

Village of Somerset

REQUEST FOR PROPOSALS

Public Safety Campus Feasibility Study

Issue Date	August 14, 2026
Proposal Due Date	October 2, 2026, by 4:00 p.m.
Submit To	Jessica Lehman, Clerk/Deputy Treasurer, Village of Somerset, 110 Spring Street, Somerset, WI 54025, info@villageofsomerset.us
Village Contact	Jessica Lehman, Clerk/Deputy Treasurer, (715) 247-3395, info@villageofsomerset.us

1. Purpose

The Village of Somerset, Wisconsin (“Village”) is seeking proposals from qualified consulting firms to prepare a Public Safety Campus Feasibility Study. The study will include facility programming and space-needs analysis, site evaluation and conceptional planning, geographic information systems (GIS) based emergency-response analysis, planning-level cost evaluation, phasing, and decision support for Police, Fire/Rescue, and future EMS facilities.

This RFP is limited to feasibility and planning services. It does not include final architectural or engineering design, construction documents, bidding, or construction-phase services.

2. Background

The Police Department currently operates from a converted bank building shared with Village Hall. Somerset Fire/Rescue facilities have documented space and operational constraints. The Village is evaluating the following options: renovation, standalone facilities, and a phased, shared Public Safety Campus.

The selected consultant will review the January 2024 Facilities Condition Assessment + Space Needs Study prepared by ISG, together with other available plans, and operational information. The consultant shall validate relevant findings, update assumptions as necessary, identify gaps, and avoid unnecessary duplication of prior work.

The final study must support policy-level decisions for the Village and, where applicable, the Town of Somerset (“Town”) and EMS entities.

3. Desired Outcome

The Village seeks a clear, defensible decision-making document that:

- Identifies current and future space, site, and operational needs
- Compare realistic facility, site, and phasing options, including a no-action alternative
- Evaluates emergency response coverage and operational implications using GIS
- Provides planning-level capital, operating, and life-cycle cost estimates
- Recommends a preferred path or ranked alternatives using documented evaluation criteria
- Addresses potential partnership, governance, ownership, and cost-sharing scenarios without presuming participation or financial commitment by any entity

4. Scope of Services

A. Review of Existing Information

Review prior studies, building/site plans, operational data, GIS layers, volunteer response information, and mutual-aid data. Summarize valid findings, needed updates, data gaps, and recommended methods.

B. Stakeholder Engagement

Conduct interviews/workshops with Police, Fire/Rescue, Village staff, boards, Town representatives, EMS partners, and other stakeholders. Include kickoff, preliminary options review, and final presentation. Price one public meeting as an optional service.

C. Existing Facilities and Space Needs

Assess operational deficiencies, safety/security issues, accessibility, IT/communications needs, and functional limitations for:

- Police: security, circulation, evidence, records, IT, parking.
- Fire/Rescue: apparatus bays, gear zoning, training, volunteer response, storage, IT, and emergency power.

- EMS (future): ambulance readiness, medical storage, living quarters, shared spaces.

Prepare space projections for immediate, 5-year, 6–10-year, and 11–20-year needs. Provide a detailed room by room program, net/gross areas, site acreage, parking, and functional adjacencies.

D. Options and Phasing Analysis

Compare:

1. Maintain/renovate existing facilities
2. Standalone Police facility
3. Fire/Rescue expansion or replacement
4. Phased shared Public Safety Campus

Identify pros/cons, operational impacts, costs, phasing, risks, and long-term implications. Provide a consistent comparison matrix and recommended path.

E. Site Planning and Due Diligence

Evaluate Village-identified or consultant-recommended sites for size, access, zoning, utilities, environmental constraints, circulation, parking, stormwater, and expansion potential. Provide fatal-flaw screening and conceptual layouts. Exclude subsurface investigations unless proposed as optional services.

