



# Fond du Lac County

## Request for Proposals

**Fond du Lac County  
Design Services  
For New Jail with phased options  
To add Sheriff's Office and Courts Suite**

**Due: January 15, 2026 2:00PM**

Primary Contact:  
Leah Immel  
Fond du Lac County  
Purchasing Manager  
(920) 929-3143  
[LEAH.IMMEL@FDLCO.WI.GOV](mailto:LEAH.IMMEL@FDLCO.WI.GOV)

## **INTRODUCTION**

Fond du Lac County is interested in obtaining proposals for the services of a design firm to complete schematic design documents for **two** sites.

The county has been evaluating options for the replacement of their existing jail as it currently does not provide enough beds for the county's jail population and has multiple issues related to structural, mechanical, and electrical infrastructure. The decision has been made to take the next step in the planning and design process to engage a design firm to create schematic design plans so that budget estimations for this project can be done on a more detailed scale. Due to the significant cost of this capital investment, the county prefers to evaluate options for the design in a phased approach. The services in this first phase of design would include development of a floor plan, site plan, building elevations, structural, electrical, and mechanical basis of design narrative scope documents. These documents would then be utilized to create a project budget and operating evaluation for each phase that would be brought before the county board to consider approval of a project.

A projection of 450 beds has been identified, but verification of the bed projection is to be included in the scope of services of this proposal.

One site would be county owned property on Scott Road located in Fond du Lac, Wisconsin.

The other site would be adjacent to the current Fond du Lac County Government Center located at 160 S Macy St. in Fond du Lac, WI.

The Scott Road site would be a new build on an open site located in a farm field owned by the county. The first phase would include a new 450- bed adult jail, juvenile detention housing, and all jail support areas. The second phase would add sheriff's office, dispatch, sheriff's equipment / vehicle garage. The third phase would add full courts suite including 6 juried courtrooms and necessary offices and conference rooms to support the courts suite, clerk of courts offices, district attorney's offices, family court and register in probate offices.

The site adjacent to the current government center would be a 450-bed jail and require that the jail be connected to the current facility and provide a secure connection from jail housing to the courtroom holding rooms that would need to be created. All remodeling and site evaluations needed to accomplish this connection is to be included in the scope of services.

This **scope of schematic design services** should be provided as a **lump sum** in this proposal and should be **defined separately for each site.**

The county will also be evaluating the proposals based on the overall design fee to complete the construction documents of the scope approved by the county board as a phase one construction project. This fee can be provided as a percentage-based fee. Please use the following construction cost parameters as your basis for fee percentages.

\$50 Million - \$100 Million  
\$100 Million - \$200 Million  
\$200 Million - \$300 Million  
Over \$300 Million

The Fond du Lac County Board has not yet approved funds for any phase of the project. Approval by the Fond du Lac County Board to proceed with the design phases will take place once proposals are received and costs are known for that work.

## **PURPOSE**

To determine costs of design services for each phase of the design process.

To provide for a fair and objective evaluation of proposals received from design firms.

To collect information necessary for the evaluation of competitive proposals submitted by qualified design firms.

To result in a contract between a design firm and Fond du Lac County that will deliver high quality design services that meet or exceed all applicable codes and standards. The successful design firm will perform the services described herein as an independent contractor.

## **NONDISCRIMINATORY PRACTICES**

No official or employee of Fond du Lac County Government shall have any financial interest, either direct or indirect, in the proposal or contract. No official or employee of Fond du Lac County Government shall exercise any undue influence in the awarding of the proposal or contract.

The County shall not be responsible for oral interpretations given by any County employees, representatives, or others. All proposals shall use this written document and its attachments as the sole basis for the proposal at this time. The issuance of a written amendment is the only official method whereby interpretation, clarification or other additional information can be given.

## **LIABILITY**

Fond du Lac County assumes no responsibility or liability for cost incurred by the firm prior to the signing of an agreement. Total liability of Fond du Lac County is limited to the terms and conditions of any contract resulting from this RFP.

## **INDEMNIFICATION**

The firm shall indemnify and hold harmless Fond du Lac County and its agents and employees from and against all claims, damages, losses and expenses, including attorney fees arising out of or resulting from the performance of the work, which includes all labor, material and equipment required to produce the service required by the contract, provided that any such claim, damage, loss or expense: 1) is injury to or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom; and 2) is caused in whole or in part by any negligent act or omission of the firm, any sub firm, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. The firm assumes full responsibility and liability for compliance with any and all local, state, federal laws and regulations applicable to the firm and its employees, including, but not limited to, compliance with the Occupational Safety and Health Act of 1970.

## **AVAILABILITY OF FUNDS**

This RFP is conditioned upon the approval of the County Board. If, during any stage of this RFP process, funds are not allocated and available for the proposed services, the RFP process will be cancelled. The County will notify the design firm at the earliest possible time if this occurs. The County is not under any obligation to compensate design firm for any expenses incurred as a result of the RFP process. This request does not commit the County to award any contract nor to pay any costs incurred in the submission of a proposal, or costs incurred in making necessary studies or designs for preparation thereof. The County reserves the right, in its sole discretion, to reject any or all responses, issue addenda, request clarification, alter the nature and/or scope of the proposed study, enter into various state of procurement, and/or discontinue this process.

