

REQUEST FOR PROPOSALS
Town of Rutland, Dane County, Wisconsin

Town of Rutland
Town Hall – Garage Building – Preliminary Design Services

May 5, 2023

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Request for Proposals

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Town Hall – Garage Building Preliminary Design Services

The Town of Rutland, 735 Center Road, Stoughton, Wisconsin (no mail or staff on-site without appointment) located in Dane County, requests proposals from qualified consultants to provide site review and preliminary design services for a new, combined Town Hall and Garage Building. The consultant services shall include a survey of existing equipment and Town operations, completion of a site evaluation, and development of a concept building design along with cost estimates. It is the intent of the Town to negotiate an architectural design and construction management services contract with the firm whose proposal is selected for the Preliminary Design Services. Specifically, the subsequent design and construction services contract will include the development of plans and specifications for the building, assistance with state building plan review and approval, assistance with advertising for bids for construction and construction administration and oversight services, acting as the Town of Rutland's representative.

This Request for Proposal was issued by the Town of Rutland which is the sole point of contact. The procurement process will be managed by the Town Building Committee members, Supervisor Mark Porter and Supervisor Sue Williams with administrative assistance from our Town Clerk, Dawn George, with the ultimate decisions made by the Town Board.

The Town reserves the right to select any firm/proposal that it deems to be in the best interest of the Town. The Town may choose not to select the proposal with the lowest cost.

Background Information

A. Town Hall and Garage Building

The Town wishes to construct a new facility which will combine both a Town Hall and Garage. The Garage space will house vehicles, utility equipment, related equipment, tools, supplies, maintenance space and office and restroom facilities. The garage area shall include a mechanics area with a 2,000 pound capacity jib crane. Estimated interior space will be less than 5,000 square feet.

The Town Hall space will include a flexible meeting space for regular Town meetings accommodating up to 30 people, regular elections, fire-proof storage for records, storage space for equipment and supplies, and shared office space for 3 staff (Town Clerk, Deputy Clerk and Treasurer). This new facility will be built on a 3-acre parcel of land adjacent to the current Town Hall, Garage complex. There shall be sufficient parking around the building to accommodate 10 vehicles with overflow areas.

The Town also wishes to utilize the existing Town Hall-Garage for cold storage of equipment.

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Request for Proposal Process – Phase 1

The process will have two phases. The first phase will focus on respondent's qualifications, past work, experience and capabilities.

Elements of Phase 1 Proposals

1. Statement of Qualification (firm's history, expertise)
2. Submitting consultants must have experience with architecture, governmental and industrial buildings..
3. Include a description of the firm identifying your size, location, key staff qualification, and experience.
4. Three (3) references where similar projects have been completed in the last ten (10) years.

Phase 1 Evaluation Criteria

Firm's history and resource capability to perform the required services

Related firm experience & references

Qualifications of the staff and consultants

Completeness, originality, and professionalism

Fees for services and any reimbursable expenses

No reimbursement will be made for costs incurred during preparation of the proposal.

Questions may be submitted no later than May 20, 2023. Responses will be sent to all respondents by May 25, 2023.

Phase 1 Submission of Proposal

Deadline: May 31, 2023. Proposals shall be mailed or emailed to the Town Clerk before the deadline. It is preferred that the proposal be submitted on a flash drive with an original written proposal and five (5) copies of the required qualifications and references may be submitted in sealed envelopes. Proposals must be on standard 8 1/2" X 11" paper. All supporting documents must be on paper no larger than 11" X 17". Proposals may also be emailed to clerk@town.rutland.wi.us.

The Town will not be liable for any costs incurred by the proposer in responding to this RFP or participating in the RFP process.

The Town will select the top 3 responses by June 23, 2023. These will be invited to continue with the Phase 2 of the proposal process with more detailed information.

Mark submitted envelopes as follows:

Town of Rutland

Attn: RFP - Town Hall-Garage Preliminary Design Services

c/o Dawn George, Clerk 4177 Old Stage Rd.

Brooklyn, WI 53589

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Request for Proposal Phase 2

Tasks-Objectives

Town presents top 3 finalists to Board and invites them to participate in Phase 2.

1. Meet with the Building Committee for a kick-off meeting to review the project scope and discuss key elements. (approximately 2 hours)
2. Complete an inspection of existing Town Hall-Garage building (approximately 1 hour)
3. Collect and review drawings, specifications, and other pertinent information related to the building. (Town staff will provide the information that is currently available, including a preliminary space needs study and concept plan).
4. Provide a preliminary report for the designated site and 1 or 2 concept building designs.
5. Prepare an architect's estimate for each parcel and building to include land evaluation and preparation cost, extensions of sewer and water, and building costs.
6. Present preliminary design and proposal to Town residents for review and input.
7. Construction of the building is proposed for late 2023-2024 construction season.

Elements of Phase 2 Proposals

1. Provide a schedule based on the above tasks.
2. Provide cost estimates to achieve each of the tasks.
3. Provide a cost for each task/objective and a "cost not to exceed" figure for the required services for entire project.

Submission of Phase 2 Proposals

1. Deadline: September 30, 2023. Proposals shall be mailed or emailed to the Town Clerk before the deadline. The Town will not be liable for any costs incurred by the proposer in responding to this RFP or participating in the RFP process.
2. Submission of Proposal: It is preferred that the proposal be submitted on a flash drive with an original written proposal and five (5) copies of the required qualifications and references may be submitted in sealed envelopes. Proposals must be on standard 8 1/2" X 11" paper. All supporting documents must be on paper no larger than 11" X 17". Proposals may also be emailed to clerk@town.rutland.wi.us

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Completion and submission of proposal will constitute an offer by the firm. Town will execute an agreement with firm who proposal was awarded. It is neither the Town's responsibility nor practice to acknowledge receipt of any proposal. It is the respondent's responsibility to ensure that a proposal is received in a timely manner.

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Evaluation Procedure and Selection of Firm

1. Town staff will evaluate qualifications and technical information submitted by the consultant against the above-listed criteria.
2. The Town will select a qualified firm and will execute a contract with the selected firm for Phase 2 services and, if the project is approved, for final design and construction management. If the Town and the selected firm are unable to reach an agreement on the scope of services and/or contract terms, the Town will terminate discussions and begin negotiations with the second-ranked firm. Construction phase services will be contingent upon Town elector approval as noted below. The Town reserves the right to reject any or all proposals.
3. The Board intends to make a final selection and contract completion by November 8, 2023.
4. The selected proposal will be placed before Town electors at a special meeting for approval of the proposed construction and budget and approval of borrowing necessary to fund the project.

Amendments, Addenda or Questions

The Town of Rutland reserves the right to modify or issue amendments to this RFP. If modifications are made to this RFP, the written modifications will be distributed to known proposers, or anyone who has indicated an interest in writing a proposal. If you would like an electronic copy of the RFP, schedule a visit, or have questions about the project prior to submitting a proposal, please contact Mark Porter, Rutland Building Committee, 608-345-7510, supervisorporter@town.rutland.wi.us

Withdrawal of Proposals

Proposals may be withdrawn by the proposer provided a written request is in the hands of the Town Clerk before the proposal opening date/time has passed. Any proposal withdrawn will be returned, unopened, to the proposer after the opening process has been completed.

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Addendum A, Diagram of existing Town Hall/Garage and adjacent site for proposed new facility.

