

Request for Qualifications and Quotes:

# Architectural and Engineering services for the Municipal Services Campus

City of Evansville  
Evansville, Wisconsin

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## **I. INTRODUCTION**

The City of Evansville intends to retain the services of a consulting team to fill a diverse scope of services regarding the City's Municipal Services Facilities at 535 S. Madison Street, Evansville, WI.

The purpose of this document is to outline the City'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.

This RFP is being administered by the City. All questions, clarifications and general communications are to be directed to the following contact person:

Al Reynolds  
Public Works Foreperson  
[Allen.reynolds@ci.evansville.wi.gov](mailto:Allen.reynolds@ci.evansville.wi.gov)  
(608) 882.2270

A tour of the facility can be made by appointment. This tour is non-mandatory but may be useful in completing your proposal.

Proposals must be received by 12:00 PM, March 1st, 2017. Please submit three (3) color copies to the City Hall's physical address at 31 S. Madison, Evansville WI 53536. If sending by United States Postal Service please send to PO Box 76, Evansville WI 53536. Also submit one (1) digital copy in PDF format to [allen.reynolds@ci.evansville.wi.gov](mailto:allen.reynolds@ci.evansville.wi.gov) and [ian.rigg@ci.evansville.wi.gov](mailto:ian.rigg@ci.evansville.wi.gov)

## **II. PROJECT BACKGROUND**

In preparation for 2018-22 Capital Improvement Plan, the City of Evansville is reviewing its Municipal Services, Public Works facilities 535 S. Madison to determine a concept plan for possible future building, renovation or addition to adjoining Municipal Services, Water and Light buildings located at

15 Old 92, Evansville WI. The City finds that the space available for the Public Works division of the Municipal Services Department is either undersized or improperly organized for the City's current and future needs. The building also has concerns regarding proper work stations, efficiency in heating/lighting and duplication of effort/space due to the disconnection with the Water and Light division of Municipal Services. The evaluation of this site and structure is critical for further planning with respect to the City's municipal operations. The campus area is depicted below off the City's GIS mapping:



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

**The current Public Works building at 535 S Madison**

- May not be able to turned into an energy efficient building
- The roof of the building leaves little space for storage of future equipment

- The entrance and exits into the building do not allow for best use of space
- Work stations such as fleet maintenance, metal working, and wash bays are not efficiently set up in the current facility
- Growth of the community will force the expansion of services and size of fleet
- If a new facility is needed, this facility may be used for cold storage of equipment and parts for both divisions of the Municipal Services Department

#### **The current Water and Light buildings at 15 Old 92**

- May provide space for offices, maintenance, employee rest areas.
- Can be expanded to create these shared spaces for one whole department instead of two separate divisions.

### **III. SCOPE OF WORK**

The work required of the selected consultant or consultant team will include the following:

#### Phase I - Data Acquisition & Assessment

##### **A. Land & Topographic Survey of Municipal Services Sites**

- Survey existing property lines/pins.
- Survey all existing underground and overhead utilities.
- Provide comprehensive property mapping that accurately depicts site features.
- Coordination on drawing files and other documentation as reasonably necessary.

##### **B. Facility Assessments**

###### *Public Works Facilities Evaluation*

- Interview/meet with Public Works Staff on use of the facility to determine what they need for space currently. Determine any desired changes or needs the staff may notice for enhanced productivity or betterment in their work environment.
- Perform a general Condition Assessment of the Public Works building.
- Conduct necessary structural and building inspections to ascertain the condition and life expectancy of the building.
- Provide comment on outside parking, maneuverability, signage, lighting and storage layouts.
- Estimate remaining life of building.
- Detail energy efficiency deficiencies and potential upgrades
- Detail concerns, if any, related to OSHA, ADA, Equal Opportunity requirements, and other work place regulations.
- Provide detailed report, including cost estimates on rehabilitation, reuse, new construction and demolition.

###### *Water and Light Facilities Assessment*

- Interview/meet with Water and Light Staff on use of the facility to determine what they need for space currently. Determine any desired changes or needs the staff may notice for enhanced productivity or betterment in their work environment.
- Perform assessment on use of facilities for incorporating Public Works employees and equipment.
- Provide comment on outside parking, maneuverability, signage, lighting and storage layouts.
- Determine if reuse of Public Works Building for cold storage may be used by Water and Light for equipment and parts storage.

## Phase II – Concept Plan Development

### **A. Conceptualization of Alternative Uses or Mixed Uses on the Municipal Campus Site.**

Meet with city staff and department heads on potential uses of the campus, existing buildings and new buildings

Provide summary evaluation, pros & cons, recommendation including cost projects with return on investment

### **B. Develop Concepts for Municipal Campus**

Conduct short term & long term facility planning based on property, building condition, space projection and future concept uses.

Complete cost estimates for budgeting purposes. Cost estimate should be prorated for roads, stormwater, sewer, parks, water, electric and cemetery

Provide mapping, plan reports, design concepts & presentation materials as necessary for public visualization.

## **IV. TEAM/CONSULTANT REQUIREMENTS**

*Surveying Requirements.* Professional Land Surveyor in the State of Wisconsin with a minimum of five (5) years in performing detailed site surveys.

*Building Condition Assessment.* Design or construction professional (Engineer, Architect, Construction Manager, etc.) with a minimum of 5 years of experience in commercial building assessment, along with representative experts based on specific expertise. Also a minimum five (5) years of experience in municipal facility design, planning and construction, and/or similar use facilities such as maintenance garages, shops, schools, etc.

*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**

All work is intended to be completed by August 1<sup>st</sup>, 2017.

## **VI. COST PROPOSAL**

The Cost for the proposed services shall be submitted as a lump sum for professional services with the following breakout:

- Hours provided per major work category along with a list of expenses
- Hourly Rate Schedule for 2017
- Any discount due to award of Evansville Aquatic Center Consulting Project.

## **VII. PROPOSAL REQUIREMENTS & SELECTION**

Proposals shall include:

- Consultant team listing (headquarters, local office, contact information) and background information.
- Project approach and insight, describing key concepts and tools that make the project successful
- Qualifications of the project team along with pertinent resumes.
- Statement that consultant/team understands the Project Scope and Deliverables.
- List of items that are to be provided by the City of Evansville to complete the scope.
- Cost information as directed herein.
- Listing of similar projects, description and references.

Proposals will be reviewed by the City of Evansville for the following items:

- Consultant team approach, combined with experience & qualifications of representative expertise.
- Overall expertise in the area of public building use and construction.
- Experience in the area of concept development for municipal administration & public works buildings.
- Technical expertise in specific areas as designated herein.
- Completeness of the proposal; validity of the response.
- Cost.
- Reference checks.

## **VIII. OTHER INFORMATION**

The City of Evansville 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 City further reserves the right to obtain new proposals or to proceed to have the service provided in any way that the City of Evansville deems appropriate.

The City of Evansville reserves the right to interview any of the responsive consulting firms/teams, or select immediately upon receipt/review of completed proposals.

The City of Evansville is not liable for any costs incurred by prospective proposer/respondents prior to issuance of or entering into a contract.