

# REQUEST FOR PROPOSALS

ARCHITECTURAL/CONSTRUCTION DESIGN SERVICES  
NEW VILLAGE ADMINISTRATION BUILDING  
SISTER BAY, WIS.

DATE ISSUED

*5/5/2026*

PROPOSAL DUE DATE AND TIME

June 12, 2026, 12:00 PM CST



## **REQUEST FOR PROPOSALS ARCHITECTURAL/CONSTRUCTION DESIGN SERVICES**

**SUBMISSION DEADLINE:** June 12, 2026, 12:00 PM CST, submitted to the Village of Sister Bay Administrative Office located at 2383 Maple Dr., PO Box 769, Sister Bay WI, 54234 or electronically (PDF) to [administrator@sisterbaywi.gov](mailto:administrator@sisterbaywi.gov). It shall be the responsibility of the proposer to ensure their submission was received.

All questions concerning this solicitation should be directed to Benjamin Andrews, Village Administrator, at [administrator@sisterbaywi.gov](mailto:administrator@sisterbaywi.gov) on or before 4:00 PM CST on May 22, 2026. All questions will be answered to the best of the Village Staff's ability on May 29, 2026 and all questions and responses will be posted to the Village website that same day by 4:00 PM to ensure all proposers have access to the same information. To view the questions and responses, visit [www.sisterbaywi.gov](http://www.sisterbaywi.gov) and scroll towards the bottom of the home page to the *Bids & RFPs* tab.

**PROJECT DESCRIPTION:** Utilizing site information and the needs development for a new administration building that will house the Village of Sister Bay Administrative Offices, along Mill Road, in Sister Bay.

**OVERVIEW/SOLICITATION:** The Village of Sister Bay seeks proposals for architectural and engineering services to design the proposed administration building and to prepare a complete set of construction drawings for use in soliciting construction bids.

The building site is the former Village Maintenance building on 2313 Mill Rd in the Village of Sister Bay. The site currently has a building that will be demolished prior to the project's construction phase. The building is situated next to the Sister Bay/Liberty Grove Library and neighboring residential parcels.

The proposer shall also include in their proposal an on-site inspection of the subject property to ensure they are familiar with the site, grades, and character of the area; up to two in-person meetings with the oversight committee and up to four virtual meetings; and an in-person meeting to present the final plans and estimated cost of construction to the Village Board. The successful proposer shall also oversee the bid process.

A schedule of the construction design process shall be included in the proposal so the Village can compare the anticipated time required to prepare a final set of construction drawings.

Although the Village is not expecting plans to be developed within a month, they do want the proposer to be mindful of bidding and construction timelines to complete the construction of the facility by 2028. Civil site design has not been included in the proposal as an attachment, but will be conducted/provided as part of the design process. The village will utilize its own engineer for such services.

There is no survey of the property showing existing building locations or grades, but a tour can be scheduled by phoning the Parks and Streets Director, Erik Linczmaier, at 920-421-3200 or emailing erik.linczmaier@sisterbaywi.gov. They will make arrangements for the tour if requested by phone or in writing.

### **I. Instruction to Proposers**

- All respondents (proposers) must submit contact information, including: Business name, contact person, corporate ownership, address, phone number, email address, and website.
- All costs associated with submission of this Request for Proposals are the sole responsibility of the respondent.
- All submissions are considered public record, and as such, may be searched or requested by members of the public.
- The Village of Sister Bay offers no guarantee of financial success to the respondent(s), and respondents should use their own business acumen to determine if they are endeavoring in a financially viable enterprise.
- This is a Request for Proposals, not an invitation to bid. Responses will be evaluated on the basis of the relative merits of the proposal.

### **II. Submission Materials**

The following should be incorporated into each submission:

**Format:** Electronic submissions preferred (PDF), but in-person delivery or mail delivery is acceptable, provided the proposal is delivered to the contact by the delivery due date and time.

**General Information.** Business name, contact person, corporate ownership, address, phone number, email address of contact person, website, and insurance information. Please include a narrative introducing the company, its operating history, relevant staff, the total number of employees, and its capacity to serve the Village.

**Project Proposal.** At a minimum, provide information on approach, services, ideas, costs, and timeline.

**Prior Experience.** A narrative explaining prior experience with designing similar projects and compliance with state and federal laws, as well as examples.

**References.** A minimum of three references from similar projects designed is required.

### **III. Evaluation and Selection**

#### **Evaluation Process**

The Village has established a proposal evaluation instrument that uses objective criteria and weights them on a 0-5 scale for each rating category. Each Parks, Property & Streets Committee member will serve as an evaluator, and an average will be calculated from the scores assigned by the members. The calculated scores will be considered as part of the evaluation process, however, the Village reserves the right to contract with the right to select any proposal which in the opinion and sole discretion of the Village will be in the best interest of and/or most advantageous to the Village.

#### **Selection Criteria**

The following are the criteria used as rating categories and are listed in no particular order or preference:

1. Qualifications
2. Knowledge of State and Federal Laws and Trends
3. Experience, in particular, experience designing similar projects in Wisconsin
4. Level of Understanding of the Need Identified
5. References
6. Cost

If at any point in the review process, any proposal is found to be substantially non-responsive, it will be dropped from further consideration.

