



NOTICE OF VILLAGE OF HARRISON BOARD MEETING

DATE: Tuesday, April 23, 2024
TIME: 6:00pm
PLACE: Harrison Municipal Building, W5298 State Road 114,
Menasha, WI 54952

NOTICE IS HEREBY GIVEN that a Village of Harrison Board meeting will be held at 6:00pm on Tuesday, April 23, 2024, at the Harrison Municipal Building. This is a public meeting, and the agenda is listed below.

Call to Order

Pledge of Allegiance

1. Roll Call

2. Correspondence or Communications from Board and Staff

3. Corrections and Approval of the Previous Meeting Minutes

a) March 26, 2024

b) April 4, 2024

4. Public Comments

Please be advised per State Statute section 19.84(2), information will be received from the public; be further advised that there may be limited discussion on the information received; however, no action will be taken under public comments. It is the policy of the Village that there is a three-minute time limit per person. Time extensions may be granted by the President. Please register your name on the sign-in sheet prior to the start of the meeting.

5. New Business for Discussion, Consideration, and/or Action

a) Approve RFP or RFQ for Fire Station/Public Safety Building

b) Create Plan for Facilities Improvements

6. Future Agenda Items

Hiring Policy (MVH/AB)

Consider Amending Board of Review Membership (AB)

Pickleball Etiquette (JB/DB) (April 30, 2024)

Review of RS-2 Zoning (ML/AB) (after Comp Plan)

Zoning Map Amend / Ordinance V24-02 –Parcel 39012 & part of Parcel 39018 (tabled 1/30/2024)

CCSD proposal for mobile speed reader boards (ML/AB)(April/May 2024)

Road Impact Fee for new construction (ML/AB) (May 2024)

Trails and benches around retention ponds (SH/DB) (budget meeting)

Referendum to exceed levy limit to eliminate borrowing for roads (ML/MB) (April 30, 2024)
Attorney present Wind Farm Ordinance (ML/MB) (April 30, 2024)
Staff present plan to educate public about wind farms (JB/DB) (April 30, 2024)
Request for Village to add electrical service to Darboy Park from Festival of Lights.
(tabled/referred back to staff 1/30/2024)

7. **Adjournment**

Next Meeting Dates:

Tuesday April 30, 2024 6:00pm

Tuesday May 7, 2024 6:00pm

Tuesday, May 28, 2024 6:00pm

Any person with hearing disabilities or requiring special accommodations to participate in the meeting should contact the Clerk's Office (920-989-1062) at least 24-hours prior to the meeting. This is a public meeting.

Agenda posted and published: April 18, 2024 at Harrison Village Hall and to www.VillageofHarrison-WI.org
Vicki L. Tessen, Clerk



VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:
Vicki Tessen, Clerk

Meeting Date:
April 23, 2024

Title:
March 26, 2024

Issue:
Minutes of the March 26, 2024 meeting are provided to the Board for corrections and approval.

Background and Additional Information:

Budget Impacts:
none

Recommended Action:
Approve the Minutes of the April 26, 2024 meeting as presented

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:
Vicki Tessen, Clerk

Meeting Date:
April 23, 2024

Title:
April 4, 2024

Issue:
Minutes of the April 4, 2024 meeting are provided to the Board for corrections and approval.

Background and Additional Information:

Budget Impacts:

Recommended Action:
Approve the Minutes of the April 4, 2024 meeting as presented.

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Matt Heiser, Village Manager

Meeting Date:

April 23, 2024

Title:

Approve RFP or RFQ for Fire Station/Public Safety Building

Issue:

What is the next step in responding to the results of the Facilities Study?

Background and Additional Information:

At the March 26, 2024 Village Board meeting the Board had formal action to:

- Schedule a special meeting on April 23, 2024 to discuss the path for a potential new public safety building.
- View a draft RFP for design services of a new public safety building at the April 23 meeting.

The agenda for the April 23 meeting has two items on it. One item is for the Board to consider a draft RFP as they directed at the March 26 meeting. The other item is an opportunity for the Board to have further discussion or direction on the issue. This memo will be for both agenda items by proposing an RFQ plus providing additional comments for Board consideration.

