

VILLAGE OF LITTLE CHUTE REQUEST FOR PROPOSALS FOR
ARCHITECT - MUNICIPAL GARAGE PROJECT

Date: Tuesday, February 23, 2016

Re: Request for Proposal for Architect

Project: New municipal garage for the Departments of Public Works and Parks, Recreation and Forestry

Dear _____:

The Village of Little Chute, Wisconsin (the "Village") invites proposals from your company to provide architectural services, including working with a Construction Manager during the pre-construction phase for the following Project:

Design of a new municipal garage in the Village of Little Chute to service the needs of the Departments of Public Works and Parks, Recreation and Forestry of approximately 44,500 square feet (or less given efficient design inputs) with the facilities generally described in the Preliminary Scope Overview dated as of January 14, 2016 attached hereto as Exhibit A, provided the Village reserves the right to separately install the Salt Storage Building, Cold Storage Building, Yard Waste Site and Material Storage Bins (collectively the "Independent Facilities") after design development is completed, with an approximate total value of \$1,000,000. The Preliminary Scope is subject to modification through the design and budgeting process. The maximum construction budget for the Municipal Services Building is \$5,000,000 (collectively, the "Project"). A preliminary geotechnical investigation report has been prepared for this site and an adjoining property. This report is dated January 19, 2012 and has nine boring locations within the proposed development limits. This report is attached as Exhibit B. The architect will be responsible for determining the suitability of the Project site and shall engage consultants, such as engineers and surveyors to prepare final geotechnical reports and surveys.

The first part of your proposal shall respond to the Technical Requirements in Section 5 below (the "Technical Proposal") and the second part shall conform to the Compensation Requirements in Section 6 below ("Compensation Proposal", together with the Technical Proposal the "Proposal"). The Technical Proposal shall be in a sealed envelope marked "Proposal for Architect Services Little Chute, WI". The Compensation Proposal shall be in a separate sealed envelope and placed within the Technical Proposal envelope. Please limit the length of the Proposal to the page requests (one-sided) not including dividers and attachments stated in Section 5.

Submit: Five (5) hard copies and one (1) electronic copy of the Proposal to:

James Fenlon
Village Administrator
Village of Little Chute
108 W. Main Street
Little Chute, WI 54140
James@littlechutewi.org
Tel: (920) 423-3850

The hard and electronic copies of the Proposal are due no later than 2:00 p.m. CDT on 3-18-16 at the above physical and email addresses, respectively. Proposals received after this deadline will not be considered.

1. INTRODUCTION

The Village is seeking a Proposal from qualified firms to provide architectural services to the Village in the design phase and the administration of the construction phase of the Project. The Project site is Lot 2 of CSM #2103, attached hereto as Exhibit C. The Project site is undeveloped and is currently used for temporary salt storage with a covered roof providing protection from wind, rain and snow for the salt stockpile. The Village intends to record a storm sewer easement on the Project Site and a preliminary draft of the easement is attached as Exhibit D.

The Architect will be responsible for determining the suitability of the Project Site. It shall engage an engineer to prepare a final geotechnical report and a surveyor to complete a survey that satisfies the requirements of the Design Contract (defined below) as soon as possible after the contract is awarded. Additional consultants to be engaged by the Architect may be identified during the design phase. In addition, as soon as the improvements are sited, the Architect will fast track the design development documents and specifications for the Independent Facilities, which specifications will designate manufactured units that could be installed by the Owner.

The Village will be utilizing a “team approach” described in detail in the modified AIA B101 (Standard form of Agreement between Owner and Architect (the “*Design Contract*”) attached as Exhibit D. During the pre-construction phase, the architect (the “Architect”) will meet with the Construction Manager (“*Construction Manager*”) on a weekly basis to clarify any issues and questions that may arise concerning the design and the specifications, obtain input from the Construction Manager about constructability and value engineering, correct any elements of the design or specifications that are discovered to be deficient or in error while continually updating and refining the design documents. The purpose of utilizing the team approach is to decrease the risk and the cost of the work and time to complete the Project by preparing well defined and detailed construction drawings and specifications that have benefitted from the input of the Construction Manager so that (i) the need for requests for information or change orders that the Construction Manager initiates are reduced or eliminated, (ii) constructability and value engineering recommendations have been incorporated into the design documents and (iii) the budget and schedule are continually updated and refined throughout the design process.

