

REQUEST FOR PROPOSALS

Architectural Services for Preliminary Renovation Concepts for planning purposes and consideration of existing space and design of a Memory Care Unit

Orchard Manor

Grant County, Wisconsin

RFP: # 1

Issue Date: September 15, 2026

Proposal Due Date and Time: Tuesday, October 6, 2026

Issuing Department: Orchard Manor / Grant County, Wisconsin;

Skilled Nursing Facility=74 beds; Intermediate Care Facility= 25 beds

Issuing Authority: Grant County, Wisconsin

1. NOTICE OF REQUEST FOR PROPOSALS

Grant County, Wisconsin- Orchard Manor, invites qualified architectural firms to submit a proposal for a **quote** for professional architectural, regulatory, and related consulting services for the evaluation of existing Skilled Nursing Facility and Intermediate Care Facility space and the planning, programming, and design of a memory care unit.

The County seeks a firm with substantial experience in Wisconsin long-term care, skilled nursing, memory care, health care occupancy design, and occupied renovation projects. The selected firm shall evaluate existing conditions, identify feasible options for locating and designing a memory care unit, and provide architectural and regulatory support to ensure compliance with applicable federal, state, and local requirements, including Wisconsin Department of Health Services requirements and all applicable building, life safety, and accessibility requirements.

This Request for Proposal (“RFP”) does not commit the County to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure or contract for services. The County reserves the right to accept or reject any or all proposals, waive informalities, request clarification, negotiate with any proposer, and award a contract in the best interest of the County.

2. INTRODUCTION AND BACKGROUND

Orchard Manor is a county-owned-operated long-term care facility in Grant County, Wisconsin. OM was a new construction in 1991. Orchard Manor provides care in a regulated long-term care environment that includes Skilled Nursing Facility (“SNF”) and Intermediate Care Facility (“ICF”) operations. Grant County is seeking professional architectural services to determine the most appropriate and compliant way to update existing facility space and identify, evaluate, and design appropriate space for a dedicated memory care unit.

The project is expected to occur in an occupied care environment. Accordingly, the successful proposer must understand the operational, clinical, safety, phasing, and regulatory complexities associated with renovations or reconfiguration in an active nursing home or institutional setting. The County expects the selected firm to provide a practical, resident-centered, code-compliant, and operationally sound approach that reflects recognized best practices for dementia and memory care environments while preserving life safety, resident dignity, accessibility, infection prevention principles, staff efficiency, and regulatory compliance.

3. PURPOSE OF THE RFP

The purpose of this RFP is to solicit proposals from qualified firms to provide architectural and related professional services for the following objectives:

- Meet with Leadership team to listen to all the needs, hopes, and concerns.
- Preliminary renovation concepts for planning purposes and consideration including the existing space that could potentially include expansion of existing space.
- Provide multiple conceptual approaches.
- Consult and provide recommendations.
- Homelike community-based principles.
- High level of input in site, universal design.
- Design, home-like community-based feel
- Provide recommendations for space to be used to improve quality of care using the **Silverado dementia care concepts or European Hogeweyk “Hog” Approach.**
- Possible big circle center with rooms on the outside.
- Identify feasible space options for development or conversion to a memory care unit by helping the organization to develop a center of excellence in memory care by expanding designated beds and secured areas within the facility. Assist in focusing on this care delivery area to offer a specialized environment and security.
- Review master plan- to expand existing service lines and new lines.
- Evaluate existing SNF and ICF space within Orchard Manor;
- Assess code, life safety, licensure, accessibility, operational, and construction implications of each option;
- Recommend the most appropriate space and conceptual approach;
- Prepare design documents and regulatory submission materials, if authorized by the County;
- Support the County through review, approval, bidding, and construction phases, if authorized.

The County may award the project in phases. The initial award may be limited to assessment, programming, feasibility, code analysis, and schematic design. Subsequent phases may be authorized at the County’s discretion.

4. SCOPE OF SERVICES

The selected firm shall provide all labor, supervision, coordination, expertise, and deliverables necessary to complete the required services. Services shall include, at minimum, the following:

4.1 Existing Conditions Assessment

The proposer shall:

- Conduct site visits and field verification of existing conditions;
- Review available architectural, engineering, and life safety documents;
- Assess existing SNF and ICF spaces, including resident rooms, bathing areas, dining and activity areas, staff support spaces, medication and treatment areas, circulation paths, exits, and support infrastructure;
- Review building systems and relevant physical plant conditions, including mechanical, electrical, plumbing, fire protection, nurse call, security, and access control considerations;

- Identify physical constraints, operational limitations, and opportunities related to the proposed memory care unit;
- Consider the implications of renovating within an occupied health care environment.

4.2 Regulatory and Code Analysis

The proposer shall perform and document a comprehensive code and regulatory review addressing all applicable federal, state, and local requirements. This analysis shall include, as applicable:

- Wisconsin statutes and administrative code provisions governing nursing homes, intermediate care facilities, public buildings, accessibility, and professional design practice;
- Wisconsin Department of Health Services requirements for facility changes, remodeling, plan review, licensure, and approvals;
- Wisconsin Department of Safety and Professional Services requirements for building plan review, construction, and related systems, if applicable;
- Federal requirements applicable to Medicare- and Medicaid-certified nursing facilities, if applicable;
- NFPA life safety and health care facility requirements incorporated by law, regulation, or licensure/certification;
- Accessibility requirements under applicable federal and state law;
- Local zoning, occupancy, fire department, and building official requirements.

