

**Town of Peshtigo**  
**Marinette County, Wisconsin**  
**REQUEST FOR QUALIFICATIONS (RFQ)**  
**For**  
**Architectural and/or Engineering] Services**

**Town Hall Improvements Project**  
**A Community Development Block Grant**  
**(CDBG) Program Coronavirus (CV) Project**

December 15, 2022

## Table of Contents

Invitation to Submit Qualifications .....	3
Introduction .....	3
Contact Information.....	3
Submission Instructions and Deadline .....	3
Other Conditions of Qualifications Submittal .....	3
Scope of Services & Deliverables .....	4
Evaluation & Selection .....	5
EXHIBIT I .....	6
Location Map .....	6
EXHIBIT II .....	7
State and Federal Regulatory Requirements for CDBG-Assisted Projects.....	7
EXHIBIT III .....	8
Minimum Qualifications .....	8
EXHIBIT IV.....	9
Selection Rating System.....	9

# Invitation to Submit Qualifications

## Introduction

The Town of Peshtigo, Marinette County, Wisconsin, and/or its designated representative is seeking Statement of Qualifications submissions for architectural and/or engineering services for the Town Hall Improvements Project, for which the Town of Peshtigo has secured Community Development Block Grant Coronavirus (CDBG-CV) funding.

Minimum requirements include previous experience in engineering design and construction management on CDBG or similar state and/or federally funded projects.

## Contact Information

Please contact Cindy Boyle, Town Chair, between the hours of 9:00 a.m. and 5:00 p.m., Monday-Friday at (715) 923-5274 or [topchair@townofpeshtigo.org](mailto:topchair@townofpeshtigo.org) to request additional information for this RFQ, as needed. All questions regarding the project and RFQ must be received by 4:00 p.m. January 9, 2023.

The Town of Peshtigo 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 Town of Peshtigo 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 Town Board members, any committee members, or any other Town of Peshtigo staff for clarification on this RFQ.

## Submission Instructions and Deadline

Qualifications must be received at Town of Peshtigo Town Hall, W2435 Old Peshtigo Rd, Marinette, WI 54143 or via email to [topchair@townofpeshtigo.org](mailto:topchair@townofpeshtigo.org) no later than 4:00 p.m. on Monday, January 16<sup>th</sup>, 2023. The Town of Peshtigo reserves the right to reject any and all Qualifications not meeting the requirements of this Request for Qualifications for architectural and/or engineering. 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, Town of Peshtigo Clerk, Denise Wiedemeier, at 715-582-4332 or [topclerk@townofpeshtigo.org](mailto:topclerk@townofpeshtigo.org).

## 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 Town of Peshtigo, is debarred from contracting for federally funded projects, or that otherwise may be deemed irresponsible or unresponsive by the Town of Peshtigo Town Board or by Town of Peshtigo 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 CDBG Procurement & Contracting, Conflict of Interest and Lobbying regulations apply to this project.  
Refer to Exhibit II attachments for the CDBG project requirements.
4. All activities for the project must comply with the CDBG program regulations and policies set forth in [24 CFR 570](#) and the State of Wisconsin CDBG Program *Implementation Handbook* referenced in **Exhibit II**.

## Scope of Services & Deliverables

The Town of Peshtigo, Marinette County, Wisconsin has received federal funding from the Community Development Block Grant (CDBG) Program for the Town Hall Improvements, Coronavirus (CV) Project.

### **Town of Peshtigo Community & Project Area Description:**

The focus of the project is to make improvements to the Town Hall with regard to safeguarding and reacting to the spread of coronavirus.

The project includes the installation of: air handling unit w/UV treatment light, air handler mixing box, roof mounted exhaust fans, ducting, HEPA filtration, replacement of interior doors w/ventilation accommodations, installation of a sliding glass service window, wall cabinets, a hallway counter, and carpeting.

Engineering Services for this CDBG project is to include completing the engineering design, bidding, and overseeing the construction phase, while ensuring CDBG program requirements pertinent to the engineering and construction activities of the project are met.

### **Project Location:**

A project map for the proposed W2435 Old Peshtigo Rd location is provided in **Exhibit I** map.

