



**PLATTEVILLE**  
**FIRE DEPARTMENT**

# Request for Proposals

Professional Design Services for Fire Station

March 31, 2022

City of Platteville  
75 N. Bonson St.  
Platteville, WI 53818  
**City of Platteville**

# **Request for Proposals**

## **Professional Design Services for Fire Station**

### **INTRODUCTION**

The City of Platteville is in the southeast portion of Grant County amongst the rolling hills of southwestern Wisconsin. The current population of Platteville is 12,569. Platteville is home to 14 parks, the Mining and Rollo Jamison Museums, the Stone Cottage, the University of Wisconsin-Platteville campus, the Big M, and the historic downtown Main Street area. The city is serviced by WI State Highways 80 and 81 and US Highway 151, as well as the Platteville Municipal Airport. The City of Platteville has 80+ permanent employees supplemented by seasonal and intern employees. The City's primary departments include administration, community development, fire, library, museum, parks and recreation, police, and public works. The 2021-2023 Strategic Plan, 2022 City Budget and 2020 Financial Statements and Audit Reports are available online at: <http://www.platteville.org>

Platteville's first organized fire protection came about in 1874. After a disastrous fire on the night of April 15, 1874, a paper was circulated and signed by some 60 businessmen of the village to meet and form an organization to protect the village against fire. On May 6, 1874, a committee met in the town clerk's office and drew up an application to the village board for the organization of the Hook & Ladder No. 1. On May 18, 1874, the organization was formed and adopted bylaws, elected officers, and established that the first Wednesday of September would be their annual meeting.

On November 6, 1874, another meeting took place to form an additional fire company. Using the Constitution and bylaws from Galena, Illinois as a guide, the Mound City Engine Company No. 1 was formed. By December of that year, a fire engine or pumper was purchased. The first "truck" or wagon for the Hook and Ladder Co. was built in April 1875 by Alexander Butler of Platteville for a cost of \$300. It came complete with ladders, grappling hooks, water buckets, axes, and chains.

The two fire companies would drill together. Both the ladder wagon and the pumper wagon were housed in the first "Engine House". In 1883, the second fire station was constructed. It was an addition to the south end of City Hall. On February 8, 1919, the Forehand Block fire occurred. Eight people, including four Platteville firefighters lost their lives in that fire. On December 13, 1926, a fire destroyed City Hall. In 1927, a new City Hall was constructed with the north side of the building home to Platteville's third fire station. This building is still in use as City Hall. On June 13, 1944, the first merger attempt of the two fire companies lost on a 19 to 11 vote. Also discussed at that meeting was pay for the firefighters. In the fall of 1951, the Hook and Ladder Company and the Mound City Engine Company consolidated to form the Platteville Fire Department.

In 1964, the fourth fire station was built. This station, on the corner of East Main Street and Ellen Street, is still in use today as the fire department.

## **GENERAL INFORMATION**

### **SUMMARY**

The City of Platteville is proposing to build a new Fire Station at the current OE Gray Learning Center Building located at 155 W. Lewis Street, Platteville, WI 53818. The city is requesting proposals from qualified architect/engineer (A/E) consultants to be part of a team to perform professional services for the design of the new Fire Station. Design services shall include landscape design, architectural design, interior design, site civil, plumbing, mechanical, electrical, and telecommunication engineering services. The design proposal should include the following phases for program verification:

1. Schematic design (Consider standalone fire station and provide recommendation as to whether training/additional space for education and service-based organizations could be included in joint facility.)
2. Design development – Prepare detail design documents (plans & specifications) for the approved design and layout
3. Construction documents – Plans, specifications, and contract
4. Bidding and construction administration services – with site inspections biweekly

### **BACKGROUND**

The City of Platteville, WI is currently developing a new Fire Station that will replace the existing Fire Station located at 275 E Main Street, Platteville, WI 53818. In 2021 the City of Platteville received a Fire Department Comprehensive Analysis report which indicated the current OE Gray Learning Center Building at 155 W. Lewis Street, Platteville, WI 53818 as the most suitable location for an updated/new fire station. A space need analysis indicated an anticipated facility size between 28,000 to 32,000 square feet. The intent of the city is to retain a design team that will develop a conceptual schematic design. After owner approval of the selected schematic designs, the design team will be authorized to begin development and proceed with the creation of construction documents. Prior to the design development stage, the city, working with the selected consultant, is expected to select a Construction Manager to manage bidding and construction of the project and to provide input on the design development and specifications. The city reserves the option of moving forward with a traditional hard bid, general contractor option.

