



Request for Proposal – Issued 09/8/22
Public Works Facility
Facility Needs Assessment, Site Evaluation and Concept Design

Proposal Requested

The Village of Shorewood is seeking proposals for a needs assessment, site evaluation and concept design for our Public Works Facility currently located at 3801 Morris Boulevard.

Project Background

The Public Works administration building, built in 1928, was designed by Henry Hengels, Shorewood’s village engineer who later had a notable career as a State of Wisconsin architect. Additional buildings were added to this facility between 1928 and 1934 and feature similar characteristics. The main administration building includes an abandoned incinerator.

The Public Works facility consists of five buildings and a refuse and yard waste transfer station. Whitefish Bay shares use of the yard waste transfer station through an agreed [Memorandum of Understanding](#). Of the five buildings, two are climate controlled, and three are cold storage buildings – including one salt shed, storage areas and material bins. The garage building sits to the north of the main shop building. These two buildings house the Public Works Department’s operations and equipment. The remaining buildings on-site are used for smaller equipment and other storage needs.

Since 2007 there have been six studies completed on the Public Works facility and operations listed below:

[Facility Condition Assessment - 2022](#)

[Process Evaluation for Major Investments in Department of Public Works - 2022](#)

[Public Works Organizational Analysis, Novak - 2020](#)

[Public Works Yard Master Planning Report](#), Sigma - 2014

[Public Works Strategic Plan 2013 - 2018](#)

[Public Works Service Prioritization Study, Springsted - 2010](#)

[Public Works Facility Study, Zimmerman - 2007](#)

Following the most recent studies conducted in 2022, the Village Board desires to explore creating a new Public Works facility in a new location or investing in the current site and facilities. The Board acknowledges this topic is still in the information gathering stage and exploring a new facility in a new location does not commit the Board building a facility on a new site. The information gathered can also be used to evaluate investing in the current facilities, building a new facility in the same location, or building a new facility at a new location(s).

Estimated Timeline

RFP issued	September 8, 2022
Tour of Public Works Facility – 10:00 a.m.	September 16, 2022
Deadline for proposal questions - noon	September 20, 2022
Proposal question responses emailed	September 22, 2022

Proposals due	September 30, 2022
Firms notified of interview	October 14, 2022
Interviews	October 27-28, 2022
Recommendation on vendor	November 21, 2022
Village Board approval of contract	December 5, 2022

The Village will hold a walkthrough of the facility prior to the submission deadline. The tour will take place at Shorewood Public Works facility located at 3801 Morris Boulevard on September 16, 2022, at 10:00 am. Interested firms are strongly encouraged to attend.

The Village will not be legally obligated to adhere to the dates for interviews, recommendations, and award. Interviews will be with staff and members and the Board chairperson of the recommending Board Committee.

Project Scope

Phase I – Facility Needs

1. Interview key staff on the facility needs, as listed above.
2. Review existing building data including plans, organizational chart, department functions and the prior UWM student effort.
3. Calculate parking needs for staff and visitors.
4. Assess the current Public Works facility to determine what space is necessary to handle the current and future space demands including but not limited to: office space, breakroom/lunchroom, restrooms/locker rooms, meeting rooms, general storage, vehicle and equipment storage, vehicle and equipment maintenance, parking and material storage.
5. Review current location to determine the highest, best use for this property to support village services – [site map](#).
 - a. Provide space needs analysis including:
 - i. Current space allocation
 - ii. Current space needs
 - iii. Future space needs
 - b. Identify the needed space for each service provided, acknowledging that services and service levels could change. Compare recommended square feet against existing square feet and identify percent increases.

Phase II – Site Evaluation

1. Evaluate current and other available properties to best support the needs of the department and community. The Village recognizes that such a property is not likely available within its municipal boundaries.
 - a. Meet with Village staff to review property options (minimum of three meetings required)
 - b. Prepare pros and cons of each potential concept
 - c. Analyze sites for best location for street access, utility access, stormwater retention, neighborhood integration, visibility, delivery and security.
 - d. Assess economic, environmental, and urban design impact of locating the DPW facility to candidate sites.
 - e. Create building and yard arrangement plans for DPW functions. Up to five sites will be arranged. One of the five sites shall be the current DPW site.

