



Whitewater Police Department
312 W. Whitewater Street
Whitewater, Wisconsin 53190

Request for Proposals Whitewater Police Department Evidence Storage/Training Garage

Introduction

The Whitewater Police Department will be replacing its current evidence storage garage with a larger and more secure building that better fits the needs of the Department. The proposed building will store long-term evidence and also provide dedicated space for a training area.

Services Description: Preliminary design, final design, and bidding-related services for a new approximately 5,000-square-foot wood pole building for long-term evidence and vehicle storage as well as a dedicated training area.

Evidence Storage/Training Garage Project Area

The proposed evidence garage is situated within the confines of the Whitewater Wastewater Treatment facility located at 109 County Highway U, Whitewater, WI 53190. The proposed location is set within the confines of a circular drive situated to the north of the wastewater buildings as shown in the images below (green polygon solely provided to provide scale of the buildable area).



City Owned Land in Wastewater Treatment Facility		
Tax ID	Lot Size	
292-0515-3313-000	44.06	Acres
Lot size information was obtained from the Jefferson County Land Information GIS website.		



Evidence Garage Background and Space Needs

In 2024, the City of Whitewater contracted Fitch and Associates to complete an organizational and workload study of the Whitewater Police Department. Fitch and Associates recommended that the City “provide an alternative long-term property storage facility that provides for security and continuity of evidentiary items” and highlighted risks that include “water damage, damage by rodents, and problems related to security...”

Whitewater Police Department staff foresee the ideal evidence storage garage being approximately 5,000 square feet; an approximately 50’ x 100’ building. The building will need to have electricity, lighting, HVAC for basic temperature control, and will need multiple overhead doors, and multiple pedestrian doors. Ideally, the structure will have a secure fence or wall bisecting the building into an evidence storage area and an approximately 50’ x 50’ training area. The evidence portion of the building will need to be further divided to provide a secure long-term evidence storage area with a loft as well as a secure vehicle storage area.

Submission of Proposals

Proposals are due to the City of Whitewater on **February 11, 2025 at 4:30 p.m.** The selection committee will review the proposals with a recommendation shared with the Common Council for approval on **February 18, 2025.**

Submission Requirements:

Include the following information:

- A. Name and address of firm
- B. Principals of firm
- C. Resumes or brief background descriptions including relevant experience of the proposed project staff
- D. Description of previous experience with relevant design
- E. A list of at least 3 projects of similar scope and size, with the following information:
 1. Project name, location and description
 2. Date
 3. References (name, relationship to project, address, phone number, email address)
 4. Square footage involved
 5. Estimated and completed costs
- F. Description of how the firm would approach the project and gather information to develop the design(s), including soliciting public comment
- G. Timeline
- H. Budget breakdown

All submissions must include a commitment to complete design, including detailed cost estimates, for initial review by **August 1, 2025**.

The firm must:

- Be experienced in developing the type of use being proposed
- Have the financial and organizational capacity to fund, oversee, manage, and complete the Project, and be able to demonstrate that financial capacity
- Propose a financially feasible project which includes reliable budget estimates
- Be timely with respect to project milestones
- Be compliant with City ordinances and policies

Scope of Services

Preliminary Design Services

1. Attend a project kickoff meeting to review the general layout and project details and review the building plan concept.
2. Request underground utility marking and perform topographic survey on the project site. Project site is approximately 0.3 acres within the approximately 44-acre City of Whitewater Wastewater Treatment Facility.
3. As needed, assist with procuring geotechnical services for soil borings and geotechnical report for the project.
4. Review the State of Wisconsin's and City of Whitewater's codes and standards applicable to Evidence Storage/Training garage.
5. Prepare and present preliminary site building drawings for review.
6. Revise drawings in accordance with comments received.
7. Prepare a preliminary opinion of probable construction cost (OPCC).
8. Participate in one in-person or virtual meeting to review the preliminary drawings.

Final Design Services

1. Prepare design development drawings, technical specifications, and other documents for the civil, architectural, structural, mechanical, electrical and communications systems.
2. Prepare an OPCC at approximately 60 percent completion.
3. Participate in a 60 percent completion design development document in-person or virtual review meeting.
4. Incorporate review decisions and comments into drawings and technical specifications, as appropriate, following the 60 percent design development review meeting.
5. Prepare Bidding Documents using industry-standard guidelines and procedures.
6. Prepare final OPCC.
7. Submit final Bidding Documents sealed by a registered engineer/architect to the State of Wisconsin Department of Safety and Professional Services, if needed, and the City of Whitewater.