### **PROJECT COMMUNICATION**

This project will require an approach that supports a philosophy of shared information, openness, and collaboration between many different interests. The proposal should describe specifically how your team will support and sustain a high level of communication and collaboration. Further, it should demonstrate your ability to communicate the protective service terminology clearly and concisely into easy-to-understand public communications. The main point of contact for this RFP shall be Adam Ruechel, City Manager, in association with Ryan Simmons, Fire Chief. They can be reached as follows:

Adam Ruechel, City Manager – [citymanager@platteville.org](mailto:citymanager@platteville.org), Phone – (608)-348-1821

Ryan Simmons, Fire Chief – [firechief@platteville.org](mailto:firechief@platteville.org), Phone – (608)-348-7826

## **SCOPE OF SERVICES**

The A/E firm will be responsible for, but not limited to, the following:

### **A. Phase 1 – Planning**

- i. The Architect will conduct a review of the already completed Facilities Study for City of Platteville Fire Department as part of their background for the project planning.
- ii. Using industry standards, project experience, and input from City Staff, the Architect will conduct appropriate space programming for the building interior including basic information such as sizes, space requirements, workflows, activities, and special uses.
- iii. The Architect will facilitate meetings with City Staff as needed to develop basic components and planning of the building program, including building systems, equipment, materials, and code compliance to support service needs.
- iv. The Architect will make recommendations regarding sustainable options to consider in the construction of the Facility as prescribed by Leadership in Energy and Environmental Design (LEED) standards.
- v. The Architect will create and provide schematic site plan sketches, elevations, renderings, schematic cost estimates, and conceptual project schedules as necessary to create the conceptual project design.
- vi. The Architect will make recommendations regarding alternative materials, construction methods, or design features that offer potential cost savings while meeting desired quality standards.
- vii. The Architect will make recommendations regarding the potential to have additional training space/training tower added to the facility to accommodate a partnership with Southwest Wisconsin Technical College.
- ix. The Architect will make recommendations regarding the potential for additional space to be added for utilization by other service-based organizations.
- x. Once the Common Council has accepted the recommended conceptual design as outlined here within Phase 1, then the Architect shall proceed to Phase 2.

### **B. Phase 2 – Design**

- i. The Architect shall prepare all construction documents, civil engineering plans, specifications, final construction cost estimates, and final timelines for completion of the project.
- ii. The Architect will attend all applicable public meetings associated with the review and approval of the proposed design.
- iii. Once the Common Council has accepted the recommended final design as outlined here within Phase 2, then the Architect shall proceed to Phase 3.

### **C. Phase 3 – Bidding**

- i. The Architect shall prepare all the bid documents and specifications suitable for public bidding according to applicable standards.
- ii. The Architect shall respond to all questions posed by prospective bidders during the construction bid process.

- iii. The Architect shall also prepare and distribute any necessary addenda, distribute plans, and bid documents, and keep a record of the plan holder's list.
- iv. The Architect shall make a recommendation to the City on bid award considering their evaluation of the bids based on bidders' qualifications, compliance with bid requirements, and price.

## **INSTRUCTIONS TO PROPOSERS**

### **REQUEST FOR PROPOSAL INFORMATION**

It is the responsibility of the Consultant to carefully read the entire Request for Proposal, which contains provisions applicable to successful completion and submission of an RFP. If any ambiguity, inconsistencies, or errors are discovered in the RFP, the city must be notified in writing. Only interpretations or corrections of the RFP made in writing through addenda by the city will be considered binding. The city must receive all requests for interpretations or corrections no later than the date specified in the RFP timetable. The RFP consists of all documents identified in the Scope of Work section of the RFP.

### **SUBMISSION OF PROPOSAL**

The following information must appear on the lower left-hand corner of the container:

RFP for Professional Design Services for City of Platteville Fire Station

The information must be addressed to: City Manager, 75 N. Bonson St., Platteville, WI 53818.

All submittals by mail, email or in person must be received no later than 4:30 p.m. on March 31, 2021. Hand carried proposals may be delivered to the above address ONLY between the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays observed by the city.

Proposers are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service.

Electronic proposals (email) may be submitted via [citymanager@platteville.org](mailto:citymanager@platteville.org). PDF format shall be utilized in this format.

