

VILLAGE OF WESTON, REQUEST FOR PROPOSAL:

CONDITION ASSESSMENT & FACILITIES PLANNING

MUNICIPAL BUILDING CAMPUS

VILLAGE OF WESTON

Village of Weston, Marathon County, Wisconsin

5500 Schofield Ave., Weston, WI 54476

I. INTRODUCTION

The Village of Weston intends to retain the services of a consulting team to fill a diverse scope of services regarding the Village's Municipal Center and Public Works Facilities at 5500 Schofield Avenue, Weston, WI.

The purpose of this document is to outline the Village's interest in obtaining the services of a qualified consultant team to provide the services requested. This document includes a detailed scope of services for reference in the preparation of a proposal (the RFP is 6 pages)

This RFP is being administered by an outside consultant/firm as an agent for the Village who will not be completing any of the scope of services of this RFP. All questions, clarifications and general communications are to be directed **in writing** to the following contact person:

Robert J. Roth, PE
Roth Professional Solutions
robert@rpsprofessionalsolutions.com
(608) 697.5857

Any addendums to the RFP will be issued to all invited parties via email and require confirmation by the recipient. Attachments to this RFP are available via the Village's cloud file sharing system at the following link (hereinafter referred to as 'Data File'). The link will be emailed to invited firms.

<http://cloud.westonwi.gov/owncloud/public.php?service=files&t=d35f4e52e77e986598f223cd32dce1e1>

A tour of the facilities involved is scheduled for September 16, 2015 at 10 AM, starting at the Municipal Center – 5500 Schofield Avenue (Board Room). This tour is non-mandatory, however, the Village will not schedule individual on-site walk-throughs/meetings with prospective consultants.

Proposals must be received by 2:00 PM, September 24, 2015. Please submit three (3) bound color copies to the Village's physical address (attention Robert J. Roth) and one (1) digital copy in PDF format to the receipt of the above-noted contact person.

II. PROJECT BACKGROUND

In preparation for 2016 and future years' budgets, the Village of Weston is reviewing its municipal facilities campus at 5500 Schofield Avenue to determine a concept plan for possible future building and site projects. The campus area is depicted below off the Village's GIS mapping:



Generally, this RFP includes evaluation of three (3) main areas within the scope of work. These areas are the Municipal Center area, a portion of the Kennedy Park facilities, and the Ryan Street facility. The Village finds that the spaces involved in the scope of work are undersized and not suited for the Village's current and future needs. The evaluation of these sites and structures is critical for further planning with respect to the Village's municipal operations.

The scope of work included herein is built on the following main ideas:

- The Park and Recreation Department will be located within the Municipal Center (office and some storage is currently located at Kennedy Park).
- The Kennedy Park buildings included in the scope of work will be assessed for salvage and possible reuse, with the idea that only park maintenance equipment for the Park may be kept onsite.
- The Ryan Street facility will remain for multi-purpose storage.
- The Village's water treatment facility currently houses certain water appurtenances including meter testing equipment and fittings/spare parts.
- The Municipal Center will ideally contain municipal offices as presently housed and will include administration, public works administration, park and recreation administration, shop, storage, library branch, drive-thru, classroom, meeting rooms, joint uses, and other uses as determined in the proposed planning effort.

The Consultant will assist in developing the necessary information to review the current facilities, evaluate options for addition, re-use, salvage etc, space plan for the projected Village needs and growth, generate alternatives for the municipal center campus buildings and plan space needs/layouts in the development of concepts for the Municipal Center area.

The Village has provided the following information in the data file:

- Street as-builts record drawings of the surrounding right-of-ways
- Historic building addition plans for the existing municipal building
- Pictures of the subject sites and facilities

III. SCOPE OF WORK

The work required of the selected consultant or consultant team will include the following:

Phase I - Data Acquisition & Assessment

- A. Comprehensive Land & Topographic Survey of Municipal Campus
 1. Conduct 50-year title research to verify easement and encumbrances on the municipal grounds, including right-of-way areas adjacent to the campus boundary.
 2. Research historic mapping and recorded surveys, including adjacent right-of-way areas.
 3. Provide topographic survey to 1' contour intervals, of municipal campus and adjacent right-of-ways, including adjacent properties to approximately 100' buffer.
 4. Survey existing property lines/pins.
 5. Survey all existing underground and overhead utilities.
 6. Provide comprehensive property and topographic mapping that accurately depicts site features.
 7. Provide easement documents and property documentation from title research or deeds background in both hard copy and digital format.
 8. Coordination on drawing files and other documentation as reasonably necessary.
- B. Phase I Environmental
 1. Conduct Phase I Environmental Study on Municipal Campus, meeting the requirements of ASTM E 1527-13, 40 CFR 312 (AAI), and ISO 14015.
 2. Coordinate with all parties on all findings.
 3. Prepare report and submit three (3) full hard copies and a digital PDF copy to the Village.
- C. Facility Assessment
 1. Public Works Facilities Evaluation
 - a. Interview/meet with Public Works Staff, Building Inspector, Fire Inspector, Water/Sewer Staff and Maintenance Staff.
 - b. Perform a general Condition Assessment of public works buildings on Municipal Campus.

- c. Conduct necessary structural and building inspections to ascertain the condition and life expectancy of the buildings.
 - d. Provide comment on outside parking, maneuverability, signage, lighting and storage layouts.
 - e. Estimate remaining life of buildings and facilities.
 - f. Provide detailed report, including cost estimates in both hard copy and digital formats.
2. Municipal Building Evaluation
- a. Interview/meet with Village Administrator, Public Works Staff, Building Inspector, Fire Inspector, Maintenance Staff and other staff as directed by the Village.
 - b. Perform Condition Assessment of main municipal office building with respect to current building codes, safety requirements, ADA accessibility, & fire codes.
 - c. Conduct necessary structural and building inspections of foundation/basement and roof systems.
 - d. Conduct engineering inspection of plumbing, HVAC, & electrical systems.
 - e. Conduct hazard assessment (mold, asbestos, etc.).
 - f. Assess windows, doors and other openings.
 - g. Assess thermal and vapor barrier efficiency, if available.
 - h. Review energy efficiency of lighting and heating elements.
 - i. Review outside parking, signage and lighting elements.
 - j. Estimate remaining life of buildings and facilities.
 - k. Provide detailed report including cost estimates in both hard copy and digital formats.
3. Parks and Recreation Building Evaluation
- a. Interview/meet with Park and Recreation Staff, Building Inspector, Fire Inspector and other staff as directed by the Village.
 - b. Perform a general Condition Assessment of park buildings at Kennedy Park.
 - c. Conduct necessary structural and building inspections.
 - d. Estimate remaining life of buildings and facilities.
 - e. Provide detailed report, including cost estimates.

Phase II – Concept Plan Development

- A. Conceptualization of Alternative Uses or Mixed Uses on the Municipal Campus Site.
 - 1. Meet with Village Staff and Department Heads on Potential Uses of Municipal Campus and Building Facilities (minimum of 3 meetings)
 - 2. Provide Summary Evaluation, Pros & Cons, Recommendation
 - 3. Functional Programming and Space Projection
 - a. Public Works Facilities
 - b. Municipal Building including Park and Recreation Department
- B. Develop Concepts for Municipal Campus
 - 1. Conduct Short Term & Long Term Facility Planning Based on Property, Building Condition, Space Projection and Future Concept Uses.
 - 2. Complete Cost Estimates for Budgeting Purposes
 - 3. Provide Mapping, Plan Reports, & Presentation Materials as Necessary for Public Visualization (Rendering of Refined Concepts)

IV. TEAM/CONSULTANT REQUIREMENTS

- 1. Surveying Requirements. Professional Land Surveyor in the State of Wisconsin with a minimum of five (5) years in performing detailed site surveys, ALTA surveys, and municipal right-of-way surveys.
- 2. Environmental Requirements. Professional Engineer in the State of Wisconsin or Environmental Project Manager with a minimum of five (5) years experience in Phase I Environmental Site Studies.
- 3. Building Condition Assessment. Design or construction professional (Engineer, Architect, Construction Manager, etc.) with a minimum of 5 years experience in commercial building assessment, along with representative experts based on specific expertise. Also a minimum five (5) years experience in municipal facility design, planning and construction, and/or similar use facilities such as maintenance garages, shops, schools, etc.
- 4. Concept Plan Development. Engineer, Architect, Design Professional and/or Construction Professional with recognized experience in the planning, design, and construction of municipal facilities. A project team of qualified/specialized consultants is preferred but not required.