F. GIS-Based Emergency Response Analysis

Use GIS and road-network modeling to compare existing and candidate sites, addressing:

- Volunteer travel to station
- Turnout/assembly assumptions
- Station-to-incident travel
- Mutual aid, simultaneous incidents, and constraints
- Incident density, community risk, and coverage gaps

Provide maps, scorecards, editable GIS data, and a technical memorandum.

G. Cost, Funding, and Governance

Provide planning-level capital, operating, and life-cycle cost estimates, including land, site work, construction, systems, FF&E, soft costs, contingencies, and escalation. Discuss:

- Potential eligibility and limitations regarding impact-fees
- Federal/state/local funding categories
- Village/Town/EMS cost-sharing
- Ownership/governance models
- Debt and phased financing considerations

H. Resilience and Continuity

Evaluate feasibility-level measures for energy efficiency, emergency power, redundant systems, responder health/safety, severe-weather resilience, durable materials, and future energy readiness.

I. Final Report

Provide draft and final reports with:

- Executive summary and recommendations
- Space program
- Options matrix
- Site screening and layouts
- GIS analysis
- Phasing strategy
- Cost and governance analysis
- Risks and next steps

5. Deliverables

1. Project management plan and data-gap review
2. Stakeholder engagement summary

3. Existing facility and operational assessment
4. Detailed space program and adjacency analysis
5. Options comparison matrix
6. Site screening and conceptual layouts
7. GIS analysis, maps, scorecard, and editable data
8. Phasing and continuity plan
9. Planning-level cost, funding, and governance
10. Preliminary findings workshop
11. Draft and final reports
12. Final presentation

6. Proposal Requirements

Organize proposals as follows:

1. Cover Letter and Firm Overview
2. Project Understanding & Approach
3. Relevant Experience & Team (up to five comparable projects)
4. Schedule & Meeting Assumptions
5. Fee Proposal (not-to-exceed, organized by task; optional services priced separately)
6. References, Conflicts, Prior Work
7. Minimum Qualifications & Insurance
8. Assumptions, Exceptions, Proposal Validity (90 days)

7. Evaluation Criteria

Proposals will be reviewed based on the following criteria:

Criteria	Points
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Understanding, methodology, and approach	25
Qualifications and Experience	20
Relevant Work	30
Cost	15
References	10
Total	100

The Village may interview finalists and review past performance.

9. Schedule

Step	Timing
Village Board authorization to proceed with draft RFP	May 19, 2026
Joint Village/Town Board review and approval to issue RFP	July 29, 2026
RFP issued	August 14, 2026
Questions due	August 28, 2026
Responses to questions issued	September 4, 2026
Proposals due	October 2, 2026, at 4:00 p.m.
Interviews, if conducted	October 20-22, 2026
Consultant selection	October 27, 2026
Village Board approval of agreement	November 10 or November 17, 2026
Project kickoff	Week of November 30, 2026
Draft findings	March-April 2027
Final report and presentation	May-June 2027

9. Questions and Submission Instructions

Questions and proposals shall be submitted to:

Jessica Lehman, Clerk/Deputy Treasurer

Village of Somerset

110 Spring Street

Somerset, WI 54025

Phone: (715) 247-3395 | Fax: (715) 247-5790

Email: info@villageofsomerset.us

Questions must be submitted in writing by the deadline shown in Section 8. Clarifications or changes will be issued by written addendum. Proposers are responsible for confirming receipt of all addenda and shall not contact elected officials, committee members, or other Village/Town representatives except as expressly authorized. Oral statements do not modify the RFP unless confirmed by addendum.

Proposals are due October 2, 2026, at 4:00 p.m.

Submit one searchable electronic PDF by email using the subject line “Somerset Public Safety Campus RFP Proposal - [Firm Name].”

Maximum file size: 25 MB unless a larger file size is approved in advance by the Village.

Technical proposal limit: 25 pages, excluding cover, table of contents, organizational chart, resumes, required forms, and fee proposal.

Late proposals will not be considered; proposers are responsible for confirming successful delivery.