## **RFP SUBMITTAL REQUIREMENTS**

### **PART A – TECHNICAL** (consisting of the firm's qualifications and scope of work)

Technical Proposal: Proposers shall include their complete return address on the outer envelope wrapper. One (1) unbound paper copy and one (1) digital copy of the technical proposal must be submitted for review.

**PART B – INTERVIEW/PRESENTATION (IF REQUESTED)** The top firms, based on their Technical Proposal Score, may be invited to, and evaluated on an oral interview/presentation. The City reserves the right to award the contract without interviews.

## **PART C – PRICE PROPOSAL**

Firms shall submit a price proposal in a sealed separate envelope. The Price Proposal envelope should be identified in the lower left-hand corner with the words **Price Proposal RFP Platteville Fire Station**. The Proposer's name must also appear on the outside of the envelope. Price Proposals must be signed by an officer of the company, who is legally authorized to enter a contractual relationship in the name of the Proposer. The submittal of a Proposal will be considered by the City as constituting an offer by the Proposer to perform the required services at the stated prices.

### **MODIFIED SUBMISSIONS OF RFP**

Modified qualifications and proposals can be submitted to replace all or any portion of previously submitted information. The City of Platteville Common Council will only consider the latest version as part of its deliberations.

### **WITHDRAWAL OF RFP**

Qualification and proposal information may be withdrawn from consideration prior to the submission deadline by written request, on the Consultant's letterhead, submitted to the city.

### **RFP POSTPONEMENT OR CANCELLATION**

The city may, at its sole and absolute discretion, reject all, or parts of all submittals to the RFP, re-advertise this RFP, postpone, or cancel at any time this RFP process, or waive any irregularities in this RFP as it deems to be in the best interest of the City of Platteville.

### **CONTRACTING DEPARTMENT**

The City of Platteville City Manager and Fire Chief will administer the contract resulting from this RFP.

### **INCURRING COSTS**

The City of Platteville is not liable for any cost incurred by proposers in replying to this RFP. The City of Platteville reserves the right to accept or reject any or all proposals and to waive technicalities in any proposal or part thereof deemed to be in the best interest of the City of Platteville.

### **PROPRIETARY INFORMATION**

Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself. Each page must be clearly marked "CONFIDENTIAL". The City shall comply with State and Federal Law(s) as to complying with request information.

### **FIXED PRICE PERIOD**

All price, cost, and conditions outlined in the RFP/Price Proposal shall remain fixed and valid for acceptance for a 90-day period commencing on the due date of the contractor's proposal. The City reserves the right to negotiate the scope of services and cost with the highest ranked consultant.

## **CERTIFICATION OF INDEPENDENT PRICE DETERMINATION**

By signing this proposal, the respondent certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this procurement:

The process in this proposal has been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other respondent or with any competitor.

Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the respondent and will not knowingly be disclosed by the respondent prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other respondent or to any competitor.

## **RESTRICTING COMPETITION**

No attempt has been made or will be made by the respondent to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

## **PRE-SUBMITTAL CONFERENCE**

None expected at this time.

## **CERTIFICATION OF THE RFP (REQUEST FOR PROPOSALS)**

If additional information is necessary to assist the vendor in interpreting this RFP written questions will be accepted by: City of Platteville City Manager – [citymanager@platteville.org](mailto:citymanager@platteville.org). Other than written questions, firms are requested not to contact city staff, elected officials, or the selection committee during the RFP process. Any lobbying by firms during the RFP process may result in disqualification from the project.

## **CONTRACT AND TERMS**

The selected firm shall provide a copy of their standard contract to the City for review. Any exceptions or proposed changes shall be discussed and agreed to prior to execution of the contract.

## **PREPARING AND SUBMITTING PROPOSAL**

### **GENERAL INSTRUCTIONS**

Evaluation and selection of the consultant for this project will be based on information submitted in the request for proposal plus references, oral presentations (if requested), other references and supplemental information. Failure to respond to each requirement in the RFP may be the basis for rejecting a response.

### **ELABORATE PROPOSALS**

e.g., expensive artwork beyond that which is sufficient to present a complete and effective proposal is not necessary.

## **ALTERNATE PROPOSAL**

Proposers may submit an alternate proposal or creative cost-saving alternatives, which meet minimum requirements and specifications of this RFP. Indicate such on the proposal. Proposers may submit more than one proposal.