The purpose of this RFP is to identify experienced architectural firms with the best combination of qualifications, experience with Projects of a similar type and scope, experience with intensive collaboration with a construction manager and owner during pre-construction and proven practices in architectural services to develop and deliver the specifications and construction drawings efficiently and effectively with respect to time and cost.

The architectural services will be bid out to identify an Architect who is qualified and has the lowest bid, including the cost of any consultants it intends to utilize. The Village may accept the lowest bid from a qualified Architect as may be required by applicable law, provided that the architectural services may be re-bid if the lowest bid is unacceptable.

The Village of Little Chute reserves the right to modify or cancel, in part or in its entirety, this RFP as may be permitted by applicable law. The Village reserves the right to reject any or all proposals, to

waive defects or informalities, and to offer to contract with any firm in response to this RFP as may be permitted by applicable law. This RFP does not constitute any form of offer to contract.

2. RFP PROCESS

The Village may identify one or more architects to interview if, in the Village's sole discretion, it is determined that interviews are necessary. The schedule for the process, as well as the Project, is as follows:

- RFP issuance date: 2-19-16
- Proposal submission date: 3-18-16
- If interview are required by the Village, the interview notification date: 3-25-16
- Interview dates, if any: Week of 4-4-16
- Selection: 4-15-16
- Execution of contract: 04-29-16
- Construction Phase Commencement Date: 10-03-16
- Substantial Completion Date: 9-1-17

Final Evaluation will include, but not be limited to, the following from the Proposal and interviews (if any):

- Experience, especially with Projects of a similar type and size;
- Strength of proposed Project team and general Project approach; and
- Quality controls.

3. SCOPE OF SERVICES AND PAY APPLICATIONS

The Architect will be responsible for providing comprehensive services throughout each phase of the design as identified in the Design Contract including, but is not limited to, the following list of services:

Architectural services.

- Identify the Village's needs, goals, and priorities and develop design parameters that are consistent with the same;
- Data collection about the Project site suitability, which, at a minimum, shall include a detailed topographic survey of existing site conditions, geotechnical subsurface exploration, and wetland delineation. It is anticipated that a new geotechnical report with pavement and foundation recommendations will be prepared when the building location has been finalized;
- Develop schematic site plan showing location of the buildings, salt storage, parking lot and green space on the Project site;
- Develop concept floor plans based on the space needs analysis and concept plans;
- Develop schematic elevations of the building exterior indication materials and preliminary construction type;
- Develop and coordinate Construction Documents for civil, architectural, MEP and specifications to be used for bidding and construction;
- The design team shall prepare and submit permit applications to all governmental agencies to allow construction to proceed on schedule. Permit fees to governmental

entities shall be included in the maximum cost for reimbursable fees as part of the compensation proposal;

- The storm water discharge from the site for the proposed improvements is tributary to an existing regional storm water management basin and therefore, no on-site storm water management facilities for detention or water quality are anticipated to be required. However, the area of disturbance for the proposed improvements is anticipated to be greater than an acre therefore, a WDNR Storm Water Management and Erosion Control permit will be required;
- Work with Village to identify alternatives to snow storage in the Village, utilizing properties under current Village ownership;
- Conduct weekly Team Meetings during Pre-construction with Construction Manager and refine the design for each such meeting;
- Prior to completion of the construction documents, elements of each bid package will be jointly agreed by the Architect and Construction Manager and then final construction documents can be prepared by the Architect for bid;
- Provide services to assist Construction Manager during bidding and construction phases and with change orders;
- Respond to requests for information promptly so that the construction schedule is not impeded;
- Prepare a joint submittal schedule with the Construction Manager;
- Prepare a design schedule to be incorporated into the Project schedule that will permit the Project to be substantially completed on time;
- Review and respond to Pay Applications promptly;
- Create record drawings from as-built drawings, inspection documentation information collected during the construction process and changes in design made during construction; and
- Conduct an inspection of the Project with Village and Construction Manager approximately 11 months after substantial completion to identify any construction or design issues that must be addressed.

Assist Village of Little Chute in Obtaining Necessary Permits.

The Architect shall assist the Construction Manager in identifying what permits and agency authorizations are required for implementation of the Project. The Architect shall assist the Construction Manager in preparing a schedule of the permit application(s) with all governmental agencies involved in the review period to determine project schedule and construction start date. The Construction Manager shall monitor tracking permit progress and approvals in connection with its authorization of subcontractors to proceed with construction.

Pay Applications.

Pay applications, with all required back-up documentation, for the prior month's costs will be due by the second Monday of each month (or next business day if a holiday) and will generally be paid 15 days after receipt by the Village, absent unusual circumstances.

4. PROJECT STAFFING REQUIREMENTS

Describe the Proposed Project Team, including the Team Members, the organization, and the responsibilities of each team member. Provide an organization chart showing the staffing proposal for the key individuals assigned to the Project Team. List the title of the position, the name and

qualifications of the individuals to be assigned and the level of involvement of the individuals assigned (Full-time or Part-time).

5. TECHNICAL PROPOSAL SUBMISSION REQUIREMENTS

Proposals submitted for this Project are to follow the outline described below and shall address all requested information. Any additional information that the firm wishes to include that is not specifically requested should be included in an appendix to the Proposal. Firms are encouraged to keep the Proposals brief and to the point, but sufficiently detailed to allow evaluation of the Project approach. Please submit the following information in the order and format indicated below.

a. Cover Letter: (1 page maximum).

Provide a cover letter introducing your firm and proposal. The cover letter shall include a short narrative description of the Project based on the Scope of Work presented. Include any issues that you believe will require special consideration for this Project. Also identify any unique approaches for design or construction of this Project. Discuss the strengths that your firm may have related to this Project.

b. Company Overview: (4 page maximum).

Provide an overview of the company detailing the total number of professional staff, the history of the company, the ownership structure, and the office responsible for this Project as a minimum.

c. Design Experience: (8 page maximum).

Provide five examples of the types of projects which you feel best represent your firm's experience with design and with collaboration with a Construction Manager and an owner as a team during the pre-construction phase. Include project size and description and all other pertinent project facts. Only include those projects where there is significant involvement from individuals who will be part of the proposed Project staff. Include the owner of the project as a reference for each of the referenced projects.

d. Key Project Personnel: (1 page maximum per individual).

Provide resumes and references for the staff to be assigned to this Project. As a minimum include those persons listed in Section 4 above.

e. Management Approach: Provide your approach to the management of the following critical Project parameters (10 page maximum).

- i. BIM applications;
- ii. Electronic delivery of plans and specifications;
- iii. Schedule;
- iv. Quality Control;
- v. Software;
- vi. Partnering/Teamwork;
- vii. Communications Management; and
- viii. Construction Phase administration.

f. Insurance: (1 page maximum)

Insurer's must have a Best's Insurance Reports rating of at least "A" and a Financial Size Category of no less than "Class VI" and are authorized as an admitted insurance company in the State of Wisconsin, The Village, its elected or appointed officials and employees shall be named as additional insureds on the General Liability and Umbrella policies. The minimum insurance requirement is as follows:

Commercial General Liability:	
General aggregate limit (other than Products-Completed Operations):	\$2,000,000 per project
Products-Completed Operations	\$1,000,000 (aggregate) per project
Personal and Advertising Injury	\$1,000,000
Each Occurrence Limit	\$1,000,000
Auto liability:	
Combined single limit per accident	\$1,000,000 (coverage at least as broad as Insurance Services Office Form #CA 00 01 07 97, provided on a Symbol 1-Any auto basis)
Worker's Compensation	Statutory limits
Employer's liability	Sufficient to meet underlying Umbrella liability insurance requirements
Umbrella:	
Each occurrence	\$2,000,000
Aggregate	\$2,000,000
Professional Liability:	
Each occurrence	\$1,000,000
Aggregate	\$2,000,000

All major consultants (e.g. structural, civil and mechanical) shall have the same types of insurance coverage and the same limits as the Architect, provided that such limits may be reduced upon prior written agreement of the Village.

g. Basic and Additional Services: (1 page maximum).

