



**Request for Proposal – Issued 04/6/21
Village Hall & Public Works
Facility Condition Assessment**

Proposal Requested

The Village of Shorewood is seeking proposals for a facility condition assessment of the Village Hall located at 3930 Murray Avenue and the Department of Public Works complex located at 3801 Morris Avenue.

Project Background

The Village of Shorewood is soliciting proposals to conduct a facility condition assessment (FCA) and analysis of its Village Hall and Public Works Facilities including identification of current facility condition deficiencies, recommending corrections for all deficiencies, providing cost estimates for corrections and forecasting future capital costs.

The Village of Shorewood seeks to understand (1) the general condition of the buildings and their major components; and (2) the timing and cost of future building component maintenance and replacement.

The Shorewood Village Hall was listed in the National Register of Historic Places in 1984 for its association with its use as a village hall. The building began as a school but was converted to the village hall in 1916. It has the basic exterior form of the old school still extant, but its current appearance dates largely from a 1936 remodeling done with WPA funding.

The Public Works Administration building was built in 1928 and designed by Henry Hengels, Shorewood’s village engineer who later had a notable career as State of Wisconsin architect. Additional buildings were added to this complex between 1928 and 1934 and feature similar characteristics. The main administration building includes an abandoned incinerator. General condition reports were prepared for this facility in [2007 and 2014](#).

Estimated Timeline

RFP issued	April 6, 2021
Deadline for proposal questions	April 21, 2021
Proposal question responses emailed	April 23, 2021
Proposals due	April 30, 2021
Firms notified of interview	May 7, 2021
Interviews	May 13-14, 2021
Recommendation on vendor	June 7, 2021
Village Board approval of contract	June 21, 2021

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

Provide detailed inspections and assessments of all facilities and major components as specified herein by architectural and/or engineering professionals or other equivalent facility assessment professionals to produce an accurate analysis that identifies visible and discernable (through non-destructive means) components and elements requiring maintenance or other planned action. The project team ideally would include a company

office within the State of Wisconsin and must include a professional cost estimator with similar work experience and local knowledge of cost rates in the greater Milwaukee Area.

The facility condition assessment will consist of the following phases:

- Phase I** Facility Assessment Planning
- Phase II** On-Site Facility Condition Assessment
- Phase III** Analysis of Facility Conditions Assessment Information
- Phase IV** Facility Condition Assessment Report & Presentation

A. Phase I Facility Assessment Planning

The contractor will provide a project memorandum for review and approval by the Village which briefly explains what is to be included in the assessment and a proposed schedule. The contractor will also review current asset information with Village staff. Copies of the building floor plans and maintenance history records where available will be made available to the contractor.

B. Phase II On Site Facility Condition Assessment

Conduct a detailed on-site condition assessment for each facility. The assessment should be structured and include all necessary information to assign an industry standard building system classification.

The on-site assessment will include entering accessible crawl spaces, and attic spaces.

The on-site assessment will be performed using both component-level and system-level inspection methods. The assessment team(s) will evaluate each asset to determine whether there is sufficient evidence to warrant complete replacement of the system, or if repairing only portions of the system is preferable or more cost effective.

Example: Assessment may indicate the need to replace all the windows in a facility, instead of repairing various windows throughout the facility; or that electrical capacity needs to be increased to meet the current and anticipated future needs at a facility.

The following minimum assessments will be accomplished:

1. Identify all major maintenance, repair, and replacement requirements including recommendations for green or more efficient operations.
2. Recommend upgrades and improvements where applicable, considering efficiency and environmental improvements.
3. Perform a thorough visual assessment of all architectural, civil/structural, mechanical, electrical, fire, plumbing, and sewer components/systems of each facility.
4. Identify and report all significant civil, structural, roofs, mechanical and electrical deficiencies and recommended upgrades and improvements.
5. Identify and immediately report to the Village components or situations that are considered urgent (endangering life and/property).
6. The facility condition assessments will focus on the following property elements:
 - a. Substructure – foundations, basements
 - b. Building envelope – exterior siding, curtain wall windows, exterior doors
 - c. Interior Construction - walls, doors, flooring, visible structural components, ceilings and ceiling systems
 - d. Interior Finishes: Flooring

- e. Lighting
 - f. Health/Fire/Life Safety systems, emergency egress lighting
 - g. Disabled Accessibility - ADA requirements
 - h. Heating, Ventilation and Air Conditioning
 - i. Plumbing Systems
 - j. Building Electrical and Service Distribution
 - k. Site Electrical and Service Distribution
 - l. Fire Suppression
 - m. Special Electrical Systems and Emergency Power
 - n. Roadways, parking lots, sidewalks, exterior lighting
 - o. Water (not irrigation), sanitary and storm sewers
 - p. HVAC Building Control Systems
7. Inventory and provide a spreadsheet of all maintainable equipment and systems within each building. The spreadsheet shall at a minimum provide the following information:
- a. Equipment Type
 - b. Location
 - c. Function and area served
 - d. Manufacturer
 - e. Model Number
 - f. Serial Number
 - g. Capacity if applicable
 - h. Estimated remaining life

Maintainable equipment includes but is not limited to the following types of items:

- a. Building and HVAC Controls
- b. Boilers
- c. Chillers
- d. Cooling Towers
- e. Ducts
- f. Lighting
- g. Package HVAC Units
- h. Major Exhaust Equipment
- i. Hot Water Heaters
- j. Air Handling Units and Controls
- k. Overhead Doors/Sliders
- l. Security Alarm Systems and Duress Equipment
- m. Compressors/Refrigeration
- n. Fire Alarms and Pumps
- o. Pumps
- p. Electrical Service Equipment

A. Phase III Analysis of Facility Condition Assessment

- 1. The contractor shall evaluate, analyze and provide projections for the following areas:
 - a. Deficiency costs summarized by Priority in each building.
 - d. Calculation of the Facility Condition Index (FCI) for each building.
 - e. Multi-year annual expenditure forecast for each building.