Draft RFP vs RFQ

A draft Request For Proposal is included as an attachment. This is the very beginning of the path toward a potential new Village building and many features of the building are not yet decided. All the issues of which staff were unsure are high-lighted. An RFP for a design would need to be specific for the Village to receive responses that would be actionable. Staff instead are recommending a Request for Qualifications (RFQ). An RFQ would allow the Village to select a quality firm to guide us through the process of deciding what features/changes should be included in a design, then the design work, then the cost estimate.

The RFP draft is based on one issued by the Village of Suamico when they were considering a new station in 2018. They had already gone through a process to determine what they wanted before they issued it.

The RFQ draft is based on one issued by the Village of Greenville when they built their new station in 2020. They were at a similar point as the Village of Harrison and needed a professional firm to guide them through the process of deciding what features and dimensions should be included in a new fire station. Assistant Manager Pelishek obtained the sample RFP from Suamico. Chief Gerl obtained the RFQ example from Greenville and contributed significantly to the draft RFQ. The RFQ for the Public Safety Building includes information about police services. One of the issues the Village needs to decide is if a new building should include police services. The draft RFQ in the packet includes police because the discussions until now have mostly centered on a public safety building what would host

both police and fire. The police could be housed in other places.

Another issue the Board faces is the pace of the project(s). This memo will list some issues below that could impact the time-line over which the Village has no control. If the pace is not sufficient for the Board a separate RFQ for station 60 could be developed. The needs of station 60 are not part of the draft RFQ or RFP in the packet. Both Suamico and Greenville formed facility committees or review teams to focus on building projects. This could impact the pace if the Board wishes to go that route. The draft documents do not envision a committee but instead involve staff and Board approval.

VARIABLES THAT NEED TO BE DEFINED

There are a number of variables that will need to be decided before the Village proceeds with a design and corresponding cost estimate. The Facilities Study identified a number of issues with Station 60, Station 70 and the DPW Shop. The issues with Station 60 and the DPW shop can be addressed with renovation. An issue unique to Station 70 is its location. The study supported the report from the Fire Chief of response times in excess of 18 minutes which is outside NFPA standards. Thus a recommendation of the study is to relocate Station 70. One of the decisions the Board will need to make at some point is if they wish to build a new station to relocate 70 rather than renovate station 70 to address the issues in the study.

If they wish to build a new fire station to relocate 70 then the next decision is where the new one should be located. Two locations have been brought up at previous Board meetings: the Village owned land on County Highway N and Farmers Field.

If the Village builds a new station 70 then the features and size of the building need to be determined. The Facilities Report specifically mentions a number of items including decontamination for firefighters. The discussions on the building features should also include potential training needs and setting up the facility for expansion as the service grows in the future.

If the Village builds a new station 70 there needs to be a decision on what to do with the existing site. A qualified firm could help the Village to best determine if it should be sold for commercial development or renovated for another Village use such as a new home for the police force.

As the Village resolves the questions surrounding station 70 the Village also needs to develop a plan on how to address issues at Station 60 and the DPW. The Facilities study pointed out a number of issues that should be addressed at both locations.

TIME-LINE

The process before the Village to relocate Station 70 is significant. One of the purposes of this memo is to lay some early groundwork for common understanding of issues that impact the time-line. Part of the decision on location will be the extension of utilities. Neither the Hwy N property nor Farmers Field are served by water and sewer. Either one would need utilities extended to them. This will require time for an engineer to design, bid out the project, and construct.

The building itself will take time to design and then it will need state approval as a commercial building. When the Village of Greenville went through their project it took the design firm two months to prepare drawings and information sufficient for their referendum (which was approximately 30% complete). After the referendum was approved in August of 2018 it took the firm another six months to have the designs ready to bid. Then it was approximately a one year project to construct.

A potential time-line to relocate Station 70 could look as follows:

2024

April-May RFQ for qualified firm

June-Aug Determine location and building/site features, renovation needs of existing sites, plan for future projects if not all captured in this one. Update cost estimates.