## **PROPOSAL COST AND DURATION/PROPRIETARY INFORMATION**

The design firm must certify that the proposal and pricing will remain in effect and unchanged for a minimum of one hundred twenty (120) days from the date of the proposal opening. All materials submitted in response to the RFP will become the property of the County and part of the official public record. All restrictions on the use of data contained within a proposal and all confidential information must be clearly identified as "Confidential and Proprietary Information" Confidential and Proprietary information submitted in a proposal, or in response to the RFP, will be handled in accordance with the applicable Wisconsin State Statute(s).

**All information in the proposal is subject to disclosure under the Wisconsin Open Records laws.**

## **INSURANCE REQUIREMENTS**

Certificate of Insurance naming Fond du Lac County as an additional insured must be provided to Fond du Lac County prior to the start of the design work. Minimum limit requirements per plan specifications.

## **ISSUING OFFICE / RFP COMMUNICATION PROCESS**

This RFP is issued by the Fond du Lac County Board, in conjunction with The Samuels Group as the CM consultant.

All questions regarding this request for proposals may be directed to:

Leah Immel, Purchasing Manager  
Email: LEAH.IMMEL@FDLCO.WI.GOV

All responses will be published on DemandStar. Fond du Lac County or The Samuels Group is not liable for any costs incurred by any firm submitting a proposal.

## **PRE-PROPOSAL MEETING / TOUR**

A pre-proposal meeting will be held in **Conference Room H** for vendors on **January 6, 2026 at 10:00 AM** at the Fond du Lac County Government Center located at 160 S Macy St. Fond du Lac, WI 54935. The meeting will include a brief presentation on the RFP and deliverables expected from design firms as well as a tour of the existing jail and connection to the courts.

## **PROPOSAL CONTENT**

All proposals should include the following informational items. These items should also be used as the format around which proposals are organized. Exclusion of any of these items could be grounds for proposal rejection by the County.

- A. A letter of transmittal, not to exceed two pages in length, which bears the signature of an authorized representative of the proposer.
- B. A description of your organization, including qualifications and references addressing why your organization is best suited to provide the requested services. This description should include at least:
  - 1. A general firm profile;
  - 2. Names and resumes of the specific individuals who will be working on the Fond du Lac County project; and
  - 3. A list of additional consultants tentatively scheduled for the Fond du Lac County project, including mechanical, electrical, security, etc. Names and resumes of key individuals from each consultant should be included in the proposal along with a description of their role in the project.
- C. A list and brief description of related Wisconsin Correctional project experience completed by your organization. The County prefers information and references on recent projects that are similar to this project's scope and size.
- D. Proposal Narrative. Describe the strategies designed to deliver the services pursuant to the specifications published, the methodologies employed to assure the delivery of services through the duration of the contract period.
- E. A proposed schedule for the project, including projected dates for design completion and site recommendation.
- F. Fee and Fee Narrative for each of the following design phases:
  - Schematic Design – Lump Sum
  - Design Development, Construction Documents, Construction Administration – Tiered percentage-based fee

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Over \$300 Million
- G. Statement of all applicable insurance coverage, including general liability, workers compensation, and professional liability.
- H. Copy of valid business license or certification of good standing as proof of incorporation and authorization to do business in Wisconsin (as issued by the Wisconsin Secretary of State).

## **ACCEPTANCE OF PROPOSALS**

All attachments, additional pages, addenda or explanations supplied by the design firm with this proposal will be considered as part of the proposal response. If the County chooses, design firms submitting proposals may be scheduled for an interview with the County at a future date and time to be determined by the County. If an oral presentation/interview is required of selected finalists, it shall be at the respondent's expense. An award may be made without discussion with the respondents. Therefore, respondents are cautioned that proposals should be submitted initially on the most favorable terms, from both a technical and cost standpoint.

The County reserves the right to reject in whole or in part all proposals, to waive any informalities, to request resubmission of proposals, and to accept the proposal determined to be in the best interest of the County. This RFP seeks professional services, and statutory bidding laws do not apply. Proposals will be evaluated pursuant to the following criteria:

- The extent that the proposal meets the needs of the County.
- Demonstrated competence to meet quality requirements.
- Proven experience of the proposer to provide similar services within established guidelines.
- Ability to meet scheduled deadlines.
- Cost of services compared to quantity and quality of services provided.

### **Tentative Selection Schedule if the County decides to interview design firms:**

**(Possible)** Interviews with a short list of firms – Week of January 19, 2026

## **PROPOSAL SUBMISSION**

To be considered, each firm must submit a response to this RFP and respond to the selection criteria identifying your understanding of the services requested. The proposal must be signed in ink by an official authorized to bind the firm. Sealed bids marked "**DESIGN SERVICES PROPOSAL**" must include twelve (12) copies of the proposals and must be submitted via mail or hand delivery (electronic submissions will not be accepted) no later than:

**Deadline: January 15, 2026 at 2:00 pm**

Any proposal received after that time shall not be considered but shall be returned unopened to the proposer. Telegraphic or fax submittals shall not be considered.

\*Electronic copies of proposal must be made available after bid opening by request of the Purchasing Department.

**Delivery Address:** Fond du Lac County Purchasing Department  
160 S Macy St Fourth Floor  
Fond du Lac, WI 54935

**Important:** Proposals will not be evaluated solely upon their cost but will also take into consideration the experience and service that the design firm will bring to the project. Fond du Lac County reserves the right to accept or reject any or all proposals. If the project is awarded, it shall be awarded to the bidder who will best serve the interests of Fond du Lac County.