## **LETTER OF INTRODUCTION/STATEMENT OF INTEREST**

Summarize the firm's interest in this project and any special knowledge or expertise that the firm has to offer. Include name of contact person, phone number, fax number, e-mail address and website address.

## **FIRM'S INFORMATION; INCLUDING THE FOLLOWING:**

- Office location
- Ownership, affiliation, and size of agency.
- Provide a description of the qualifications, experience, organization, and resources of the firm relative to this project.
- Past performances on similar contracts in terms of cost control, quality of work and compliance with performance schedules. Submit a detailed description (including photographs if possible) of six recent projects either completed or under construction, projects must be Fire Station with emphasis on those that incorporated training facilities in the design, and involving personnel proposed to be assigned to this project including the following information:
  - The actual design and construction costs of the project bid(s) compared to the architect estimate.
  - The date the project was designed and constructed.
  - contact information for the client (name, address, telephone number).
  - Design Team Professional.
  -

## **KEY INDIVIDUALS' QUALIFICATIONS AND EXPERIENCE**

- Provide a description, resume or bio-sketch of the qualifications and experience of the primary team that will be assigned specifically to this project.
- Indicate key individuals' experience with Fire Station or similar projects.
- Identify the function/responsibility of everyone assigned to work on this project (e.g., project manager, technician, etc.) along with their previous experience in similar roles on similar projects.
- Identify any sub-consultants to be used on the project and the percentage of their level of involvement along with their experience working on like projects.
- List office location of key individuals.



## **PROPOSED SERVICES: STATE HOW YOUR FIRM WILL MEET THE SCOPE OF SERVICES, INCLUDE THE FOLLOWING:**

- Proposed work plan or proposed scope of work and technical/innovative approaches for the project. Provide both a summary and the detail of your proposed services.
- Indicate proposed timeframe to complete the tasks.

## **EVALUATION CRITERIA**

The evaluation team will base their decision on the qualifications and experience of the firm and staff along with feedback from references and other sources. The evaluation process will include a review and ranking by each individual member of the review team of each proposal. The review team will meet and combine their rankings to select the top firms to interview.

The recommendation to award the contract will be to the firm that has the highest point total of the top selected firms.

Subject to change, the following is a general list of evaluation points:

- Firms experience with Fire Stations, Fire Stations with incorporated training facilities, Fire Stations with incorporated community center spaces or similar projects in the 15,000 to 30,000 plus square foot range of new building experience. (25 points)
- Experience of key personnel proposed for this project, including any sub-consultants, with relevant experience to carry out a successful building project. (25 points)
- Experience of firm and key individuals with sustainable design. (5 points)
- Experience of firm and key individuals with Construction Manager. (5 points)
- Success in completing comparable conceptual design phases and Fire Station building design projects on schedule and within budget. (5 points)
- Demonstrated ability to communicate effectively with City of Platteville Project Management Staff, Fire Department, Common Council, and other key stake holder groups formed around the Fire Station project. (10 points)
- Proposed scope of work including project approach. (25 points)
- Total Maximum Points: 100 points

## **PROJECT TIMELINE**

Please note the following All-In schedule:

RFP Available for Distribution	February 23, 2022
Deadline for Submittal of RFP	March 31, 2022
Interviews (As Needed)	Week of April 4th
Council Review	April 12, 2022
Council Determination	April 26, 2022

## **NEGOTIATIONS**

Upon selection of the top-rated firm, the City may enter limited negotiations with the selected top-rated firm to clarify the scope of services to be provided. Note, however, that costs for services are part of the evaluation and scoring of points. You are encouraged to submit your best and final offer with the proposal.

## **TERMS OF AGREEMENT**

Upon mutually agreeing to the terms of the contract, written agreement will be prepared by the City utilizing a Standard AIA Owner – Architect Form of Agreement.

### **Failure to Reach Agreement**

If an agreement cannot be reached with the top-rated firm, negotiations will be terminated, and the City will open negotiations with the second rated firm. The negotiation process will continue until an agreement is reached with one of the short-listed firms. If not, agreement is reached with the short-listed firms the negotiation process will be terminated at the City's discretion.

Appendix A  
*Fee Proposal Form*

***Enter Amount***

Phase 1 – Planning \$ \_\_\_\_\_

- i. The Architect will conduct a review of the already completed Facilities Study for City of Platteville Fire Department as part of their background for the project planning.
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Total Proposed Architectural Fee (Items 1 – 3) \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title