V. ANTICIPATED PROJECT TIMEFRAME

1. All work is intended to be completed in 2016 and some elements of the work may depend on budget considerations.

VI. COST PROPOSAL

1. The Cost for the proposed services shall be submitted as a lump sum for professional services with the following breakout:

Phase I

- a. Comprehensive Site and Topographic Survey (and Deliverables)
- b. Phase I Environmental Site Study (and Deliverables)
- c. Facilities Assessment (and Deliverables)
 1. Public Works Facilities
 2. Municipal Center Building
 3. Park and Recreation Facilities at Kennedy Park

Phase II

- a. Concept Development of Alternative of Mixed Uses (and Deliverables)
- b. Concept Development for Municipal Campus (and Deliverables)
- c. Concept Development for Kennedy Park Buildings (and Deliverables)

Hours provided per major work category along with a list of expenses

Hourly Rate Schedule, for 2016 and 2017

VII. INSURANCE MINIMUM REQUIREMENTS FOR CONSULTING SERVICES

1. The VILLAGE OF WESTON shall be named as additional insured.
2. Commercial general liability insurance for a limit of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
3. Professional liability insurance for limit of not less than \$1,000,000 per claim and \$2,000,000 annual aggregate.
4. Automobile liability insurance for a limit of not less than \$1,000,000 per occurrence and \$1,000,000 aggregate.
5. Excess liability insurance for a limit of not less than \$1,000,000 over the General Liability and Automobile Liability coverages.

VIII. QUALIFICATION REQUIREMENTS

1. One or more consultants who together present a qualified and suitable consultant team with representatives who each have specific expertise(s) to benefit the project.
2. Design/build organizations with recognized experience in public buildings and concept development, including value engineering and construction management.
3. Engineering or Architectural organizations with recognized experience in municipal buildings and public works buildings, as well as public building construction.
4. For Phase I (a), Engineering and/or Surveying organizations who have qualified and responsible surveying staff (whether in-house or by sub-consultant).
5. For Phase I (b), Engineering, geotechnical or environmental firms who have qualified and responsible staff with experience in Phase I Environmental studies (whether in-house or by subconsultant).
6. Past record of performance on similar contracts, including such factors as control of costs, quality of work, and ability to meet schedules.
7. Capacity of the team to perform the work and meet anticipated project timelines, taking into consideration the current and planned workload of the consultant team.

IX. PROPOSAL REQUIREMENTS & INFORMATION

1. Proposals shall include:
 - a. Consultant team listing (headquarters, local office, contact information)and background information, if any.
 - b. Project approach and insight, describing key concepts and tools that make the project successful
 - c. Qualifications of the project team along with pertinent resumes.
 - d. Statement that consultant/team understands the Project Scope and Deliverables.
 - e. List of items that are to be provided by the Village of Weston to complete the scope.
 - f. Compliance with insurance requirements.
 - g. Cost information as directed herein.
 - h. Listing of similar projects, description and references.

2. Proposals will be reviewed by the Village of Weston for the following items:
 - a. Consultant team approach, combined with experience & qualifications of representative expertise.
 - b. Overall expertise in the area of public building use and construction.
 - c. Experience in the area of concept development for municipal administration & public works buildings.
 - d. Technical expertise in specific areas as designated herein.
 - e. Completeness of the proposal; validity of the response.
 - f. Consultant cost.
 - g. Reference checks.
3. The Village of Weston reserves the right, without qualifications, to select any proposal, to reject any or all proposals, and to apply its judgment with respect to any proposal submitted. The Village further reserves the right to obtain new proposals or to proceed to have the service provided in any way that the Village of Weston deems appropriate. Although cost & approach to the project will not be the overriding criterion in the selection, such factors may be the determining factor if proposals are deemed to be equivalent in content.
4. The Village of Weston reserves the right to interview any of the responsive consulting firms/teams, or select immediately upon receipt/review of completed proposals.
5. The Village of Weston is not liable for any costs incurred by prospective proposer/respondents prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the proposer/respondent in responding to this RFP are entirely the responsibility of the proposer/respondent, and shall not be reimbursed in any manner by the Village.