Aug-Sept Board to approve which projects they will pursue and funding.

Sept-Dec Design for utilities

Sept -Feb 2025 Design for building/state approval

2025

Jan Bid utilities project

Feb Award bid for utilities project

Mar-Apr Break ground on utilities project

Bid out building project(s)

May Award bid for building project(s)

Apr-Aug Utilities construction

June-May 2026 Building construction

Budget Impacts:

None at this time.

Recommended Action:

Staff recommends issuing an RFQ for a public safety building/fire station to relocate Station 70.

Attachments:

- [MEMO Village Board 04-23-24 RFP-RFQ Item ATTACH DRAFT RFQ Harrison - Fire Station- Public Safety Bldg.pdf](#)
- [MEMO Village Board 04-23-24 RFP-RFQ Item ATTACH DRAFT RFP - Harrison- Fire Station.pdf](#)

**REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR PROFESSIONAL SERVICES FOR THE
DESIGN OF THE VILLAGE OF HARRISON PUBLIC SAFETY BUILDING**

I. INTRODUCTION AND BACKGROUND

The Village of Harrison is a rapidly growing community with an estimated population of 14,400 and located just East of Appleton in the Fox Cities of Wisconsin. The Village has experienced substantial growth in the past 10 years. Harrison is also expanding its commercial development and is the home to the future data center hosted by Involta.

The Harrison Fire Department and EMS Squad currently provides fire suppression and first responder services to the Villages of Harrison, Sherwood, and Town of Woodville, serving a population of approximately 18,008 and a total land area of 52 square miles.

Harrison Fire Rescue has a roster of approximately 70 members and responded to 181 calls in 2022. There are 18 First Responders that responded to 496 EMS calls in 2022. The current fire station the Village is looking to relocate is 5,000 square feet and houses six apparatus and two snowmobiles.

Multiple previous studies including the most recent (2024) reference or recommend the need for an updated Fire and EMS station. The 2024 Facilities Evaluation and Concept Planning report contains an analysis and recommendation for square footage of a new public safety building.

- 2007 Fire Equipment Study (RW Management Group, Inc.)
- 2015 Harrison Fire Rescue Strategic Plan 2015-2020 (HFR & UW Extension)
- 2017 Comprehensive Plan Update / Village Center Plan (Vierbicher)
- 2019 Public Facilities Needs Assessment and Impact Fee Update (EHLERS)
- 2024 Facilities Evaluation and Concept Planning (SEH)

In 2022, per direction from the Village Board, the Village Planner and Fire Chief recommended the acquisition of a specific land parcel off Manitowoc Road for use as the site of a future Fire and EMS station. In 2022, the land was purchased.

The Village contracts with Calumet County for the police services to the community. In 2024 the service includes five assigned officers with an increase to six officers by 2029. Presently they occupy one office sized at 120 square feet in the Municipal Building located at W5298 State Rd 114.

A tentative timeline has been proposed for the future of a new Public Safety Building which

is:

a. Spring 2024

1. Advertise for “Statements of Qualifications” from selected Architectural and Engineering (A/E) firms.

b. Spring/Summer 2024

1. Select an A/E firm. Firm works with Village staff to determine best design options for new building.
2. A/E firm helps prepare best building option for approval based on stakeholders involved in the process and prepares educational package for presentation to community.

c. Fall of 2024

1. Board decision on how to move forward with approval for construction of a new public safety building.

d. Late 2024 and early 2025

1. Following successful approval process, borrow funds for the construction of new public safety facility.

II. INVITATION

The Village of Harrison is soliciting Statements of Qualifications (SOQ) from design teams for a new public safety building.

The Village of Harrison will evaluate the SOQ's submitted and intends to develop a short list of design teams that will be invited to continue in the selection process. The second phase may include an on-site interview and submittal of additional information.