### **Engineering Services Required:**

The selected person(s)/firm(s) will conduct activities for and complete a building improvement project, including the following:

Engineering Design, Inspection and Construction Contract Administration/Oversight

1. Design and prepare cost estimates for the development of a building improvement project including:

The installation of: air handling unit w/UV treatment light, air handler mixing box, roof mounted exhaust fans, ducting, HEPA filtration, replacement of interior doors w/ventilation accommodations, installation of a sliding glass service window, wall cabinets, a hallway counter, and carpeting.

2. Construction drawings, specifications, plans, permits, etc. as well as bid

procedures and recommendations of a construction contractor.

3. Construction observation of the building improvements after contract award.

The engineer will be required to provide professional services, which will include: preparation of permit applications; preparation of bidding plans and documents; preparation of contract documents, construction contract administration, preparation of pay requests, construction observation

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 CDBG Projects. 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. Selected respondents may be interviewed. The firm judged most qualified will be asked to prepare a final proposal which would include fees for said services.

## Evaluation & Selection

**Exhibit III**, attached to this RFQ, represents the qualifications sought for the consulting architect and/or engineer. These minimum qualifications have been established to assure the Town of Peshtigo 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 and/or 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

## Location Map



## EXHIBIT II

### State and Federal Regulatory Requirements for CDBG-Assisted Projects

#### REFER TO EXHIBIT II ATTACHMENTS FOR:

1. POTENTIAL CONFLICT OF INTEREST DISCLOSURE (3b)
2. CONFLICT OF INTEREST CLAUSE (3c)
3. LOBBYING CERTIFICATION (3d)
4. DISCLOSURE OF LOBBYING ACTIVITIES (3e)

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

<https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGImplementationHandbook.aspx>

**SPECIFIC ITEMS REFERRING TO PROCUREMENT AND CONTRACTING CAN BE FOUND THROUGH THE FOLLOWING HANDBOOK CHAPTER LINKS ON THE BUREAU OF COMMUNITY DEVELOPMENT WEBSITE AT:**

[Microsoft Word - Ch 03 Procurement Contracting Sept 2022 \(wi.gov\)](#)

**Also refer to [24 CFR 570](#).**

## EXHIBIT III

### Minimum Qualifications

#### I. Consulting Architect and/or Engineer Minimum Qualifications

- A. The project architect and/or engineer is responsible for project coordination must have a minimum of 1-5 years of experience with the CDBG Program or other federal/state programs.
- B. The engineering firm must have successfully provided architect and/or engineer services for a minimum of 1-5 similar type projects. The architectural and/or 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 2 or 3 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 and/or 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 Town of Peshtigo reserves the right to negotiate a contract with the architect and/or 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. 3 or more years experience with CDBG or other federal/state programs	30 Points
B. 2 years experience	20 Points
C. 1 year experience	10 Points
D. Less than 1 year experience	5 Points
E. No experience	0 Points
2. <u>Firm's Project Completion Background</u>	<u>Maximum 20 Points</u>
A. Completion of 3 similar type projects within proposed time frame & budget	20 Points
B. Completion of 2 similar projects	15 Points
C. Completion of 1 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 Town of Peshtigo	20 Points
B. Firm is somewhat familiar with community(ies) of similar size and characteristics as Town of Peshtigo	10 Points
C. Firm is unfamiliar with community(ies) of similar size and characteristics as Town of Peshtigo	0 Points
5. <u>Minority or Women Business Enterprise or Disadvantaged Business Enterprise Firm*</u>	<u>Maximum 5 Points</u>
A. Firm is MBE, WBE or DBE Firm	5 Points
B. Firm is not MBE, WBE or DBE Firm	0 Points
6. <u>Small Business Firm</u>	<u>Maximum 5 Points</u>
A. Firm is a small business	5 Points
B. Firm is not a small business	0 Points

**MAXIMUM TOTAL POINTS: 100 POINTS**

**Note to Responders of RFP:**

***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.***

*\*MBE/WBE/DBE Firms are Defined As Follows:*

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.