---- END OF RFP ----

ADDENDUM #1

VILLAGE OF WESTON, REQUEST FOR PROPOSAL:

CONDITION ASSESSMENT & FACILITIES PLANNING MUNICIPAL BUILDING CAMPUS

VILLAGE OF WESTON

Village of Weston, Marathon County, Wisconsin

5500 Schofield Ave., Weston, WI 54476

I. BACKGROUND

The following changes, clarifications, additions and/or deletions shall be made to the Request for Proposal for Condition Assessment and Facilities Planning. This Addendum provides additional information beyond the original RFP.

Respondents are required to acknowledge receipt of this Addendum #1 within their submitted proposal.

Key RFP Notes:

Release Date:	August 31, 2015
Addendum #1:	September 14, 2015
Tour of Facilities:	September 16, 2015
NEW SUBMITTAL DATE:	September 30, 2015

A tour of the facilities involved is scheduled for September 16, 2015 at 10 AM, starting at the Municipal Center – 5500 Schofield Avenue (Board Room). This tour is non-mandatory, however, the Village will not schedule individual on-site walk-throughs/meetings with prospective consultants.

Proposals must be received by 2:00 PM, September 30, 2015. Please submit three (3) bound color copies to the Village's physical address (attention Robert J. Roth) and one (1) digital copy in PDF format to the receipt of to robert@rpsprofessionalsolutions.com

II. ADDITIONS

Section II. Section II of the RFP will include the following addition to scope of the RFP. The RFP is hereby amended to include the Village of Weston Public Safety Building. This facility is located at the corner of Mesker Street and Sternberg Avenue, nearby the Municipal Center. This facility is depicted in aerial image as shown below:



The Village's cloud data file is also amended to include building plans and building pictures. The cloud file reference remains for access to download at the following link:

<http://cloud.westonwi.gov/owncloud/public.php?service=files&t=d35f4e52e77e986598f223cd32dce1e1>

Section III. Section III (Phase I) of the RFP will include the following additional Scope of Work:

Section III, Subsection A-C. Subsection A, B & C are hereby amended to include the Public Safety Building site in the Scope of Work for Land Surveying, Phase I Environmental and Facilities Assessment. Under Subsection C, respondents shall add an item #4 for Public Safety Building Evaluation:

4. Public Safety Building Evaluation

- a. Interview/meet with Fire Chief, Police Chief or other Management Staff as appropriate, Building Inspector, Fire Inspector, Maintenance Staff and other staff as directed by the Village.
- b. Perform Condition Assessment of main municipal office building with respect to current building codes, safety requirements, ADA accessibility, & fire codes.
- c. Conduct necessary structural and building inspections of foundation/basement and roof systems.
- d. Conduct engineering inspection of plumbing, HVAC, & electrical systems.
- e. Conduct hazard assessment (mold, asbestos, etc.).
- f. Assess windows, doors and other openings.
- g. Assess thermal and vapor barrier efficiency, if available.
- h. Review energy efficiency of lighting and heating elements.
- i. Review outside parking, signage and lighting elements.
- j. Estimate remaining life of buildings and facilities.
- k. Provide detailed report including cost estimates in both hard copy and digital formats.

Section III, Phase II. The Scope of Work for Phase II shall hereby include an Item A. 3(c) – Public Safety Building.

Section IV. Cost information shall be provided as Item #1(c)(4) for the Public Safety Building accordingly.

Section IV. Cost information for the concept development stage of Phase II shall be included in the Municipal Campus Item (b).

III. **DELETIONS.** None.

IV. **CLARIFICATIONS.** Generally, all references to the Municipal Campus area shall include the Public Safety Facility and Grounds.

V. **QUESTIONS.** The following questions have been submitted in writing thus far:

1. *Can we bring a subconsultant on to our team that is not on the list of invited firms?*

Response: Yes.

