

Addendum to RFP: Village of Kewaskum Existing Facilities Analysis

Introduction

The Village of Kewaskum is soliciting Requests for Proposal for Architectural and Engineering Services.

The possible outcome would be the construction of a new library of about 6,000 square feet and the renovation of the municipal building including repurposing of existing space which includes the Village offices, the Village of Kewaskum Public Library, the Kewaskum Police Department and all the second floor.

Submittals

The Village is interested in reviewing a submitted description that details the submitter's approach to each of the 3 phases as follows:

Phase 1. Conceptual Design – the service provider will provide an evaluation of every part of the existing facility that includes the police department, administrative offices, kitchen and meeting rooms, second floor Boardroom, all restrooms and the Library.

- a. The infrastructure will be evaluated to determine suitability for the future of existing systems and structure.
- b. Submission should indicate systems to be evaluated (including but not limited to structure, HVAC, plumbing, electrical, lighting, fire protection, energy usage, and data networks.
- c. Interviews will be conducted with Village Board, and key personnel of administration, police, library, and DPW. The purpose is to determine the adequacy and future needs for village operations.
- d. Two options in recommendations should be provided, a combination of renovated space and new space, or all new construction.
- e. Floor Plan delineating each room and function.
- f. Site Plan showing building and additional vacant lot to the east and additional other amenities on site (tower, parking, green space, book drop, etc.)
- g. Renderings of the proposed project.
- h. An estimate of the construction cost and timeline with a statement of confidence on those estimates.

Phase 2. Fundraising – to assist in raising contributions/funds for the project. Include a thorough description of each of the following:

- a. Assist in the development of a fundraising campaign/strategy.
- b. Development of fundraising materials.
- c. Community meeting facilitation.

Phase 3. Design and Construction:

- a. Submission of a final design that includes:
 - (1) Materials selection
 - (2) System engineering
 - (3) Revised cost estimate
- c. Bidding Assistance
- d. Construction Management

Proposal Format

Your proposal should detail:

- a. Phase 1:
 - (1) Your approach and ability to accomplishing Phase 1. Discuss the Phase requirements previously.
 - (2) Your ability to start Phase 1 by late August 2019 or an alternative date.
 - (3) A tentative time line for Phase 1 and target dates of phase milestones.
 - (4) Date Phase 1 would be completed and reported out.
 - (5) Cost of services.
- b. Phase 2:
 - (1) Your approach and ability to accomplishing Phase 2. Discuss the Phase requirements previously.
 - (2) Your ability to start Phase 2 in first quarter of 2020.
 - (3) A tentative time line for Phase 2 and target dates of phase milestones over 6 to 8-month long phase.
 - (4) Date Phase 2 would be completed and reported out.
 - (5) Cost of services.
- c. Phase 3:
 - (1) Your approach and ability to accomplishing Phase 3. Discuss the Phase requirements listed previously.
 - (2) Estimate and the method to determine cost of services.
 - (3) Any possible credits for fees paid in Phases 1 and 2 that could be awarded the Village if submitter is also awarded a contract for Phase 3 services.
- d. Other required information:
 - (1) Description of past projects similar in nature.
 - (2) Description of in-house staff expertise and sources of subcontractors if expertise is to be subcontracted.

- (3) Invoicing schedule for services. If the Village opted not to do Phase 2, explain how that would impact cost and invoicing.
- (4) Describe any markup the submitter would add to service costs that would be typically be charged back and paid by the village for surveying, soil borings, printings, and municipal and state fees, etc.

Rules for Submitters

No contact will be made by submitters to any Kewaskum Village Board, Library Board, or staff member except to Library Director. Follow up questions should be submitted via email and responses will be shared upon request with other inquiring parties. Violation of this rule could result in disqualification.

Seven copies of the submission of this proposal should be sent to Lori Kreis, Library Director, 206 First Street, PO Box 38, Kewaskum, WI 53040 by 4:30 pm on Friday, June 14, 2019. Inquiries about this RFP can be directed to Lori Kreis at Lkreis@monarchlibraries.org

At the Village option, an in-person presentation with follow up questions and answers may be required.

While services for Phase 3 are not part of this contract award, the Village needs an understanding of the submitter's approach to accomplishing Phase 3 as the Village would prefer the same service provider across all phases. The village at its discretion may award a contract for services for just phase 1 only or for both phase 1 and 2.