



DODGE COUNTY FINANCE DEPARTMENT

Purchasing Division

127 East Oak Street, Juneau, WI 53039

(920)386-4224

Email: sjustmann@co.dodge.wi.us

Request for Quotes (RFQ)

Space Needs Study

Physical Facilities, Dodge County, WI

July 25, 2023

Quote #8003

I. Request Summary

Dodge County is seeking a comprehensive feasibility study and space needs analysis for existing Dodge County facilities. Dodge County desires to develop a detailed feasibility analysis of the current use of facilities to determine the most practical and cost-effective solution to meet the existing and future space needs of the organization.

II. Scope of Service / Technical Specifications

Dodge County is seeking a comprehensive feasibility study and space needs analysis for existing Dodge County facilities. Dodge County desires to develop a detailed feasibility analysis of the current use of facilities to determine the most practical and cost-effective solution to meet the existing and future space needs of the organization.

Scope of Work:

The project shall include evaluating the current conditions and anticipated needs of departments located in the Henry Dodge Office Building & Northview Heights, Detention Facility/ Courthouse, Sheriff's Office, J-Pod, and Administration Building to ultimately provide the assessment and practicality for potential options.

1. Conduct a thorough space analysis to demonstrate the current inadequacies and offer reliable estimates of current and projected space requirements based upon industry standards, trends (working from home), and the growth for facilities.
2. Gather and evaluate data on existing facilities, infrastructure, and County property to determine if the current use of space can be optimized.

Taking into consideration:

- Roofs
- Windows
- Building mechanics, including HVAC, plumbing ...etc.
- Adequate parking
- Current maintenance issues
- Building envelope
- Other structural concerns and infrastructure
- Identify current inefficient uses.

3. Collaborate with County staff on organizational hierarchy, current and future department goals, jurisdictional strategic plan, staffing projections, key personnel to be interviewed, space needs of agency by function,
 4. Understanding layout of existing facilities, building codes and future trends (work from home or in the field) and needs.
 - Co-location of associated programming
 - Office sharing or general workspace
 5. Study should identify the space needs of all organization currently housed in the aforementioned facilities.
 6. The results of the study relating to the County's current space shall include recommendation to the County as on how to best use existing interior area.
 7. The study should include an analysis reflecting all costs associated with satisfying space needs: i.e., the initial cost for Architect & Engineer, design, possible programming, renovation, modification (ongoing) and the future estimated operation, life expectancy cost, repair and maintenance/support cost using square footage.
 - Identify available vacant land for new construction.
 - Describe demolition and/or repurpose of current facilities.
 8. Produce a comprehensive report including all recommendations and associated cost estimates and present the report to the Building Committee.
- Additional Requirements
 1. Describe any current trends that will affect future operations.
 2. Describe areas of security concerns
 3. Define innovative forecasting that is happening within other governmental agencies.

III. Locations of Assessment (Map Attached)

- Administration Building, 127 E. Oak Street
- Legal Services Building (Sheriff's Office), 124 West Street
- Law Enforcement Center (J-Pod), 141 N Main Street
- Dodge County Detention Facility, 216 W Center Street
- Dodge County Courthouse, 210 W. Center Street
- Henry Dodge Office Building & Northview Heights, 199 County Road DF

IV. Quote Submission

Submission Deadline – August 18, 2023

Return Quote: The quote may be submitted electronically.

Quotes should be marked: "Needs Study"

Mailing Address: Physical Facilities, Attn: Russ Freber, 127 E. Oak Street, Juneau, WI 53039

E-mail: rfreber@co.dodge.wi.us

RFQ Questions: Russ Freber rfreber@co.dodge.wi.us

Submissions or Questions: Can also be sent to the Purchasing Agent Stephanie Justmann at sjustmann@co.dodge.wi.us

V. Quote Form

Please submit a quotation for a comprehensive feasibility study and space needs analysis for existing Dodge County facilities. The quoted price shall be valid for 60 days from the quotation due date.

Primary Contact Information

Company Name: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Phone Number: _____

E-mail: _____

Name: _____

Signature: _____

Date: _____