The Village, at its sole election, may require presentations by respondents clearly in consideration for the award. Other submissions, certifications, or affirmations may be required, as appropriate.

### **IV. Award**

Upon final selection, all respondents will be notified by the Village via email.

The Village reserves the right to accept or reject any or all responses, to award on the basis of merit alone, and to act in its best interests and the interests of the public.

The Village reserves the right to make an award or to reject any or all proposals based on what it considers to be in its best interests. A contract will be required to effectuate service.

### **V. Administrative Contact**

Name: Benjamin Andrews  
Title: Village Administrator  
E-Mail: administrator@sisterbaywi.gov  
Mailing/Physical Address: Village Administrator  
2383 Maple Drive PO Box 769  
Sister Bay, WI 54234

**Village of Sister Bay  
Administration Building Needs Assessment**

**Administration Building Needs Assessment**

**Number of Current Staff:**

<b>Staff</b>	<b>Status</b>	<b>Office Space</b>	<b>Functions</b>
Village/Zoning Administrator	FT	Private Workstation (1)	<ul style="list-style-type: none"> <li>• General Admin</li> <li>• Zoning Admin</li> </ul>
Finance Specialist/Treasurer	FT	Private Workstation (1)	<ul style="list-style-type: none"> <li>• General Admin</li> <li>• Financial Admin</li> </ul>
Village Clerk	FT	Private Workstation (1) *Currently flexible workstation	<ul style="list-style-type: none"> <li>• General Admin</li> <li>• Elections Admin</li> </ul>
Administrative Assistant/Deputy Treasurer	FT	Public Facing Workstation (1)	<ul style="list-style-type: none"> <li>• General Admin</li> <li>• Zoning Admin</li> <li>• Financial Admin</li> <li>• Parks-Facility Admin</li> </ul>
Code Compliance Officer	PT	Flexible Workstation (1)	<ul style="list-style-type: none"> <li>• Code Compliance</li> <li>• Zoning Admin</li> </ul>
Building Inspection	Contracted	Flexible Workstation (1)	<ul style="list-style-type: none"> <li>• Building Inspection</li> </ul>

\*FT – Full Time \*\*PT – Part Time

**Services (Functions) Provided:**

- Zoning Administration
- Elections Administration
- General Administration
- Financial Management
- Parks-Facility Administration
- Code Compliance
- Building Inspection

**Records/Technology:**

- Community Records
- Financial Records
- Election Records
- Human Resources Records
- Retained Records
- Primary Servers

## **Requirements for Office Space**

- **Office Spaces**

- Private Workstations: 4
  - Private Workstation #1: Village Clerk
    - Utilization: functions related to Elections and General Administration.
    - Records: Secures Election Records.
  - Private Workstation #2: Finance Specialist/Treasurer
    - Utilization: functions related to Financial and General Administration.
    - Records: Secures Financial Records.
  - Private Workstation #3: Village/Zoning Administrator
    - Utilization: functions related to General, Zoning, and Financial Management.
    - Records: Secures Human Resources Records.
  - Private Workstation #4: Undesignated
    - Future Staffing Growth (if Applicable) OR could be utilized for temporary record storage.
- Flexible Workstations: 3
  - Workstation #1: Code Compliance Officer.
    - Utilization: functions related to Code Compliance and Zoning Administration.
  - Workstation #2: Building Inspection (contacted)
    - Also, accommodation is offered by other Professional Service Contractors that may be on-site; OR could also be utilized for future staffing growth (if applicable).
    - Utilization: functions related to Building Inspection, and temporary use for other professional services.
  - Workstation #3: Undesignated
    - Accommodates future staffing (if applicable); OR could be utilized for temporary record storage.
- Public Facing Workstations: 2
  - Public Facing Workstation #1: Administrative Assistant/Deputy Treasurer
    - Utilization: functions related to General, Zoning, and Parks-Facility Administration.
  - Public Facing Workstation #2: Village Clerk or Code Compliance Officer (as needed)
    - Utilization: functions related to Election Administration and Code Compliance.

- **Meeting Rooms**
  - Conference Rooms: 1
    - Seating up to 8
    - Audio/Visual Technology for Conferencing
    - Utilization: Village Manager’s Meeting and Other Multi-Staff Meetings.
  
- **General Areas:**
  - Staff Bathroom: 1
  - Kitchenette: 1
  - Copy Area: 1
  
- **Storage**
  - Community Records Storage: 1
    - Utilization: Secures Community Records
      - 6-8 lg. file cabinets.
  - Utility/Supply Storage: 1
    - Utilization: Stores office equipment and server room (if applicable).
  - Retained Records Storage: 1
    - Utilization: Secures Retained Records (records that must be maintained but are no longer utilized as part of day-to-day operations for Village Staff).
  - Server Room: 1 (if applicable)
    - Could be included as part of utility/supply storage or a separate space.
  