The selected firm shall identify all required approvals, submittals, reviews, code pathways, occupancy considerations, and construction implications associated with the project.

4.3 Feasibility Study and Space Programming

The proposer shall:

- Meet with administration, nursing leadership, environmental services, maintenance, therapy, activities, social services, dietary, and other County/facility representatives as directed;
- Develop a project program identifying desired spaces, capacity assumptions, clinical considerations, support needs, and operational relationships;
- Evaluate multiple feasible space options where appropriate;
- Assess each option for resident care suitability, supervision, wandering risk mitigation, staffing efficiency, code impacts, licensure implications, accessibility, construction feasibility, and probable cost;
- Provide a written feasibility study summarizing findings and recommending a preferred option.

4.4 Memory Care Design Concept

For the preferred option, the proposer shall develop a conceptual design approach that incorporates recognized best practices for dementia-capable environments, including as appropriate:

- Resident safety and dignity;
- Secure but non-punitive environmental controls;
- Staff observation and operational efficiency;
- Safe circulation and wandering paths;
- Wayfinding and orientation supports;
- Lighting appropriate to aging and cognitive impairment;
- Reduced glare, noise, visual confusion, and overstimulation;

- Appropriate common, activity, dining, quiet, and family spaces;
- Behavioral support and trauma-informed environmental considerations;
- Accessibility and accommodation for residents with mobility and medical needs.
 - Dementia Village concept- deinstitutionalize
 - Hogeweyk- autonomy and freedom
 - Focus on possibilities not limitation
 - Cooking/shopping areas

5. REGULATORY COMPLIANCE REQUIREMENTS

The selected firm shall be responsible for performing the work in full compliance with all applicable laws, rules, codes, regulations, ordinances, and standards in effect at the time of performance.

At a minimum, the selected firm must demonstrate knowledge of and compliance with the following categories of requirements, as applicable to the project:

- Wisconsin laws and administrative rules governing nursing homes, long-term care facilities, institutional occupancies, accessibility, and professional practice;
- Wisconsin DHS requirements affecting SNF and ICF facility modifications, plan review, and operational compliance;
- DSPS and other Wisconsin construction review requirements;
- Applicable federal SNF participation and life safety requirements;
- Applicable NFPA standards adopted or incorporated by governing authorities;
- ADA and applicable accessibility requirements;
- Local building, fire, and zoning requirements.

The selected firm shall independently verify all current statutory, administrative, code, and regulatory citations and shall not rely solely upon this RFP for legal or technical authority.

6. SPECIFIC WISCONSIN AND LONG-TERM CARE EXPECTATIONS

Because this project involves a Wisconsin county-operated long-term care setting, the selected firm must be able to address all of the following as applicable:

- Nursing home physical environment and resident safety requirements;
- ICF operational and physical environment considerations, as applicable to affected areas;
- Separation, classification, and operational distinctions between SNF and ICF services, where relevant;
- Resident rights and least restrictive environment considerations;
- Elopement prevention and secured environment design that remains consistent with resident dignity and applicable rights;
- Renovation in occupied health care environments;
- Interim life safety measures, temporary barriers, construction phasing, and resident relocation planning if required;
- Accessibility and usability for elderly residents and residents with physical or cognitive impairments;
- Coordination of design with staffing, supervision, infection prevention, and emergency preparedness operations.

7. DHS, STATE, AND LOCAL SUBMITTALS; FEES AND COSTS

The proposer shall identify anticipated agency reviews, submissions, and review pathways required for the project. The proposal shall specifically address:

1. Anticipated Wisconsin DHS submissions;
2. Anticipated DSPS submissions or reviews, if applicable;
3. Anticipated local permits and approvals;
4. Anticipated fire department or specialized system reviews, if applicable;
5. Estimated submittal and review fees.

The proposer must provide a separate fee and cost schedule that clearly distinguishes:

- Professional service fees;
- Reimbursable expenses;
- Third-party consultant costs;
- Estimated DHS submission and review fees;
- Estimated DSPS fees, if applicable;
- Estimated local permit fees and other governmental costs.

Any DHS, DSPS, or other governmental review fees shall be clearly identified as estimates unless confirmed in writing by the applicable reviewing authority.

The selected firm shall verify current fee schedules before preparing or filing any formal submission.

8. BEST PRACTICES FOR MEMORY CARE DESIGN

The County expects the selected firm to incorporate evidence-informed and industry-recognized best practices for memory care and dementia-capable design. The firm's proposal shall describe how the firm will address the following:

- Resident-centered and person-directed design;
- Safe and intuitive circulation;
- Visual cueing and orientation;
- Reduced environmental stressors;
- Appropriate security and access control;
- Fall risk reduction through design;
- Support for supervision without excessive institutionalization;
- Appropriate space for socialization, dining, activity, rest, and family engagement;
- Design supportive of residents with co-occurring mobility, sensory, and medical needs;
- Materials and finishes appropriate for infection prevention, durability, safety, and long-term care use.