2. The contractor shall develop a ten-year expenditure plan, which is a schedule of all capital expenditures and actions required to maintain and repair facilities, unconstrained by available funding limitations.
3. The contractor’s analysis will include the calculation of the facility condition index (FCI) for each building. An FCI will provide a simple measure of the relative condition of a facility. The FCI is the ratio of the deficiencies (regular and deferred maintenance, and repair and replacement cost) to the current replacement value.

$$FCI = \frac{\text{Deficiencies}}{\text{Current Replacement Value}}$$

4. The contractor shall utilize life cycle analysis for component renewal and propose to the Village for approval the standards proposed to develop component renewal costs. Building components will be evaluated based on their individual life cycles, determined by an evaluation of the age. The renewal cost for the components will be computed and identified by renewal year. The contractor will report the life cycle costs for each building.

Deficiency Priorities

Each deficiency and project shall include the following decision-making classifications prioritizing each action according to its criticality and classification type:

Priority 1 Essential Improvements

Conditions in this category require immediate action to:

- Correct a cited safety hazard
- Stop accelerated deterioration
- Return a facility or equipment to operation

Priority 2 Potentially Essential Improvements

Conditions in this category, if not corrected expeditiously, will become critical within a year.

Situations within this category include:

- Intermittent operations
- Rapid deterioration
- Potential life safety hazards

Priority 3 Necessary - Not yet critical

Conditions in this category require appropriate attention to preclude deterioration or potential downtime and the associated damage or higher costs if deferred further.

Priority 4 Recommended

Conditions in this category include items that represent a sensible improvement to existing conditions. These are not required for the most basic function of the facility.

Priority 5 Appearance

Conditions in this category include finishes that have deteriorated and are required to maintain the required aesthetic standards.

Priority 6 Does Not Meet Current Codes/Standards - “Grandfathered”

Conditions in this category include items that do not conform to existing codes, but are “grandfathered” in their condition. No action is required at this time, but should substantial

work be undertaken in contiguous areas, certain existing conditions may require correction to comply with current code standards.

Capital Requirements Classification Categories

Each deficiency identified in the field assessment shall be classified in the following manner:

Category 1 – Security

When a system requires replacement due to a security risk or requirement.

Category 2 - Scheduled Maintenance

Maintenance that is planned and performed on a routine basis to preserve the condition.

Category 3- Deferred Maintenance

Maintenance that was not performed when it was scheduled or is past its useful life resulting in immediate repair or replacement.

Category 4 - Capital Renewal

Planned replacement of building systems that have reached the end of their useful life.

Category 5 - Energy & Sustainability

When the repair or replacement of equipment or systems are recommended to improve energy and sustainability performance.

B. Phase IV Facility Condition Assessment Report & Presentation

Using the data collected during the on-site facility condition assessment and analysis phase, the contractor shall provide a separate comprehensive condition assessment report for each facility.

The reports shall contain the following minimum information:

- a. Capital requirement costs summarized by Priority.
- b. Calculation of the Facility Condition Index (FCI) for each building.
- c. Multi-year annual expenditure forecast for each building.
- d. A detailed description of building assets and equipment detailing the observed condition and deficiency cause providing recommendations to correct the deficiency.
- e. A list of the information provided and collected for each asset, such as equipment type, manufacturer, model number, serial number, capacity and year installed in excel.
- f. Digital photographs for each facility and each piece of equipment inventoried. Exterior photographs will be used for identification and documentation of structural problems, major deficiencies or special conditions. Interior photographs will be used to document critical or unusual conditions. Photographs will be used to explain and / or justify the prioritization of corrective actions.
- g. A schedule of annual forecast expenditures itemizing each deficiency against each asset classification of the total cost for the actions required to correct the deficiencies for each facility by building system.

The contractor shall present the assessment findings through reports, graphs and charts which provide a visual representation of the condition assessment data. The material prepared shall be clear, detailed and sufficient to reflect the scope of the funding needs. The contractor shall use the data collected to make a presentation to the Village Board.

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 for similar projects in size and scope successfully completed by the proposing firm or individual within the last five years. Briefly describe each project and for each reference provide up-to-date individual contact name with e-mail and phone number.
 - 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. Identify each by their proposed role and include for each their name and up-to-date, pertinent resume.
 - 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 understanding and 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 an hourly rate for each project team member and a detailed analysis of the direct hours by task and position to satisfactorily provide, at a minimum, the construction inspection services outlined in the scope of services. Cost should be broken down by building.
 - 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, at all times 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 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 2021 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, it 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@villageofshorewood.org

Identify proposal name into subject line of the email: Facility & Mechanical Condition Assessment

Deadline: April 30, 2021 – 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 as a result 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@villageofshorewood.org
414-847-2701

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

Leeann Butschlick, Director of Public Works
lbutschlick@villageofshorewood.org
414-847-2653

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