10. Village Rights and Reservations

The Village reserves the right to:

- Reject any or all proposals, award no contract, waive minor irregularities, determine responsiveness and proposer responsibility, and correct clerical errors or interpret ambiguities.
- Request additional information, clarification, a revised scope, or a best-and-final offer; investigate references, past performance, litigation, claims, professional discipline, and other relevant qualifications.

- Interview selected firms or make an award without interviews and select the proposal deemed most advantageous to the Village, which may not be the lowest-cost proposal.
- Negotiate scope, schedule, fee, contract terms, and personnel with the preferred firm; discontinue negotiations and proceed to the next-ranked firm if an acceptable agreement cannot be reached.
- Modify, postpone, suspend, or cancel the solicitation and reject proposals that take material exception to the RFP or limit required services without clear disclosure.

Issuance of this RFP does not obligate the Village to award a contract, reimburse proposal, or interview costs, or proceed with the study or any facility project.

11. Standard Contract and Administrative Requirements

A. Public Records and Confidential Information

Proposals and related records may be subject to Wisconsin public-records law. Proposers shall identify information they believe is protected and provide the legal basis; marking information confidential does not guarantee withholding. During the study, the consultant shall work with the Village to protect personally identifiable, security-sensitive, law-enforcement-sensitive, protected call, critical-infrastructure, responder-location, and other restricted information. Public reports shall not disclose detailed security layouts, individual responder addresses, protected calls, or critical-infrastructure vulnerabilities except as directed by the Village and permitted by law. The Village will make disclosure decisions under applicable law.

B. Non-Collusion, Conflicts, Licensure, and Compliance

By submitting a proposal, the proposer represents that it was prepared independently and without collusion, fraud, or improper communication. The selected consultant shall disclose actual or potential conflicts, maintain required professional licenses, registrations, insurance, and legal compliance, and provide evidence before work begins.

C. Work Product, Data, and File Formats

The professional services agreement will address ownership, permitted reuse, instruments-of-service rights, and liability for modification. At minimum, the Village shall receive final reports, maps, photographs, calculations, matrices, programs, cost estimates, presentations, and GIS data prepared specifically for the study in agreed formats. Proposers shall disclose third-party data licenses or restrictions affecting future use.

D. Agreement, Order of Precedence, and Future Services

The RFP, addenda, selected proposal, negotiated clarifications, and final agreement may be incorporated into the contract; the final agreement will establish order of precedence. No work may begin until an agreement is executed and authorized. Selection for this study does not guarantee selection for design, construction documents, bidding, construction administration, grant writing, financial advisory services, or any later phase. The Village may use a separate selection or agreement as permitted by law and Village policy.

12. Project Parameters and Limitations

This RFP is for professional feasibility and planning services only. It does not request construction bids or final architectural or engineering design; approve a consultant contract; authorize expenditures beyond separately approved amounts; commit the Village, Town, Fire/Rescue Commission, or an EMS partner to fund, own, acquire, construct, lease, operate, or participate in a facility; select a site; establish a study-cost or future project-cost allocation; authorize borrowing; or guarantee future work. Any such action requires separate approval by the applicable governing body and, where necessary, a future agreement.

Unless changed through a separately approved intergovernmental arrangement, the Village will administer the solicitation and serve as the contracting entity. Town participation relates to Fire/Rescue, site, infrastructure, governance, or other genuinely shared matters. The Town will not be assigned responsibility for Village Police space, operations, or Police-specific facility costs without separate written action. Participation in meetings, interviews, or the study does not establish financial or contractual responsibility.

The consultant is not expected to provide boundary surveys, title work, environmental site assessments, wetland delineations, traffic-impact studies, geotechnical borings, detailed civil engineering, bond counsel, legal advice, grant writing, municipal financial advice, or insurance-rating determinations unless specifically included in the proposal and agreement. Funding, classification, premium, coverage, underwriting, grant, and financing outcomes shall not be predicted or guaranteed. The consultant shall identify matters requiring confirmation by qualified advisors.