2. *Could you define the boundary of the Municipal Campus?*

Response: This Addendum in effect clarifies the intent of the Village regarding its municipal campus area while adding the Public Safety Facility. Generally, as a point of clarification, adjoining street right-of-ways are considered within the scope of work that would define the campus area.

3. *Has the Village budgeted money for this work and if so what is the budget at this point?*

Response: No. A budget amount is not available.

4. *The Anticipated Project Timeframe notes that the work is intended to be completed in 2016? Are the services intended to commence in 2015?*

Response: No. Services will commence in 2016.

5. *Are the Hazard Assessment Services as defined in Phase 1 - Data Acquisition and Assessment, 2. Municipal Building Evaluation, Item e. required to be performed by the project team or a sub consultant contracted to the project team or can the project team include a scope of services item to assist the Owner in procuring the services of a qualified organization that would contract directly with the Village?*

Response: Yes. Environmental/Hazard Assessment Services are intended to be completed by a subconsultant or a project team member. However, the Village will not exclude proposals from qualified teams that may require the Village to separately contract with such expertise based on insurance limitations. Respondents should clearly indicate this within the submitted proposal.

---- END OF ADDENDUM ----

ADDENDUM #2

VILLAGE OF WESTON, REQUEST FOR PROPOSAL:

CONDITION ASSESSMENT & FACILITIES PLANNING MUNICIPAL BUILDING CAMPUS

VILLAGE OF WESTON

Village of Weston, Marathon County, Wisconsin

5500 Schofield Ave., Weston, WI 54476

I. BACKGROUND

The following changes, clarifications, additions and/or deletions shall be made to the Request for Proposal for Condition Assessment and Facilities Planning. This Addendum provides additional information that is supplemental to the original RFP.

Respondents are required to acknowledge receipt of this Addendum #2, as well as Addendum #1, within their submitted proposal.

This Addendum is provided as a follow-up to the Site Facilities Tour that was conducted on September 16, 2015.

Key RFP Notes:

Release Date:	August 31, 2015
Addendum #1:	September 14, 2015
Tour of Facilities:	September 16, 2015
Addendum #2:	September 28, 2015
SUBMITTAL DATE:	September 30, 2015

Proposals must be received by 2:00 PM, September 30, 2015. Please submit three (3) bound color copies to the Village’s physical address (attention Robert J. Roth) and one (1) digital copy in PDF format to the receipt of to robert@rpsprofessionalsolutions.com

II. CLARIFICATIONS

1. Kennedy Area Scope of Work. Like the Ryan Street facility, the scope of work for the Kennedy Park Area does not include surveying or environmental services. The area of concern for building facilities assessment is limited to the buildings that were toured in the Site Facilities Tour (3 buildings).
2. Extent of Survey Requirements in Right-of-way. Where surveying is required in the Municipal Campus area, which includes the Public Safety Building, survey data acquisition should include adjoining right-of-ways and include the entire right-of-way in that effort.
3. Energy Audit. No formal energy audit is requested in this RFP.
4. Private Well in Municipal Campus area. During the Site Facilities Tour it was mentioned that a private well exists for miscellaneous purposes involving public works. For this RFP, it is merely intended to be known that a private well exists and that the use of this well will likely be taken into account in the planning of future facilities.
5. Public Safety Building. The Public Safety Building facilities that were added in Addendum #1 and toured at the Site Facilities Tour are considered part of the Municipal Campus in terms of Phase II Concept work.
6. Attendance List. The Site Facilities Tour attendance list (consultants) is as follows:

Tonia Speener	Clark Dietz
Marc Zettler	HSR Associates
Michael Marhefke	GRAEF
Jim Tibeetts	Angus Young
Mark Porlier	MSA Professional Services
Troy Woodard	Mead & Hunt
Brenden Kress	Strand Associates
Melody Hamlin	Becher Hoppe
Rick Schroeder	Becher Hoppe
Ashlee Prochnow	McMahon
Jeff Schoenbom	Kueny Architects
Stephanie Finamore	CWE
Brian Weinhold	CWE
John Stone	CWE
Steve Baur	CWE
Matthew Hahn	Strang
Justin Frahm	JSD Professional Services
Todd Buhr	JSD Professional Services
Eric Siebers	Boldt Technical Services

---- END OF ADDENDUM ----