Bidding-Related Services

1. Distribute Bidding Documents electronically through QuestCDN, available at www.questcdn.com or other electronic bidding platform. Submit Advertisement to Bid to City of Whitewater for publishing.
2. Prepare addenda and answer questions during bidding.
3. Conduct electronic bid opening, tabulate and analyze bid results, and assist City of Whitewater in the award of the Construction Contract.
4. Prepare three sets of Contract Documents for signature.

Information and Instruction for Submission of Proposals

To be deemed timely, one (1) electronic copy in PDF format shall be received on or before **February 11, 2025** by 4:30 pm CST by:

City of Whitewater Police Department
Attn: Dan Meyer
Police Chief
312 W. Whitewater St.
Whitewater, WI 53190
dmeyer@whitewater-wi.gov

Selection Process and Schedule

The City shall consider the following information when evaluating submissions to determine the proposal that is in the best interest of the City. Selection will be based upon the proposal submitted and will be ranked primarily based upon the following criteria:

- Firm understanding and technical approach to the project
- Firm ability to meet the project schedule
- Pertinent experience and qualification of the project team
- Value of the services to be provided

The following schedule represents the anticipated timeline for the selection of a consultant and completion of the project, which may be altered as the need arises:

• RFP formally announced and distributed: January 22, 2025
• Deadline for receipt of proposals: February 11, 2025
• City review of submissions for conformity with RFP requirements: February 12, 2025
• Recommendation reviewed by Common Council for selection decision: February 18, 2025

NOTE: The City reserves the right to deviate from this schedule

Responsibility: It is the sole responsibility of the Firm to assure that they have received the entire Request for Proposal (RFP).

Right of Rejection and Clarification: The City reserves the right to reject any and all proposals and to request clarification of information from any Firm. The City is not obligated to enter into a contract on the basis of any proposal submitted in response to this document. The City is not required to accept the lowest-priced proposal.

Request for Additional Information: Prior to the final selection, Firm may be required to submit additional information which the City may deem necessary to further evaluate qualifications.

Denial of Reimbursement: The City will not reimburse firms for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.

Right of Negotiation: The City reserves the right to negotiate with the selected Firm the fee for the proposed scope of work and the exact terms and conditions of the contract.

Exceptions to the RFP: It is anticipated that firms may find instances where they may take exception with certain requirements or specifications of the RFP. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the City, and a description of the advantage to be gained or disadvantages to be incurred by the City of Whitewater as a result of these exceptions.

Indemnification: The Firm, at their own expense and without exception, shall indemnify, defend, and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the City, its employees and agents from any liability of any nature or kind in regard to the delivery of these services. The Firm shall secure and maintain General Liability Insurance and will protect themselves from claims under the Workers Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of services under this contract. Further, the Firm shall provide the City with evidence and the amount of Errors and Omissions Insurance, i.e. Professional Liability Insurance currently in effect.

Rights to Submitted Material: All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by Firms shall become the property of the City when received.

Termination of Contract: The City may cancel the contract at any time for breach of contractual obligations by providing the successful Firm with a written notice of such cancellation. Should the City exercise its right to cancel the contract for such reasons, the cancellation shall become effective on the date as specified in the notice of cancellation.

Assignment: The successful Firm shall not sell, assign, transfer, or convey any contract resulting from this RFP, in whole or in part, without the prior written consent of the City of Whitewater.

Conflict of Interest: The Firm covenants that they presently have no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The Firm further covenants that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in the contract.

Independent Contractor: The Firm must be represented as an independent contractor offering such services to the general public and shall not represent himself or his employees to be an employee of the City of Whitewater. Therefore, the Firm shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, and other expenses. The Firm also agrees to indemnify, save, and hold the City of Whitewater, its officers, agents and employees harmless from and against, any and all losses, any costs to include attorney fees and damage of any kind related to such matters. The Firm shall further understand that the City of Whitewater will not save and hold harmless and or indemnify the Firm and/or the Firm's employees against any liability incurred or arising as a result of any activity of the Firm or any activity of the Firm's employees performed in connection with the contract.

Questions about requirements: All questions should be submitted by email to Police Chief Dan Meyer at dmeyer@whitewater-wi.gov.