The information included in the initial SOQ submittal shall address all project phases, including the firms experience with final design, bidding, and construction services. However, the initial Professional Services Agreement will only include Conceptual design. It is the Village's intent to utilize the same design team for the entire project, and SOQ's will be evaluated from this perspective, however the Village reserves the right to not renew an agreement if dissatisfied. Being selected for the conceptual design phase does not in any way guarantee that the successful design team will be utilized in any subsequent phases. That decision would be based on the team's performance in the conceptual design and educational phase and on successful negotiations for any subsequent work.

III. SUBMITTAL SCHEDULE

This solicitation was sent to a limited number of firms that the Village feels have the experience and expertise with Fire Station/Public Safety Facility planning and design to best meet our needs and objectives. Submittals shall include ten (10) bound copies, one (1) unbound copy and one (1) electronic PDF of the SOQ. The response must be received no later than **Friday, May 24th at 3:30 pm**. Submittals received after that time will not be considered. Submittals should be sent to: Matt Heiser, Harrison Village Hall, W5298 State Rd. 114, Menasha, WI 54952, and MHeiser@harrison-wi.org.

The time frame for the second phase of the selection process, including submittal of any additional information and on-site interview will be determined at a later date. The Village intends to complete

the selection in a timely manner and all submitting teams will be notified of the results selection process.

IV. PROJECT DEFINITION

This project will ultimately result in the construction of a Public Safety Building/Fire Station that would contain offices for fire administration, fire training, conference rooms, training room, kitchen/break areas, apparatus bays, and needed areas for EMS equipment storage and maintenance areas. The facility would also house police services utilized by the Village. Village staff/members of the Village Board may be visiting recently constructed Public Safety/Fire Stations around the state to help establish a vision for what they would like to see constructed.

The previous facility and space needs studies, especially the most recent (2024 Facilities Evaluation and Concept Planning) should give the selected (A/E) team a good foundation of information as they work to create a project proposal for committee approval.

A key element of this project will be the need to work with a broad spectrum of stakeholders to establish a proposal that will be acceptable to the community. Key stakeholders include the Village Board, Village Staff, Fire Department, Sherriff Department and interested citizens. It is the Village's desire to include environmentally responsible materials, equipment selection and design layout to the extent that it is cost effective. The building should be energy efficient, sustainable and have a healthy environment.

V. DETAILED SCOPE OF SERVICES AND FEE DETERMINATION

The Scope of Services and resulting fee for conceptual design will be negotiated with the selected (A/E) team. A not to exceed fee basis will be used. If a Scope of Services and fee that is inconsistent with the Village's goals and available resources the Village may cease negotiations with the initially selected firm and initiate negotiations with a different (A/E) firm or re-evaluate the project strategy. A conventional design/bid/construct project approach is anticipated.

VI. SOQ EVALUATION PROCESS

Village Staff will likely serve as the SOQ Evaluation team that will recommend hiring of an (A/E) firm to the Village Board. (A/E) teams submitting an SOQ shall limit any correspondence or other contact to the person listed in this document. The SOQ's shall be evaluated and scored based on the selection criteria identified in Section VII.

VII. CRITERIA FOR SELECTION

The goal for this selection process is to identify the (A/E) team that will best meet the Village's goals and objectives from conception design through final construction. (A/E) teams will be evaluated on specific criteria, including but not limited to:

- A. Prior design experience with projects of similar scale and complexity, including fire stations, law enforcement facilities and municipal building.
- B. Prior experience with public sector clients and processes.
- C. Design philosophy and approach to design in general.
- D. Clear understanding of the functional and operational aspects of the fire service.
- E. History of effective schedule and budget management for similar projects.
- F. Use of creative processes to incorporate Village stakeholder ideas into all stages of design.
- G. Successful history working with communities to establish referendum proposals and passage. Please share extensively past PR campaigns/techniques for community education as this is a key part of the project.
- H. Commitment to developing an energy efficient, sustainable and healthy building.
- I. Professional qualifications of individuals assigned to the project.

