



Public Works Department

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DPW Projects Typical Bidding Protocols Dome & Facility Improvements Study

STATE STATUTES REGARDING PUBLIC WORKS PROJECTS

Public contracts must follow the bidding requirements of Sec. 66.0901, Wis. Stats. In addition to the procedural requirements in Section 66.0901, which mandates bids be sealed and projects awarded to the lowest responsible bidder, cities, towns, counties and villages may also be subject to other requirements. Specifically and with very few exceptions, Wisconsin state law requires government entities to competitively bid all “public construction” projects when the estimated cost of the project exceeds \$25,000.

USE OF ARCHITECTURAL AND/OR ENGINEERING FIRMS

Depending on the overall Scope of Work, complexity of the project, and requirements for State of WI plan review, DPW often retains an architectural and/or engineering (A/E) firm to develop the project documents and construction cost estimates for budgeting purposes. Costs for these A/E services vary, but rule of thumb for these services is 10% of the overall cost of the project.

Retaining an A/E firm can be done by sole-sourcing and negotiating a fee with a firm familiar with the building or experienced in the type of construction needed, or by soliciting Requests for Proposal from several A/E firms and choosing the firm that is deemed to offer the services and expertise that are in the best interests of the County.

On projects with a limited Scope of Work, typically very minor remodeling projects or mechanical equipment replacement projects, DPW often develops Requests for Bids in-house to negate the need for a paid consultant and construction manager, and performs the contract administration and day-to-day project management ourselves.

CONSTRUCTION CONTRACTS AND BASE BID

Construction contracts are based on the General & Supplementary Conditions of the Contract with contract requirements defined in these Conditions, along with the plans & specifications for the Project. Contractors then submit a Base Bid to perform all the work associated with the complete set of project documents. This is the total cost for the project and can only be changed by Change Order.

ALTERNATES

When bidding a project, often times there are elements that are not critical or essential to the outcome, but are elements desired for various reasons. These elements are often bid as Alternates to the project and their cost is separated from the base bid. Examples would be adding windows, using a roofing system with a longer warranty period, or replacing a piece of existing infrastructure like a water or sewer main or air handling unit. This allows the Owner to manage the project budget and overall Scope of Work.

CHANGE ORDERS

If during the construction project items are requested that are outside of the original Scope of Work, are discovered when uncovering elements that were previously unknown, or there was an omission in the original project documents and an item must be addressed, the contractor is entitled to submit a Change Order for the added costs to complete this work.

PROJECT CONTINGENCY FUND

It is always highly recommended that the Owner has a project contingency fund available for Change Orders. This fund is usually a percentage of the overall construction budget and is based on new construction vs remodeling/renovation work.

New construction contingencies are often 5% to 10% of the project budget, and remodeling/renovation projects 10% to 15% of the overall project budget.

PROPOSED COURTHOUSE DOME RENOVATION PROJECT BIDDING SCENARIO

With the results from the Strang Architects Dome & Facility Improvements Study, several projects have been identified as needing attention. These Projects can be categorized into (3) distinct groupings, and be done concurrently, but bid out separately to hopefully allow local contractors to bid the more generic elements of the project.

Below is one scenario of how they could be developed, bid and completed.

BID PACKAGE #1 - Dome / Clearstory Renovation

The Base Bid would be all the work required to:

- Repair the structural steel “skeleton” of the dome
- Replace the 1950-era stainless steel panels with copper panels
- Replace the failing copper façade of the dome and clearstory
- Repair any structural items discovered when removing the copper facade
- Replace the clearstory windows
- Repair the cornice plaster and cornice lighting on the inner dome

Potential Alternates:

- Reglaze the upper dome with polycarbonate glass and add interior lighting
- Replace the existing exterior dome lighting with LED lighting
- Add a lightning protection system

- Reglaze the inner dome with polycarbonate glass

BID PACKAGE #2 - Replace Exterior Windows

The Base Bid would be all the work required to:

- Replace all (120) exterior windows with full-height windows, including replacing the (30) circle-top sections of the windows on the first floor to allow more natural light into the building and restore the original building design
- Modify suspended ceilings, where needed, to create light-wells where metal panels are currently located and the suspended ceilings have been dropped below the full-height of the window opening.

Potential Alternate:

- Replace the windows with identical units as currently in place – using metal panels or spandrel glass for window tops regardless if they are above or below the drop ceilings

BID PACKAGE #3 – HVAC Projects

The Base Bid would be all the work required to:

- Replace the existing Variable Air Volume (VAV) Boxes with new
- Replace the current pneumatic control system with Direct Digital Controls (DDC)
- Replace the Air Handling Unit and controls for Grand Courtroom HVAC System

Potential Alternates:

- None at this time