

QUESTIONS & ANSWERS DOCUMENT

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

DATE ISSUED

5/29/2026



QUESTIONS & ANSWERS DOCUMENT ARCHITECTURAL/CONSTRUCTION DESIGN SERVICES

1. Project Budget

Question: Has the Village established a project budget or anticipated cost range?

Answer: Yes. The total project budget, including construction, engineering, architectural design, and all associated costs, is \$3.25 million.

2. Site Setbacks

Question: What are the required site setbacks for the parcel?

Answer: The property is located in the Village's I-1 zoning district. Required setbacks are:

- Minimum front setback: 45 feet from the street centerline.
- For buildings not on a public street: 40 feet from the easement/pavement edge.
- Side setback: 20 feet.
- Rear setback: 50 feet.
- Accessory buildings must meet the same setbacks.

3. IT, A/V, and Security Design Responsibilities

Questions:

- Who will provide IT and A/V system design?
- Who will provide security system design?
- Should A/V design for Governing Board Chambers be included?

Answer: The Village prefers these services to be included within the architectural/engineering (A/E) team's scope. If the selected A/E team recommends that certain specialized services would be better procured directly by the Village, that option may be considered.

4. Generator Requirements

Question: Is a standby generator required?

Answer: A generator is not required at this time.

5. Utilities

Question: Is municipal water and sewer service available at the site?

Answer: Yes. Municipal water and sewer are available.

6. Design Theme and Materials

Questions:

- Have design themes (traditional, residential, modern) been discussed?
- Are any building materials preferred?

Answer:

- The Parks Committee has not identified a specific design theme.
- The Village encourages materials consistent with zoning requirements and the architectural character of the adjacent library. Preferred materials include brick, stone, masonry veneers, wood or wood-look siding, fiber cement siding, and traditional profiles. Large, flat metal siding is discouraged.

7. Fire Protection

Question: Will the Village require fire sprinklers?

Answer: The Village prefers additional fire protection, and sprinklers are ideally included, subject to code applicability.

8. Grant Funding and Energy Efficiency

Questions:

- Will the Village pursue grants?
- Will Focus on Energy incentives be pursued?
- Should the design incorporate sustainable features?

Answer:

- Applicable grants may be pursued; however, funding for administrative facilities is limited without a community-center component.
- The Village is interested in Focus on Energy support; assistance from the A/E team is welcomed.
- The Village expects the building to include sustainable (“green”) design features.

9. Geotechnical and Environmental Information

Questions:

- Will geotechnical information be provided?
- Has a Phase I environmental assessment been completed?
- Are contaminated or unsuitable soils known?

Answer:

- A 2025 geotechnical report exists and will be provided to the selected firm.
- A Phase I environmental assessment has not been conducted.
- The Village is not aware of any contamination or unsuitable soils on the property.

10. Village Project Contact

Question: Who will be the primary point of contact?

Answer: The Village Administrator, Benjamin Andrews, will serve as the project contact.

11. Construction Administration Services

Question: Are construction administration services included in the A/E scope?

Answer: Construction administration will be negotiated separately.

12. Additional Existing Information

Question: Will additional survey, utility, geotechnical, or environmental documents be provided before selection?

Answer: Such information will be shared with the selected firm, though specific items may be provided earlier upon request to help firms evaluate their ability to propose.

13. Public Engagement and Required Meetings

Question: Should the proposal include additional stakeholder presentations?

Answer: Yes. Presentations to both the Parks Committee and the Village Board will be required in addition to meetings outlined in the RFP.

14. Project Timeline

Question: What is the anticipated timeline for design and bidding?

Answer: The design process is anticipated to occur throughout 2026–2027, with bidding planned for late winter or early spring of 2027, and project completion targeted for 2028.

15. Furniture, Fixtures & Equipment (FF&E)

Question: Should FF&E be included in the bid package?

Answer: No. FF&E will be procured separately by the Village and is not part of the construction bid.

16. Future Expansion

Question: Is future expansion planned for this site?

Answer: No future expansion is currently anticipated.

17. Construction Manager Role

Question: Will a construction management firm be involved?

Answer: Yes. A construction manager will be utilized, but under a separate contract from this RFP.

18. Bid Process Requirements

Question: Must the A/E team attend the bid opening in person?

Answer: No. Remote attendance is acceptable if in-person attendance is not feasible.

19. Civil Engineering Services

Question: Should civil engineering be included in the A/E fee, given the RFP notes the Village may use its own engineer?

Answer: Civil engineering services must be included in the proposer's scope and fee. *(This supersedes the general note in the RFP.)*

20. Public-Facing Sliding Windows and Security Glass

Question: Is break-resistant or bullet-resistant glazing required?

Answer: The Village requires break-resistant glass at public-facing sliding windows. Bullet-resistant glazing is not required.

21. Hallway "Clearing Space"

Question: What does "clearing space for hallways" mean?

Answer: This refers to ensuring sufficient ADA-compliant maneuvering clearance in hallways.

22. Restroom Quantity and Code Compliance

Question: Will restrooms need to exceed two unisex restrooms to meet code for 75–100 occupants?

Answer: All restroom design must comply with applicable building and plumbing codes. The A/E team is responsible for ensuring code-compliant fixture quantities.

23. Zoning Requirements Affecting Appearance

Question: What zoning elements may impact aesthetics?

Answer: The building should complement the adjacent library and reflect the traditional, historic, small-town character of Sister Bay, consistent with zoning and materials guidance.

24. Insurance Information Required in Proposals

Question: What specific insurance information is required?

Answer: Proposers must provide information regarding professional liability insurance.