- f. Review the site and building plans with Village staff as to how they meet their operational needs and update the arrangement plans.
 - g. Develop cost estimates for the development of each candidate parcel.
 - h. Quantify each candidate site's ranking in a Site Selection Decision Matrix and numerically tally their benefits or drawbacks.
2. Prepare plans, reports, and presentation materials as necessary for public visualization of the proposed development and present findings to the Village Board for direction.

Phase III – Concept Design

1. Take the top three site candidates and advance to a conceptual design analyzing site engineering factors such as, utility locations and capacity, roadway capacity and traffic impact, topography, soils conditions, history of potential hazardous uses and a review of the title for any easements or land use restrictions.
2. Prepare plans, reports, and presentation materials as necessary for public visualization of the proposed development and present findings to the Village Board for direction.

Proposal Content

The proposal should address the following:

1. Transmittal Information
 - a. Firm's name, address, telephone number and lead contact person.
2. References/Experience
 - a. Three client references (name/email/phone) for similar projects in size and scope successfully completed by the proposing firm or individual within the last five years.
 - b. Describe qualifications and experience to perform the work described in the Scope of Work. Experience should include direct experience with the specific subject matter, noting state or local government and County experience if applicable. Include information and examples which demonstrate successful and reliable past performance.
3. Qualifications/Experience of Key Personnel
 - a. Qualifications and experience of key personnel who will be assigned to this project. This includes personnel to perform management of the project and individuals that will have the most contact with the Village during this project and any proposed subcontractors.
 - b. If the project is to be accomplished through an affiliation or joint venture, the names and addresses of those firms must be furnished, including the roles and responsibilities for each. Additionally, for each affiliated firm or joint venture participant, the information regarding experience and qualifications described in (a) above, must be provided.
4. Plan Approach and Timeline
 - a. A descriptive narrative of your proposed approach to successfully perform the project, including a specific description or list of any exceptional, value-added features or capabilities beneficial to the Village the proposal brings to the project.
 - b. Provide a proposed work plan which includes a detailed outline of the time commitment for each phase of the scope of work broken down by tasks, milestones, and duration.
 - c. Provide a sample report of a previous similar project.
5. Cost

- a. Provide hours and cost summary by project phase that includes the hourly rate for each project team member and a detailed analysis of the direct hours by task.
 - b. Please note there will be no reimbursement for travel time, meals, or mileage; these incidental costs should be included in the hourly rates. Only document reproduction costs will be reimbursable.
 - c. Describe the circumstances under which you would propose to modify the fees, and how you would communicate such a potential modification to the Village of Shorewood.
6. Contract
 - a. Please attach a copy of your standard contract for these types of services in the email submitting the proposal.
 7. Insurance
 - a. The proposal must include either a description of the firm's insurance or a certificate of insurance outlining the firm's insurance policies which evidence compliance with the requirements noted in the *Terms and Conditions* section of this RFP.

Terms and Conditions

Payment Terms

All invoices for services will be processed within 30 days, pending verification and the receipt of any required documentation of services provided in accordance with the terms of the agreement. If approved service agreement identifies labor services to be paid hourly, invoice must specify deliverable(s) completed and performed as well as any additional costs for equipment or materials. Invoice will be paid upon completion of each phase unless specified differently in the service agreement. If approved service agreement identifies annual flat fee for services, the Village ask to receive monthly invoices based on equal installments over the contract period.

Insurance

The successful firm shall agree that it will, always during the term of the agreement, keep in force and effect insurance policies required by the contract, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the Village. Such insurance shall be primary. Prior to execution of the written contract, the successful firm shall furnish the Village with a Certificate of Insurance listing the Village as an additional insured and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for thirty (30) days advance notice of cancellation or nonrenewal during the term of the agreement. Failure to submit an insurance certificate, as required, can make the contract voidable at the Village's discretion. Additionally, the Firm shall not allow any subcontractor to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor and approved by Village of Shorewood.