VIII. CONTENT OF SUBMITTAL LETTER

- A. **Cover Page:** Shall contain the title, “Statement of Qualifications for Architectural/Engineering Services” for Village of Harrison; the name of the respondent, and the submittal date.
- B. **Table of Contents:** Include a listing of all contents requested.
- C. **Transmittal Letter:** A brief letter that summarizes why the respondent believes itself to be the most qualified. It should contain a statement stating that to the best of the respondent’s abilities the information in the RFQ submittal is complete and accurate. It should also grant the Village authorization to contact any previous client (or respondent’s team member) for purposes of ascertaining an independent evaluation of the respondent or team.
- D. **Firm Description:** Include a complete narrative description of the respondent’s firm. Information should include:
 1. Areas of architectural/engineering specialization.
 2. Firm history.
 3. Honors and awards.
 4. Location of home and branch offices.
 5. Names of the principal officers of the firm.
 6. Identification of sub-consultants, including electrical, mechanical, structural, and engineering.
- E. **Organizational Chart:** Include a simple organizational chart showing how the respondent, if selected as the (A/E) team, would organize its personnel for this project.
- F. **Key professionals:** Identify the key members of the team that would be involved in the project and describe their area(s) of expertise and what role they will perform for the project.
- G. **Resumes:** Provide resumes of any person identified as a key professional. The resumes should contain: Name, educational background, employment history, proposed role in the

project, and identification of other relevant projects in which the person has been involved, and any other information you believe relevant to the project.

- H. Narrative:** Utilizing the selection criteria listed in Section VII above clearly explain why the respondent can best meet the goals and objectives of the Harrison project with special focus on past successful PR campaigns/techniques utilized for community education.
- I. Relevant experience:** Provide a summary of relevant projects where the respondent's firm was the architect. List no less than three and no more than six relevant projects completed within the last ten (10) years. A relevant project is one which best exemplifies your qualifications for this project and information should include:
 - 1. Name of project.
 - 2. Type of buildings.
 - 3. Project location.
 - 4. Total project cost.
 - 5. Project description.
 - 6. Provide a statement acknowledging if the project was completed on time/on budget.
 - 7. Provide a few illustrative photographs or renderings, if available.
 - 8. Names of key project personnel.
 - 9. Community engagement process.

IX. RESERVATION OF RIGHTS

The Village of Harrison reserves the right to accept, reject, and evaluate all responses and to change the scope of the RFQ. Any response submitted during this RFQ process becomes the property of the Village. Harrison will not be liable for nor pay any costs incurred by the respondent in preparation of a response to this RFQ or any other costs involved, including travel and time for interviews. An evaluation of qualifications will be performed by the Harrison Village Staff.

Thank you in advance for your consideration of this project.

**VILLAGE OF HARRISON, WISCONSIN
REQUEST FOR PROPOSALS
PROFESSIONAL DESIGN SERVICES FOR THE VILLAGE OF HARRISON FIRE
STATION**

**PROFESSIONAL DESIGN SERVICES FOR VILLAGE OF HARRISON FIRE
STATION**

TITLE SECTION

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GENERAL INFORMATION

Summary

The Village of Harrison is proposing to build a new **Fire Station/Public Safety Building/Renovate the DPW** at **<to be determined>**,

Harrison, Wisconsin, 54952. The village 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
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 Village of Harrison, Wisconsin, is currently developing a new Fire Station that will replace the existing fire station, Station 70, on the corner of State Highway 114 and Lake Park Road. A new location has been purchased on **County Hwy N/at Farmers Field** in Harrison, Wisconsin, 54952. A facility study recommends a facility the size of 10,325 square feet. The intent of the Village 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 design development and proceed with the creation of construction documents. Prior to the design development stage, the Village, 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 Village reserves the option of moving forward with a traditional hard bid, general contractor option.

Project Director

Fire Chief Jarred Gerl will be responsible for providing overall direction for this project.

SCOPE OF SERVICES

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

- a. Prepare plan and profile Schematic Designs which include; site plan, floor plans, and elevations
- b. Prior to Design Development, prepare room data sheets for every space identified in the schematic design.
- c. After approval of design development documents, prepare final plans and specifications and contract documents to the level necessary to allow the Village to competitively bid the project. Provide electronic files.
- d. Design plans shall be prepared and presented to the Village at the following intervals; 30% complete, 60% complete, and 90% complete.
- e. Bidding and construction administration including an 11th month walk-thru; the consultant is required to satisfy and ensure the occupancy permit is approved.
- f. Provide electronic as-built documents that incorporate all addendums and all changes made during the construction.
- g. Other elements necessary as identified by the architect for a successful, functional, and operational Fire Station.