9. DELIVERABLES

All deliverables shall become the property of the County subject to applicable professional standards, contract terms, and intellectual property/license provisions set forth in the final agreement.

10. MINIMUM PROPOSER QUALIFICATIONS

To be considered responsive, a proposer must meet the following minimum qualifications:

1. The proposer must employ or retain a Wisconsin-licensed architect authorized to practice in the State of Wisconsin.
2. The proposer must have demonstrated experience with health care, long-term care, nursing home, or comparable regulated institutional projects.

3. The proposer must have experience with code review and life safety analysis for regulated occupancies.
4. The proposer must have experience with occupied renovation or phased construction projects.
5. The proposer must be able to coordinate all necessary engineering and specialty consultant disciplines.
6. Experience with memory care, dementia care, or behavioral health environment design is strongly preferred.
7. Experience with Wisconsin DHS or similar state health care plan review processes is strongly preferred.

11. PROPOSAL FORMAT AND CONTENT REQUIREMENTS

To facilitate a uniform review process, proposals shall be organized in the following order:

11.1 Cover Letter

Include:

- Legal name of proposer;
- Business address;
- Primary contact person;
- Telephone number and email address;
- Statement of interest;
- Statement confirming the proposer's ability to meet the requirements of this RFP;
- Signature of an authorized representative.

11.2 Firm Profile

Include:

- Brief history of the firm;
- Office location(s);
- Number of personnel;
- Description of relevant service capabilities;
- Public sector and long-term care experience.

11.3 Project Team

Include:

- Identification of principal-in-charge, project manager, lead architect, and key consultants;
- Qualifications summaries for key personnel and title

11.4 Relevant Experience

Provide at least three examples of similar projects. For each project, include:

- Client/owner name;
- Facility type;
- Project scope;
- Approximate construction cost;
- Project completion date;
- Description of services provided;
- Relevance to this project;
- Client reference contact information.

11.7 Schedule

Provide a proposed project schedule including key milestones.

11.9 References

Provide at least three client references.

11.10 Required Disclosures and Certifications

Include:

- Proof of professional licensure;
- Proof of insurance or certificate summary;
- Disclosure of litigation, claims, or disciplinary actions within the past five years;
- Conflict of interest disclosure;
- Nondiscrimination/equal opportunity compliance statement;
- Any other certifications required by County procurement policy.

12. SUBMISSION INSTRUCTIONS & CONTACTS

Proposals shall be submitted as follows:

Submission Requirements

- Email Garry Pluemer & Alesha Erdenberger-
 - aerdenberger@co.grant.wi.gov
 - gpluemer@co.grant.wi.gov
 - One electronic PDF copy, clearly labeled; Subject line: **RFP – Architectural Services for Memory Care Unit**

No other County employee, official, or representative is authorized to provide binding information regarding this RFP.

13. COUNTY RIGHTS AND RESERVATIONS

The County reserves the right, in its sole discretion, to:

- Amend, withdraw, or cancel this RFP at any time;
- Waive minor irregularities, informalities, or technicalities;
- Request additional information from any proposer;
- Reject any or all proposals;
- Accept any proposal or portion of a proposal deemed in the best interest of the County;
- Negotiate with one or more proposers;
- Award a contract in whole, in part, or by phase;
- Decline to award a contract.

Issuance of this RFP does not create any rights in favor of any proposer or obligate the County to enter into any contract.

14. INSURANCE REQUIREMENTS

The selected firm shall maintain insurance in types and amounts acceptable to the County, which may include:

- Commercial General Liability; Professional Liability / Errors and Omissions;
- Workers' Compensation; Automobile Liability; Umbrella or Excess Liability, if required.

15. PUBLIC RECORDS AND CONFIDENTIALITY

Proposals submitted to the County may be subject to disclosure under applicable Wisconsin public records laws. Proposers are responsible for clearly identifying any information claimed to be confidential or proprietary and the legal basis for such claim. The County does not guarantee that any requested confidentiality will be upheld.

16. NONDISCRIMINATION AND EQUAL OPPORTUNITY

The selected firm shall comply with all applicable nondiscrimination, equal opportunity, and employment laws and requirements and shall not discriminate on any basis prohibited by law in the performance of the contract.

17. OCCUPIED FACILITY CONDITIONS

The selected firm shall acknowledge that the work involves an occupied long-term care environment. The firm must account for:

- Resident privacy and dignity- HIPAA;
 - Operational continuity;
 - Safety and security in resident areas;
 - Infection prevention precautions as applicable;
 - Interim life safety measures;
 - Construction phasing constraints;
 - Staff and visitor access;
 - Limitation of noise, dust, disruption, and hazards.
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18. PROPOSAL COSTS

All costs incurred in the preparation and submission of a proposal, attendance at interviews, or participation in contract negotiations shall be borne solely by the proposer.

19. SIGNATURE REQUIREMENT

The proposal shall be signed by an individual authorized to bind the proposer contractually.
