

1. Introduction

The City of Whitewater Department of Public Works (DPW) is soliciting proposals from qualified Architectural and Engineering (A/E) firms to provide full design, engineering, permitting, preparation of bid documents and any other necessary documents/requirements, and construction administration for the development of a new DPW Facility. Based on the *DPW Space Needs Assessment & Master Planning Study* completed by Kueny Architects (Updated October 8, 2025), the City has determined that the existing DPW buildings have exceeded their life cycle, do not meet operational or code requirements, and should be replaced with a new purpose-built facility. The estimated size of a new facility, based on the Kueny Study, is approximately 60,900 square feet.

2. Project Background

A comprehensive facilities condition assessment identified widespread deficiencies including:

- Outdated mechanical, electrical, and plumbing systems
- Lack of ADA compliance throughout the building
- Insufficient administrative, storage, and operational space
- Structural deterioration in most outbuildings
- Inadequate vehicle maintenance and vehicle storage capacity
- Inefficient site access, utilities, drainage, and security systems

The Kueny Study concluded that full replacement of the DPW facility (except Buildings 5 and 8) is the most cost-effective long-term solution to support operations through 2050. Warm storage for 80 pieces of equipment, expanded shop spaces, improved vehicle maintenance capacity, and modern amenities were recommended.

During the DPW Space Needs Assessment & Master Planning Study, the current site at 150 E. Starin Road was the only site under consideration. The City now wishes to explore the feasibility of other potential sites that may better accommodate long-term space, circulation, environmental and/or growth considerations within the Business Park on the city's northeast side.

3. Project Objectives

The selected A/E firm will develop a design to address the following priorities:

Administrative & Office Functions

- Approximately **3,400 SF** administrative area including lobby, offices, meeting space, IT closet, break/training room, kitchen, and ADA-compliant circulation.

Amenities & Locker Rooms

- Approximately **1,110 SF** of compliant restroom, shower, locker, and mud-room spaces.

Vehicle Maintenance

- **4 heavy repair bays**, tire area, fabrication/weld bay, tool storage, bulk fluids room, parts office, and mezzanine storage totaling approximately **6,460 SF**.

Warm Vehicle Storage

- Approximately **40,150 SF**, including the existing Building 5, for storing 80 vehicles of varying sizes; include appropriate utilities, exhaust, trench drains, compressed air, radiant heating, and overhead door systems.

Cold Storage

- Relocate **Building 8** to provide approx. **3,600 SF** of cold storage.

Departmental Shops

- Approximately **4,610 SF** including carpentry/sign shop, parks shop, and public works shop.

Wash Bay

- Approximately **1,880 SF** including manual wash bay and wash equipment room.

Site Improvements

- New fuel island
- New salt/sand shed
- Perimeter fencing & automated gates
- Adequate security lighting & cameras
- Site circulation improvements suitable for phased demolition (existing locations)
- New customer and employee parking

The selected A/E firm will also help with identifying and selecting an adequate alternative site(s).

Alternative Site Selection

- Remain at 150 E. Starin Road

- Relocate to approximately **six-to-nine-acre** site in the Business Park. This could include more than one location in the Business Park.
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4. Scope of Services

The successful A/E firm will provide:

A. Preliminary Services

- Review existing DPW Space Needs Assessment and Master Plan Report
- Review current staffing and equipment. Provide recommended updates to square footage needs for the areas listed in Section 3 above.
- Complete alternative site selection process
- Provide comparative assessment of current site versus selected alternative site(s)
- Conduct supplemental field verification and geotechnical evaluations
- Prepare updated concept plans supported by cost estimates

B. Design Services

- Schematic Design
- Coordination with utilities (gas, electric, telecommunications, fiber) including city IT Department
- Design Development with input from city staff and Public Works Committee
- Demolition and phasing plans for current site if selected
- Construction Documents (architectural, structural, civil, mechanical, electrical, plumbing, fire protection)
- Plan & Architectural Review Commission approvals
- State approved plans
- Bid specifications and assistance during procurement

C. Engineering Requirements

- Topographic survey
- Structural design of new DPW facility
- MEP design including code-compliant ventilation for vehicle maintenance and storage
- Erosion control, site grading, drainage, stormwater management, landscape plan
- Security systems (access control, cameras, fencing, gate automation, lighting)
- ADA compliance throughout building and site

D. Construction Administration

- Respond to RFIs
 - Review submittals
 - On-site inspections
 - Punchlist development
 - Final closeout
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5. Deliverables

The A/E team will produce:

- Site evaluation report with comparison matrix
 - Alternative site concept diagrams
 - Recommended site selection justification
 - Updated cost estimates at 30%, 60%, 90%, and final design phase
 - Phasing plan for demolition and construction while maintaining DPW operations, if current site is the preferred alternative
 - Full architectural and engineering plans sets and specifications
 - Final bid package formatted for municipal procurement
 - Construction schedule
 - As-built documentation
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6. Proposal Requirements

Proposals must include:

1. **Letter of Interest**
 2. **Firm Qualifications & Relevant Experience**
 3. **Project Team & Key Personnel**
 4. **Understanding of Scope & Proposed Approach**
 5. **Site Evaluation Approach**
 6. **Proposed Project Schedule**
 7. **Fee Proposal** (including reimbursables)
 8. **Three Municipal References**
 9. **Proof of Insurance & Licensure**
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7. Evaluation Criteria

Proposals will be scored on:

- Experience with DPW, municipal, or similar facilities
 - Quality and relevance of past project examples
 - Project schedule and approach
 - Technical competence of proposed staff
 - Understanding of project needs
 - Cost competitiveness
 - Familiarity with Wisconsin building codes
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8. Project Timeline

Milestones (subject to negotiation):

- RFP Release: Jan 4, 2027
 - Question Due: February 5, 2027 1:00 p.m.
 - Proposal Deadline: February 19, 2027 3:00 p.m.
 - Firm Interviews: March 9, 2027 (1 hour starting at 4:00, up to 3 firms)
 - Council Approval: April 6, 2027
 - Design Completion: November, 2028
 - Construction Start: Spring 2029
 - Final Completion: Summer 2030
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9. Submission Instructions

Submit **one electronic proposal (PDF)** and **five bound hard copies** to:

Brad Marquardt

Director of Public Works

City of Whitewater

150 E. Starin Road

Whitewater, WI 53190

Email: *[Insert Email]*

10. Additional Information

The City reserves the right to:

- Reject any or all proposals
- Request clarification
- Waive irregularities
- Award contract in the City's best interest
