses.

6. Insurance: Architect shall maintain Workers' Compensation, General Liability, and Automobile Liability Insurance during its services for Owner. Architect shall furnish a Certificate of Insurance to Owner upon written request. Owner agrees that Architect

shall not be liable or responsible to Owner for any loss, damage, or liability beyond the amounts, limits, exclusions, and conditions of such insurance.

7. Limitation of Professional Liability: Owner agrees to limit Architect's professional liability to an amount of $250,000 or the Architect's fee, whichever is greater.

8. Opinions of Probable Costs: Architect's opinions of probable project costs are made on the basis of Architect's experience, qualifications and judgment; but Architect cannot and does not guarantee that actual project costs will not vary from opinions of probable cost.

9. Construction Review: Architect does not accept responsibility for the design of a construction project unless the Architect's contract includes review of the contractor's shop drawings, product data, and other documents, and includes site visits during construction in order to ascertain that, in general, the work is being performed in accordance with the construction contract documents.

10. Construction Observation: On request, Architect shall provide personnel to observe construction in order to ascertain that, in general, the work is being performed in accordance with the construction contract documents. This construction observation shall not make Architect a guarantor of the contractor's work. The contractor shall continue to be responsible for the accuracy and adequacy of all construction performed. In accordance with generally accepted practice, the contractor will be solely responsible for the methods of construction, direction of personnel, control of machinery, and falsework, scaffolding, and other temporary construction aids. In addition, all matters related to safety in, on, or about the construction site shall be under the direction and control of the contractor and Architect shall have no responsibility in that regard. Architect shall not be required to verify any part of the work performed unless measurements, readings, and observations of that part of the construction are made by Architect's personnel.

11. Standard of Performance: The standard of care for all professional services performed or furnished by Architect under this contract will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Architect does not make any warranty or guarantee, expressed or implied, nor is this contract subject to the provisions of any uniform commercial code. Similarly, Architect will not accept those terms and conditions offered by Owner in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization

to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

12. Ownership of Documents: All documents produced by Architect under this contract are instruments of Architect's professional service and shall remain the property of Architect and may not be used by Owner for any other purpose without the prior written consent of Architect

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Municipalities We've Worked With

At Barrientos Design & Consulting, Inc., we pride ourselves on being a trusted partner in designing and delivering world-class Operations and Maintenance Facilities that drive efficiency, sustainability, and long-term functionality. With decades of experience, we have collaborated with municipalities across multiple states, tailoring innovative solutions that meet the unique needs of each community and its operations. From transit hubs to public works facilities, our portfolio reflects a deep commitment to supporting the essential services that keep our clients' operations running efficiently. Below is a selection of municipalities we've had the privilege to serve, showcasing our expertise and dedication to excellence.

- Sauk County, WI
- Fond du Lac County, WI
- Kenosha County, WI
- Waupaca County, WI
- Manatee County, FL
- City of Olathe, KS
- City of Sun Prairie, WI
- City of Monroe, WI
- Village of Mukwonago, WI
- La Crosse County, WI
- Vernon County, WI
- Jefferson County, WI
- Polk County, WI
- Stevens Point, WI
- Wood County, WI
- City of Marshfield, WI
- City of Waukesha, WI
- City of Sheboygan, WI
- City of Pewaukee, WI
- Milwaukee County, WI
- Pepin County, WI
- City of Wausau, WI
- City of Kissimmee, FL
- Marathon County, WI
- Village of Shorewood, WI