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 Village must be notified in writing. Only interpretations or corrections of the RFP made in writing through addenda by the Village will be considered binding. The Village 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 Proposals

Submittals shall include ten (10) bound copies, one (1) unbound copy and one (1) electronic PDF. The response must be received no later than **Friday, May 24th at 3:30 pm**. Submittals received after that time will not be considered. Submittals should be sent to: Matt Heiser, Harrison Village Hall, W5298 State Rd. 114, Menasha, WI 54952, and MHeiser@harrison-wi.org.

RFP SUBMITTAL REQUIREMENTS

Part A – Technical (consisting of the firm’s qualifications and scope of work)

Part B – 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 Harrison Fire Station**. The Proposers 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 into a contractual relationship in the name of the Proposer. The submittal of a Proposal will be

considered by the Village as constituting an offer by the Proposer to perform the required services at the stated prices.

Part C – 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 Village reserves the right to award the contract without interviews.

Modified Submissions of RFP

Modified qualifications and proposals can be submitted to replace all or any portion of previously submitted information. The Village of Harrison 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 via e-mail submitted to the Village Manager.

RFP Postponement or Cancellation

The Village may, at its sole and absolute discretion, reject any and all, or parts of any and 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 Village of Harrison.

Contracting Department

The **Village of Harrison Fire Department** will administer the contract resulting from this RFP.

Incurring Costs

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

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 Village 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 Village 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: Village Manager Matt Heiser at mheiser@harrison-wi.org. Other than written questions, firms are requested not to contact the Fire Department staff, or elected officials 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 Village 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:

1. Office location
2. Ownership, affiliation and size of agency.
3. Provide a description of the qualifications, experience, organization and resources of the firm relative to this project.
4. 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

1. Provide a description, resume or bio-sketch of the qualifications and experience of the primary team that will be assigned specifically to this project.
2. Indicate key individuals' experience with Fire Station or similar projects.
3. Identify the function/responsibility of each individual assigned to work on this project (e.g. project manager, technician, etc.) along with their previous experience in similar roles on similar projects.
4. 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.
5. 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

Village staff and the Board 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 Village staff and Board of each proposal. Village staff and Board 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:

1. Firms experience with Fire Station, Fire Stations with incorporated training facilities, Fire Stations with space for future expansion, Police Stations, DPW Shops or
2. similar projects in the 11,000 square foot range of new building experience. (25 points)
3. Experience of key personnel proposed for this project, including any sub-consultants, with relevant experience to carry out a successful building project. (25 points)
4. Experience of firm and key individuals with sustainable design. (5 points)
5. Experience of firm and key individuals with Construction Manager. (5 points)
6. Success in completing comparable conceptual design phases and Fire Station building design projects on schedule and within budget. (5 points)
7. Demonstrated ability to communicate effectively with Village of Harrison Project Management Staff, Fire Department, Village Board and other key stake holder groups formed around the Fire Station project. (10 points)
8. Proposed scope of work including project approach. (25 points)

Total Maximum Points: 100 points

SCHEDULE OF ACTIVITIES

The anticipated timetable for the RFP process including the selection of the top ranked firm is as follows:

Timetable

RFP Available for Distribution April 24, 2024

Deadline for Submittal of RFP (by 4:30 p.m.) May 24, 2024

Award of Contract Announcement or possible interviews June 25, 2024

NEGOTIATIONS

Negotiation with Top Rated Firm

Upon selection of the top rated firm, the Village may enter into 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 Village 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 Village 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 Village's discretion.

VILLAGE BOARD MEETING

VILLAGE OF HARRISON

From:

Meeting Date:

April 23, 2024

Title:

Create Plan for Facilities Improvements

Issue:

Background and Additional Information:

Budget Impacts:

Recommended Action: