



**Request for Proposal (RFP) for  
Space Needs Analysis/Study  
Fire Station Replacement Facility**

Issued by:

Village of Little Chute, WI

February 2<sup>nd</sup>. 2022

Proposals must be received no later than: 4:00 p.m., February 25<sup>th</sup>, 2022

Submit RFP Responses to:

Beau Bernhoft

Village of Little Chute

108 West Main Street

Little Chute, WI 54140

For further information regarding this RFP contact:

Beau Bernhoft, Village Administrator

## TABLE OF CONTENTS

### 1.0 GENERAL INFORMATION

1.1 Introduction	3
1.2 Background	3
1.3 Scope of Services	4
1.4 Project Calendar	5
1.5 Terms	5

### 2.0 PREPARING AND SUBMITTING THE PROPOSAL

2.1 General Instructions	5
2.2 Proposal Organization and Format	5
2.3 Submitting the Proposal	6
2.4 Incurring Costs	6
2.5 Withdrawal of Submittals	6

### 3.0 CONSULTANT SELECTION AND AWARD PROCESS

3.1 Review of Submittals	7
3.2 Evaluation Criteria	7
3.3 Interviews/Presentations	7
3.4 Final Evaluation	7
3.5 Right to Reject Proposals and Negotiate Contract Terms	7
3.6 Award of Contract	8

### 4.0 TERMS AND CONDITIONS

4.1 Insurance	8
4.2 Nondiscrimination	8
4.3 Assignment or Subcontract	8
4.4 Independent Contractor Status	8
4.5 Amendments to Contract	8
4.6 Waiver	8
4.7 Indemnification and Defense of Suits	9
4.8 Contract Period	9
4.9 Termination of Contract	9
4.10 Other Considerations	9

## **1. GENERAL INFORMATION**

### **1.1. Introduction**

The Village of Little Chute is seeking proposals from qualified firms for analysis of and recommendations on the space and needs requirements for a new fire station. The study should determine how much space will be required and what other needs should be considered in the design and construction of a new facility.

It is anticipated that the contract for this study will be approved on March 16<sup>th</sup>, with results expected by June 1<sup>st</sup>, 2022.

The study should include market comparisons, recommendations and implementation options.

### **1.2. Background**

The Village currently has a joint police/fire station which is designated as a “Safety Center”. Through expansion of both our joint Fox Valley Metro Police Department (FVMPD) with the Village of Kimberly and the expansion of our volunteer Fire Department, it has been determined that a study should take place and an estimate for construction of a new fire station should occur for review and approval by the Village Board of Trustees.

The Little Chute Fire Department (LCFD) is a volunteer fire department consisting of 46 members - 1 Chief, 3 Assistant Chiefs, 2 Captains, 4 Lieutenants and 36 firefighters. The department also has 1-part time fire inspector. In 2021 LCFD responded to 188 requests for service. In 2018 LCFD participated in an organizational review provided by Public Administration Associates, LLC. In that report was the recommendation of a new fire station due to several shortcomings in the current facilities those being:

The current station meets the current fire apparatus needs, but apparatus has to be backed into the facilities, and also depending upon the response request a vehicle may need to be moved for another vehicle to respond. Also, with the addition of more specialty vehicles (ex. UTV, rescue boat) there is no additional room.

There is inadequate meeting/training space for all members. Currently when training is conducted, the meeting space is overcrowded, probably exceeding fire code regulations. The single restroom facility is inadequate for the number of people that utilize the station, also the current restroom does not meet ADA compliance standards and is not uni-sex.

Office space is very limited with only the Chief having an office. Given the administrative work that the Chief Officers perform in a command staff function, at minimum they should have their own office in addition to the Chief.

The Fire Inspector position also should have an office to maintain sensitive records along with a place to meet clients.

Storage for equipment is inadequate. We are currently using a trailer for storage of training and firefighting equipment. Our reserve PPE is stored all over the station in properly

There is no space for decontamination to reduce the exposure of the fire fighters and the public to carcinogens created in fires. There needs to be an area (locker room) where fire fighters can store clean clothing on site to change into after a fire and a shower facility to assist in decontamination.

The station is located next to an Elementary School which during a response severely hampers volunteer fire fighters responding to the station and responding to an emergency from the station with apparatus.

### **1.3. Scope of Services**

#### **1.3.1.**

- A.** Prepare and present a summary plan outlining an innovative, unique and cost-effective state of the art facility to handle day-to-day operations.
- B.** Meet with the Chief and staff to discuss potential growth and areas of focus for new facility.
- C.** It is expected that the study will define and illustrate the space needs and conceptual layout from a personnel, training, equipment, storage and site operations perspective. This shall be a full-service facility that when designed and constructed shall take into account current needs, short term future needs as well as a facility ready to handle long term expectations and technology/infrastructure that enhances the service our Fire Department provides to the community.
- D.** This study is meant to be provided to the engineer/architectural firm to undertake development of this facility once a site has been determined and a budget laid out.

#### **1.3.2**

- A.** Provide a brief and concise statement of the understanding of the project.
- B.** Identify the project team and their expertise/experience with this such work.
- C.** Provide the Village with information on similar projects in scope and nature with references.
- D.** Provide a timeline for the anticipated completion of this study.
- E.** Disclaimer
  - a.** This section is not meant to provide an exhaustive and complete scope of service. Items may be added or removed to this scope of services. A final scope of services agreement will need to be arranged between the Village Administrator and Consultant.

#### **1.4. Project Calendar**

<b>DATES</b>	<b>EVENT</b>
<b>02/02/2022</b>	RFP Posted
<b>02/25/2022</b>	Proposals Submission Deadline
<b>03/04/2022</b>	Review and Selection of Proposals
<b>03/16/2022</b>	Village Board Approves Selected Firm's Proposal
<b>06/01/2022</b>	Anticipated Completion Date of Study

#### **1.5. Contract Terms**

The successful firm and the Village of Little Chute will enter into a Consultant Services Agreement drafted by the Consultant.

### **2. PREPARING AND SUBMITTING THE PROPOSAL**

#### **2.1. General Instructions**

The evaluation and selection of a consultant will be based on the information submitted in the proposal plus references and any required interviews or presentations. Consultants should respond clearly and completely to all requirements. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a submittal.

The proposal shall:

- 2.1.1. Identify the qualifications of the consultant, including relevant projects, particularly projects in providing services similar to those in the Scope of Services for municipal clients.
- 2.1.2. Identify the project manager and principal individual(s), qualifications, and experience of those proposed to do the work.
- 2.1.3. Define the project approach and identify the specific tasks involved in the performance of the proposed work effort and how these tasks would be implemented.
- 2.1.4. Include all costs associated with conducting the work.
- 2.1.5. Proposals shall be limited to no more than 15 total pages.

#### **2.2. Proposal Organization and Format**

Consultants responding to this RFP must include the following information:

- 2.2.1. **COVER LETTER, RFP SIGNATURE PAGE:** Include a cover letter and an RFP signature page. Submittals in response to this RFP must be signed by the person in the consultant's organization who is responsible for the submittal. Include firm's name, location, and relevant contact information for consulting organization and project lead.
- 2.2.2. **QUALIFICATIONS OF THE SUBMITTING CONSULTANT AND ANY SUBCONSULTANTS WHO ARE TEAM MEMBERS:** The specific qualifications of the firm(s) to accomplish the work outlined should be included. Specific projects relevant to this assignment with dates, clients, and specific references that could comment on the quality of the work should be identified. At least three references of directly relevant work must be provided from projects completed within the last five years. References should note the contact's name, address, and phone number, along with the relationship to the project and project site location. The results of any reference checks will be provided to the evaluation committee and used when scoring the written qualifications.

2.2.3. **QUALIFICATIONS OF THE INDIVIDUALS WHO WILL WORK ON THE PROJECT:** The qualifications must identify the project manager and explain how this point of contact will lead the consultant's efforts. If interviews are necessary for selection, it will be necessary for the proposed project manager to conduct most of the presentation and be able to answer most questions asked during the interview process. All other relevant personnel who will work on the project should be identified in this section with relevant specific experience identified. Include specific work assignments of the proposed personnel. Resumes describing the educational and work experiences of the key people proposed for this assignment should be included.

2.2.4. **PROJECT APPROACH:** Description of the firm's understanding of the requested services including the proposed approach, specific project steps including information regarding the number and length of onsite work, timeline to include specific milestones, and interim and final work products. The proposed approach must include the specific tasks anticipated for the project including how each task would be implemented and the team members who would be responsible for each task. Innovative approaches or concepts are encouraged.

2.2.5. **SEPARATE COST PROPOSAL:** The submittal shall include a quote for all costs associated with implementing this project. If additional or alternative efforts are recommended these should be broken out separately from the primary tasks.

### **2.3. Submitting the Proposal**

Proposers may send completed proposals via email or deliver by hard copy on or before 4:00 p.m., February 25<sup>th</sup>, 2022, to:

Village of Little Chute –Village Administrator  
108 W. Main Street  
Little Chute, WI 54140  
[beau@littlechutewi.org](mailto:beau@littlechutewi.org)

Submittals received after February 25<sup>th</sup>, at 4:00 p.m. will be accepted within the review timeframe with a score deduction.

### **2.4. Incurring Costs**

The Village of Little Chute is not liable for any cost incurred by proposers in replying to this RFP.

### **2.5. Withdrawal of Submittals**

Proposers may withdraw a submittal, in writing, at any time up to the due date and time. The written withdrawal notice must be received the Village Administrator. The notice must be signed by an authorized representative of the firm submitting the proposal.

### **3. CONSULTANT SELECTION AND AWARD PROCESS**

#### **3.1. Review of Submittals**

The Village's evaluation team will consist of the

The evaluation team will review references and may request interviews/presentations. The resulting information will be used to rate the submittals. The evaluation team reserves the right to select based on submittals without scheduling interviews. The evaluation team's scoring will be tabulated, and submittals ranked based on the numerical scores received.

The project fee is not included in the evaluation criteria but could influence the selection process. The Code of Federal Regulations allows consideration of costs when selecting the consultant.

#### **3.2. Evaluation Criteria**

The proposals will be scored using the following criteria:

<b>Description</b>	<b>Points</b>
Consultant Expertise	30
Consultant Relevant Project Experience	20
Project Team Qualifications	20
Project Approach and Proposed Timeline	30
<b>TOTAL</b>	<b>100</b>

#### **3.3. Interviews/Presentations**

Top-scoring consultants, based on the evaluation of the written proposals, may be required to have interviews/presentations to support and clarify their proposals, if requested by the Village. The Village will make every reasonable attempt to schedule each interview/presentation at a time during the week of March 7<sup>th</sup>, that is agreeable to the consultant. Failure of a consultant to complete a scheduled interview/presentation to the evaluation committee may result in rejection of the opportunity for award of a contract.

#### **3.4. Final Evaluation**

Upon completion of any interviews/presentations by proposers, the Village's evaluation committee will adjust the scores based on the information obtained in the interview/presentation, possible reference checks, project fee, and any other pertinent information.

#### **3.5. Right to Reject Proposals and Negotiate Contract Terms**

The Village reserves the right to reject any or all proposals if determined that they do not satisfactorily meet the needs or qualifications required. The Village reserves the right to negotiate terms of the contract, including the award amount, with the selected consultant prior to entering a contract.

### **3.6. Award of Contract**

The committee's final evaluation and recommendation will be sent to the Village of Little Chute Board of Trustees for approval.

## **4. TERMS AND CONDITIONS**

### **4.1. Insurance**

All proposals must include either a description of the firm's insurance or a certificate of insurance outlining the firm's insurance policies which evidence compliance with the requirements contained herein. The successful Firm shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance policies required by the contract, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the Village. Such insurance shall be primary. Prior to execution of the written contract, the successful Firm shall furnish the Village with a Certificate of Insurance listing the Village as an additional insured and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for thirty (30) days advance notice of cancellation or nonrenewal during the term of the agreement. Failure to submit an insurance certificate, as required, can make the contract voidable at the Village's discretion. Additionally, the Firm shall not allow any subcontractor to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor and approved by Village of Little Chute.

### **4.2. Nondiscrimination**

In connection with the performance of work under this agreement, the Firm agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin, or ancestry. This provision must be included in all subcontracts.

### **4.3. Assignment or Subcontract**

This contract may not be assigned or subcontracted by the Firm without the written consent of the Village.

### **4.4. Independent Contractor Status**

The Firm agrees that it is an independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

### **4.5. Amendments to Contract**

This contract may be modified only by written amendment to the contract, signed by both parties.

### **4.6. Waiver**

One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be

deemed to waive the need for further consent or approval of any subsequent similar act by such party.

#### **4.7. Indemnification and Defense of Suits**

The Firm agrees to indemnify, hold harmless, and defend the Village, its officers, agents, and employees from all liability including claims, demands, damages, actions or causes of action, together with all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the Firm, its employees, agents, or subcontractors.

#### **4.8. Contract Period**

The term of this contract will be as specified in the RFP.

#### **4.9. Termination of Contract**

It should be noted that either party may cancel the service agreement for by written notice to the other party at least 90 days in advance of the commencement of the contract. If through any cause, the Firm shall fail to fulfill in timely and proper manner his obligations under this contract, or if the Firm shall violate any of the covenants, agreements or stipulations of this contract, the Village shall thereupon have the right to immediately terminate or provide notice of the termination of this Contract. Such termination notice shall be in writing and shall identify the date of the termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports, or other materials related to the services prepared by the support firm under this contract shall, at the option of the Village, become the property of the Village of Little Chute.

Notwithstanding the above, the support firm shall not be relieved of liability to the Village for damages sustained by the Village by virtue of any breach of the contract by the support firm, and the Village may withhold any payments to the support Firm or the purpose of set off until such time as the exact amount of damages due to the Village from the support Firm is determined.

#### **4.10. Other Considerations**

Factors which include, but are not limited to, quantity involved, time of completion, purpose for which required, competency and financial capacity of vendor, ability to render satisfactory service and past performance will be considered in determining status as a responsible vendor. The Village reserves the right to request additional information as may reasonably be required to make this determination and to further investigate the qualifications of the respondent as deemed appropriate.