Identify which of the "Additional Services" provided in Sec. 4.1 of the Design Contract (Exhibit B) will be provided as Basic Services.

h. Consultants: (2 pages maximum)

Identify the engineering consultant for the geotechnical report and the surveyor for the survey, with a brief introduction to their experience and capabilities

i. Exceptions:

State any exceptions you have to the terms of this RFP, the requirements of the Response, Compensation Proposal and the Design Contract attached hereto. If your response varies from the requirements of the RFP, clearly mark those differences. Your Response is a certification that you have thoroughly read the RFP and the attached Design Contract and agree with their provisions, other than the exceptions noted in the Response.

j. Confidentiality:

All proposals shall become the property of the Village of Little Chute once submitted. If any of the material you provide is confidential or is a proprietary trade secret, mark that material with a "Confidential" stamp. While the Village will attempt to keep such information confidential, as a public body it cannot guaranty that it will remain confidential. The Village will inform you of a public records request to see such information. You may contest such a request at your sole expense. The Village assumes no responsibility for any liability whatsoever in relation to its compliance with the Public Records Law.

k. Conflicts of Interest:

Firms submitting a Proposal in response to this RFP must disclose any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under the agreement for architectural services to be awarded pursuant to this RFP. If a firm has no conflicts of interests, a statement to that effect shall be included in the Proposal.

l. Signatures and Costs:

The Proposal shall be signed by an official authorized to bind the firm and shall expressly state the Proposal is valid for a minimum of 90 days. The Village of Little Chute is not responsible for any costs incurred by the firm in preparing or submitting the Proposal.

6. **COMPENSATION PROPOSAL.**

To permit a fair comparison of the Compensation proposals to determine the lowest qualified bidder, the Village has fixed the following terms, fees and reimbursements:

- There will be no mark-ups on Reimbursable Expenses and they will be limited to the following:
 - .1 Transportation and authorized out-of-town travel and subsistence;
 - .2 Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;
 - .3 Fees paid for securing approval of authorities having jurisdiction over the Project;
 - .4 Printing, non-computer reproductions, plots, standard form documents;
 - .5 Postage, handling and delivery;
 - .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Village;
 - .7 Renderings, models, mock-ups, professional photography, and presentation materials requested by the Village;
 - .8 INTENTIONALLY DELETED;
 - .9 All taxes levied on professional services and on reimbursable expenses; and
 - .10 Site office expenses.
 - .11 INTENTIONALLY DELETED.
- All Reimbursable expenses in excess of \$2500 shall be pre-approved in writing by the Village.
- There will be no separate charge for insurance.
- Per Section 4.3.3 of the B-101: there will be:
 - 2 reviews of each Shop Drawing, Product Data item, sample and similar submittal of the Contractor;
 - Weekly visits to the site by the Architect over the duration of the Project during construction are required to ensure that the specified manufacturer, materials, finishes,

colors, and other specified work is adhered to in accordance with the construction documents;

- 2 inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents; and
 - 2 inspections for any portion of the Work to determine final completion.
- Compensation for Additional Services of the Architect’s consultants when not included in Section 11.2 or 11.3 of the Design Contract, shall be the amount invoiced to the Architect plus one and one-tenth percent (1.10%)
 - Payment Schedule:

Schematic Design Phase	Twenty	percent	20
		(
Design Development Phase	Twenty	percent	20
		(
Construction Documents Phase	Forty	percent	40
		(
Bidding or Negotiation Phase	Five	percent	5
		(
Construction Phase	Fifteen	percent	15
		(

In a separate envelope as described in the opening remarks of this RFP provide the following information:

- Lump sum fee for architectural services;
- The name and lump sum cost for the engineer and surveyor;
- The hourly rates of each of the billable personnel for this Project; and
- Personnel Proposal as described in Section 4 above.

Firms are encouraged to direct any questions via email to James Fenlon by 1:00 p.m. CDT on 03-10-16. Such inquiries, with the necessary responses, will be shared with all known submitting firms via email by 1:00 p.m. CDT on 03-14-16. Please do not directly contact James Fenlon by phone or in person. Direct contact with any member of the Village Board, the Village Committees or any officials concerning this Project may be grounds for rejection of your Proposal.

Sincerely,



James Fenlon
Village Administrator
Village of Little Chute