Disadvantaged Business Enterprise (DBE) – Small business with at least 51% ownership and control held by person(s) classified as “disadvantaged” individual(s) according to the Wisconsin Department of Transportation standards (<https://wisconsindot.gov/Documents/doing-bus/civil-rights/dbe/dbe-program-brochure.pdf>)

**ARCHITECTURAL AND/OR ENGINEERING]  
SERVICES PROVIDER  
SELECTION CERTIFICATION  
BY Town of Peshtigo**

Town Hall Improvements Project  
Town of Peshtigo  
Marinette County, Wisconsin

**TOTAL POINTS**

CRITERIA		POINTS AWARDED			
		[Firm Name]	[Firm Name]	[Firm Name]	[Firm Name]
1.	Architect or 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/DBE or Section 3/LMI Firm				
6.	Small Business Firm				
	<b>TOTAL POINTS:</b>				

---

---

*Signed Upon Completion of Qualifications Review & Selection:*

Certification: I hereby certify that the Town of Peshtigo, Marinette County, Wisconsin reviewed the qualifications with 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  
[Click or tap here to enter text.](#) based on the criteria set forth above.

\_\_\_\_\_  
Cindy Boyle, Town Chair  
Town of Peshtigo

Date\_\_\_\_\_

## **EXHIBIT II ATTACHMENTS**

# POTENTIAL CONFLICT OF INTEREST DISCLOSURE

## Town Hall Improvements Project Town of Peshtigo

Do you have family or business ties to any of the people listed below?

Yes ☐

No ☐

If yes, please check the box next to the name(s) of the individual(s) and describe the relationship in the space provided below:

### ELECTED OFFICIALS:

- ☐ Cindy Boyle, Town Chair
- ☐ Cynthia Baur, Town Supervisor
- ☐ Tatem Schroeder, Town Supervisor
- ☐ Kayla Furton, Town Supervisor
- ☐ John Kowalski, Town Supervisor

### ADMINISTRATION, DEPARTMENT HEADS AND/OR LEGAL COUNSEL:

- ☐ Denise Wiedemeier, Town Clerk
- ☐ Kayla Okins, Deputy Clerk
- ☐ Phil Noble, Treasurer

### ENGINEERING AND CONSULTING FIRM(S):

- ☐ MSA Professional Services, Inc.

### **Description of Relationship(s):**

**Please Note: The name of any contractor with a potential conflict of interest will be disclosed at the Town Board meeting in which bids are discussed. Potential conflicts of interest will be reviewed in accordance with 24 CFR 570.489(h).**

\_\_\_\_\_  
Printed Name of Individual

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Business/Firm/Company

\_\_\_\_\_  
Date Signed [MM/DD/YYYY]

**24 CFR 570.489(h) CONFLICT OF INTEREST CLAUSE  
FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS**

**Code of Federal Regulations Title 24 570.489(h) Program Administrative Requirements**

**(h) Conflict of interest:** (1) *Applicability.* (i) *In the procurement of supplies, equipment, construction, and services by the States, units of local general governments, and sub-recipients, the conflict of interest provisions in paragraph (g) of this section shall apply.*

(ii) *In all cases not governed by paragraph (g) of this section, this paragraph (h) shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance with CDBG funds by the unit of general local government or its sub-recipients, to individuals, businesses and other private entities.*

(2) *Conflicts prohibited.* *Except for eligible administrative or personnel costs, the general rule is that no persons described in paragraph (h)(3) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this subpart or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have an interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.*

(3) *Persons covered.* *The conflict of interest provisions for paragraph (h)(2) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or sub-recipients which are receiving CDBG funds.*

(4) *Exceptions: Thresholds requirements.* *Upon written request by the State, an exception to the provisions of paragraph (h)(2) of this section involving an employee, agent, consultant, officer, or elected official or appointed official of the state may be granted by HUD on a case-by-case basis. In all other cases, the state may grant such an exception upon written request of the unit of general local government provided the state shall fully document its determination in compliance with all requirements of paragraph (h)(4) of this section including the state's position with respect to each factor at paragraph (h)(5) of this section and such documentation shall be available for review by the public and by HUD. An exception may be granted after it is determined that such an exception will serve to further the purpose of the Act and the effective and efficient administration of the program or project of the state or unit of general local government as appropriate. An exception may be considered only after the state or unit of general local government, as appropriate, has provided the following:*

(i) *A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and*

(ii) *An opinion of the attorney for the state or the unit of general local government, as appropriate, that the interest for which the exception is sought would not violate state or local law.*

(5) *Factors to be considered for exceptions.* *In determining whether to grant a requested exception after the requirements of paragraph (h)(4) of this section have been satisfactorily met, the cumulative effect of the following factors, where applicable, shall be considered:*

(i) *Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project which would otherwise not be available;*