Nondiscrimination

In connection with the performance of work under this agreement, the Firm agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin, or ancestry. This provision must be included in all subcontracts.

Assignment or Subcontract

The contract may not be assigned or subcontracted by the firm without the written consent of the Village. If all or a portion on the contract work is proposed to be assigned or subcontracted, the name of the individual(s) to complete the work, address and firm proposed shall be submitted within the scope of the proposal.

Independent Contractor Status

The firm agrees that it is an independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

Amendments to Contract

This contract may be modified only by written amendment to the contract, signed by both parties.

Waiver

One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

Indemnification and Defense of Suits

The firm agrees to indemnify, hold harmless, and defend the Village, its officers, agents and employees from any and all liability including claims, demands, damages, actions or causes of action, together with any and all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the firm, its employees, agents or subcontractors.

Contract Period

The term of this contract will be 2023 to complete the report.

Termination of Contract

To be defined in the contract document.

Professional Services Contract

If your proposal is accepted and a contract is issued, then this Request for Proposal and all documents attached hereto including any amendments, the firm's technical and price proposals, and any other written offers/clarifications made by the firm and accepted by the Village will be incorporated into a contract between the Village and the firm, which shall contain all the terms and conditions agreed on by the parties hereto, and no other agreement regarding the subject matter of this proposal shall be determined to exist or bind any of the parties hereto.

The submission of a proposal shall be considered as a representation that the firm has carefully investigated all conditions, has full knowledge of the scope, nature and quality of work required, and is familiar with all applicable State, Federal and Local regulations that affect, or may at some future date affect the performance of this contract.

Acceptance of this proposal will take place only upon award by the Village Board, execution of the contract by the proper Village officials, and delivery of the fully executed contract to the firm. Acceptance may be revoked at any time prior to delivery of the fully executed contract to the successful firm. The contract may be amended only by written agreement between the firm and the Village of Shorewood.

Selection Criteria

Village staff will consider the following in evaluation of the proposals:

1. Past record of performance of the contractor and team on similar projects.
2. Quality and content of the written proposal.
3. Experience and technical competence of the contractor and project team assigned to the project.

4. The contractor's approach to the project, including the Village's confidence in the vendor's ability to satisfactorily perform the work.
5. Cost.

Instructions to Firms

Submittal Instructions

1. Please provide (1) digital copy of the proposal via email only to:
Rebecca Ewald, Village Manager
rewald@shorewoodwi.gov
Deadline: September 30, 2022 – Noon
2. Proposals will be accepted on or before the deadline identified above. Proposals received after that date and time will be rejected. Proposals will not be opened publicly.
3. Questions regarding this RFP should only be directed to staff member identified above. Contact with elected officials, committee members and other staff members is grounds for disqualification.

This RFP does not commit the Village to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The Village reserves the right to accept or reject any or all proposals received because of this request, to waive minor irregularities in the procedure, to negotiate with any qualified source, or to cancel in part or in its entirety, this RFP, if it is in the best interest of the Village of Shorewood to do so.

Amendments

Amendment of proposals may be done as follows:

By Village: Proposals may be amended by the Village in response to need for further clarification, specifications and/or requirements changes, new opening date, etc. Copies of the amendment will be mailed to prospective vendors.

By Firm: Proposals may only be amended after receipt by the Village by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the Village.

Proposals may be withdrawn only in total, and only by a written request to the Village prior to the time and date scheduled for opening of proposals.

Contract Administration

The staff member is the primary contact for contract administration of this proposal:

Rebecca Ewald, Village Manager
rewald@shorewoodwi.gov
414-847-2701

In the absence of the primary contract, the secondary contract for contraction administration is:

Leeann Butschlick, Director of Public Works
lbutschlick@shorewoodwi.gov
414-847-2653

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