

VILLAGE OF KRONENWETTER, REQUEST FOR PROPOSAL:

**CONDITION ASSESSMENT & FACILITIES PLANNING
MUNICIPAL CENTER**

VILLAGE OF KRONEN

Village of Konenwetter, Marathon County,

Wisconsin 1582 Kronenwetter Drive, Kronenwetter,

WI 54455

I. INTRODUCTION

The Village of Kronenwetter intends to retain the services of a consulting team to fill a diverse scope of services regarding the Village's Municipal Center Departments, Public Works and Utilities in the Village of Kronenwetter.

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:

Consultant Firm
Point of Contact
Contract information

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.](#)

A tour of the facilities involved is scheduled for January 16, 2024 at 10 AM, starting at the Municipal Center – 1582 Kronenwetter Drive, Kronenwetter, WI 54455 (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, January 24, 2024. 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 2024 and future years' budgets, the Village of Kronenwetter is reviewing its municipal center operating, to include public work and utilities operations.in various locations of the Village. This review is to determine a concept plan for possible future building and site projects. The locations is depicted below off the Village mapping:

Picture Satellite Imagery of the Sites

Generally, this RFP includes evaluation of three (3) main areas within the scope of work. These areas are the Municipal Center area, a Public Works Shop, and the Well #1 Utilities facilities. 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, which also include a police department and fire & rescue department.

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

- Expand existing Municipal Center or construct a new facility with adequate parking for elections and meeting & conference rooms. Current facility houses police department, fire department, administration, public works & utilities administration, board & meeting rooms, multipurpose room etc.
- New Police Department with capacity for more offices, addition squad bays, restrooms & locker room, patrol room, conference room, gun room, evidence storage breakroom etc. The current Police Department is housed in the Municipal Center, along with the Fire Department.
- Expanded Department of Public Works & Utilities parks storage, Vac Truck storage, snow removal equipment storage.

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 provide the consultant information pertinent to this effort. The following are examples:

- Street as-builts record drawings of the surrounding rights-of-way
- Historic building addition plans for the existing municipal building and other facilities
- 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 & Utilities Facilities Evaluation
 - a. Interview/meet with Public Works Staff, Water/Sewer Staff and Maintenance Staff, Building Inspector, Fire Inspector and other staff as directed by the Village.
 - b. Perform a general Condition Assessment of public works buildings and sites.

- 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.
 - 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 Center and Building Facilities (minimum of 3 meetings)
 - 2. Provide Summary Evaluation, Pros & Cons, Recommendation
 - 3. Functional Programming and Space Projection
 - a. Public Works & Utilities Facilities
 - b. Municipal Building including Park and Recreation Department
- B. Develop Concepts for Municipal Center
 - 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 2024 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 & Utilities Facilities
 2. Municipal Center Building
 3. Park and Recreation Facilities

Phase II

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

provided per major work category along with a list of expenses

Hourly Rate Schedule, for 2024 and 2025

VII. INSURANCE MINIMUM REQUIREMENTS FOR CONSULTING SERVICES

1. The VILLAGE OF KRONENWETTER 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 Kronenwetter 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 Kronenwetter 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 Kronenwetter 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 Kronenwetter 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 Kronenwetter 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 Kronenwetter 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 ----