- **General Public Areas**
  - Lobby: Accommodates 3-5 people.
  - Bathroom: 2
  - Entrance: 1
  
- **Governing Board Chambers Area**
  - Governing Board Chambers: 1
    - Includes dais for governing board members.
    - Seats 50-75 persons.
    - Include telecommunications capacity for conferencing and an amplified sound system.
  - Elections Storage Room:
    - Utilized for securing and storing election equipment.

## **Technology & Infrastructure:**

- **IT Needs**
  - Server room or IT closet requirements:
    - Includes utility/supply storage or as a separate server room space.
  - Network and Wi-Fi coverage:
    - Private and public Wi-Fi available.
    - Ethernet connections are available at each workstation/office.
- **Telecommunications**
  - Video conferencing capabilities should be available in each conference room, with the capacity for screen sharing from Village devices while in the room.
- **Security**
  - Access control:
    - Access to the Administration Building would be controlled with a fob.
    - Storage of sensitive/confidential files (Financial, Elections, Human Resources) would be limited to access for specific Office Spaces.
  - Surveillance cameras:
    - It would be ideal to install a security camera on the exterior of the building.
  - Public Facing Spaces:
    - Public facility spaces would be ideal to have sliding windows (lockable) for closing when not staffed.

## **Accessibility & Compliance**

- ADA compliance considerations:
  - Pedestrian access areas should be ADA-compliant (including correct slope and potential entrance/exit doors with a mechanical door opener).
  - Counters, both public-facing and for Village Staff, should be at an accessible height.
  - Ramps should be included for elevated areas, such as the Governing Board Chamber dais (if applicable).
  - All restrooms would be constructed to meet ADA compliance, including space and height requirements.
  - Clearing space for hallways should be an accessibility requirement.
  - Signage would include braille and tactile characters.

## **Additional Comments**

- Other needs or considerations from governing bodies and/or the public input...

**SUMMARY OF NEEDS ASSESSMENT**

Location:	Title:	Designate Personnel:	Services/Functions:	Requirements:	Typical Sq. Footage:	
					Min.	Max.
Office Space	Private Workstation #1	Village Clerk	Elections and General Administration	- Secures Election Records - Ethernet Connection	150	200
Office Space	Private Workstation #2	Finance Specialist/Treasurer	Financial and General Administration	- Secures Financial Records. - Ethernet Connection	150	200
Office Space	Private Workstation #3	Village/Zoning Administrator	General, Zoning, and Financial Management	- Secures Human Resources Records - Ethernet Connection	150	200
Office Space	Private Office #4	<i>Undesignated</i>	<i>Undesignated - Future Staffing Growth (if App) OR Temp. Storage</i>	- Ethernet Connection	150	201
Office Space	Flexible Workstation #1	Code Compliance Officer	Code Compliance and Zoning Administration	- Ethernet Connection	100	150
Office Space	Flexible Workstation #2	Building Inspection/Professional Services	Building Inspection	- Ethernet Connection	100	150
Office Space	Flexible Workstation #3	<i>Undesignated</i>	<i>Undesignated - Future Staffing Growth (if App) OR Temp. Storage</i>	- Ethernet Connection	100	150
Office Space	Public Facing Workstation #1	Administrative Assistant/Deputy Treasurer	General, Zoning, and Parks-Facility Administration	- Ethernet Connection - Sliding windows (lockable)	75	100
Office Space	Public Facing Workstation #2	Village Clerk or Code Compliance Officer (as needed)	Election Administration and Code Compliance	- Ethernet Connection - Sliding windows (lockable)	75	100
Office Space	Conference Room	N/A	N/A	- Seating up to 8 - Audio/Visual Technology for Conferencing	175	225
Office Space	Staff Bathroom	N/A	N/A	- ADA Compliance Consideration	60	75
Office Space	Kitchenette	N/A	N/A	- ADA Compliance Consideration	50	100
Office Space	Copy Area	N/A	N/A		75	100
Office Space	Community Records Storage	N/A	N/A	- 6-8 lg. file cabinets.	250	300
Office Space	Utility/Supply Storage	N/A	N/A		100	150
Office Space	Retained Records Storage	N/A	N/A		200	300
Office Space	Server Room (if app.)	N/A	N/A		30	50
General Public	Lobby	N/A	N/A	- Standing Window Area(s) - Accommodates a waiting area for 3-5 people	300	400
General Public	Entrance	N/A	N/A		200	250
General Public	Bathroom #1	N/A	N/A	- Could be identified as uni-sex or men's room	100	150
General Public	Bathroom #2	N/A	N/A	- Could be identified as uni-sex or women's room	100	150
Governing Board Chambers	Governing Board Chambers	N/A	N/A	- Includes dais for governing board members, - Seats 50-75 persons, - includes telecommunications capacity for conferencing and amplified sounds. - Audio/Visual Technology for Conferencing	1,500	2,000
Governing Board Chambers	Elections Storage Room	N/A	N/A	- Secured from public access	100	150
<b>TOTALS:</b>					<b>4,250</b>	<b>5,900</b>

### Future Village Administration Building



5/5/2026

- Address
- County Trunk Highway
- Roads
- County Parcel
- Village
- ROW
- Parcel Boundaries