(ii) *Whether an opportunity was provided for open competitive bidding or negotiation;*

(iii) *Whether the person affected is a member of a group or class of low or moderate income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;*

(iv) *Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;*

(v) *Whether the interest or benefit was present before the affected person was in a position as described in paragraph (h)(3) of this section;*

(vi) *Whether undue hardship will result either to the State or the unit of general local government or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and*

(vii) *Any other relevant considerations.*

# Division of Energy, Housing and Community Resources

## Lobbying Certification

GRANTEE/UGLG NAME: Town of Peshtigo  
DEHCR GRANT AGREEMENT #: CDBG CV 22-04

# LOBBYING CERTIFICATION

## FROM THE

☐ Municipality/UGLG: \_\_\_\_\_  
☐ Contractor/Sub-Contractor  
☒ Other: Engineering/Professional  
Services \_\_\_\_\_

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

1. No federal 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 grant, 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 federal 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 sub-contracts, 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 or 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.

\_\_\_\_\_  
*Name of Municipality/UGLG/Business/Firm*

\_\_\_\_\_  
*Signature of the Chief Elected Official, Owner, or Chief Executive Officer*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date Signed*

\_\_\_\_\_  
*Printed Name of the Chief Elected Official, Owner, or Chief Executive Officer*

# DISCLOSURE OF LOBBYING ACTIVITIES

OMB Control Number: 4040-0013

Expiration Date: 2/28/2025

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

**Review Public Burden Disclosure Statement**

<b>1. * Type of Federal Action:</b> <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. * Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. * Report Type:</b> <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name <input style="width: 300px;" type="text"/> * Street 1 <input style="width: 300px;" type="text"/> Street 2 <input style="width: 300px;" type="text"/> * City <input style="width: 150px;" type="text"/> State <input style="width: 150px;" type="text"/> Zip <input style="width: 50px;" type="text"/> Congressional District, if known: <input style="width: 150px;" type="text"/>		
<b>5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:</b>     		
<b>6. * Federal Department/Agency:</b> <input style="width: 350px;" type="text"/>	<b>7. * Federal Program Name/Description:</b> <input style="width: 350px;" type="text"/> CFDA Number, if applicable: <input style="width: 150px;" type="text"/>	
<b>8. Federal Action Number, if known:</b> <input style="width: 350px;" type="text"/>	<b>9. Award Amount, if known:</b> \$ <input style="width: 150px;" type="text"/>	
<b>10. a. Name and Address of Lobbying Registrant:</b> Prefix <input style="width: 50px;" type="text"/> * First Name <input style="width: 150px;" type="text"/> Middle Name <input style="width: 150px;" type="text"/> * Last Name <input style="width: 250px;" type="text"/> Suffix <input style="width: 50px;" type="text"/> * Street 1 <input style="width: 150px;" type="text"/> Street 2 <input style="width: 150px;" type="text"/> * City <input style="width: 100px;" type="text"/> State <input style="width: 100px;" type="text"/> Zip <input style="width: 50px;" type="text"/>		
<b>b. Individual Performing Services</b> (including address if different from No. 10a) Prefix <input style="width: 50px;" type="text"/> * First Name <input style="width: 150px;" type="text"/> Middle Name <input style="width: 150px;" type="text"/> * Last Name <input style="width: 250px;" type="text"/> Suffix <input style="width: 50px;" type="text"/> * Street 1 <input style="width: 150px;" type="text"/> Street 2 <input style="width: 150px;" type="text"/> * City <input style="width: 100px;" type="text"/> State <input style="width: 100px;" type="text"/> Zip <input style="width: 50px;" type="text"/>		
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. <b>* Signature:</b> <input style="width: 300px;" type="text"/> <b>*Name:</b> Prefix <input style="width: 50px;" type="text"/> * First Name <input style="width: 150px;" type="text"/> Middle Name <input style="width: 150px;" type="text"/> * Last Name <input style="width: 250px;" type="text"/> Suffix <input style="width: 50px;" type="text"/> <b>Title:</b> <input style="width: 150px;" type="text"/> <b>Telephone No.:</b> <input style="width: 100px;" type="text"/> <b>Date:</b> <input style="width: 100px;" type="text"/>		
<b>Federal Use Only:</b>		<b>STANDARD FORM LLL (REV. 7/1997)</b> Authorized for Local Reproduction