

## **A. Objective**

The Village of Deerfield, Dane County, Wisconsin, is soliciting proposals from qualified firms for architectural services for the construction of a new Village Hall and possible Police Station. This RFP is seeking services for concept/preliminary design, final design, bidding, and construction administration services.

## **B. Background**

The Village of Deerfield (population 2,500) is in Southeastern Dane County Wisconsin and sits between interstate 94 and WIS Hwy 12/18 on WIS Hwy 73. The Village government operates a small handful of municipal buildings.

### **Deerfield Village Hall**

Village Hall is currently located in a 2-story building at 4 N. Main St. Deerfield, WI. Originally constructed in the late 1880's. It is approximately 1,843 square feet. It houses two FT employees – the Village Administrator/Clerk-Treasurer, deputy clerk/treasurer, a part-time clerk, and a PT contracted building inspector. The Village President does not have an office. The 2nd floor housed the Deerfield Historical Society and is ADA accessible only from the back of the building. As such, 90% of Village Hall operations take place on the 1st floor. The current facility is no longer sufficient to meet the needs of the community due to limited square footage, sub-optimal layout, and accessibility challenges. The Village currently lacks a true community space to host elections polling or meetings by community groups.

### **Deerfield Police Station**

The Police Station is currently located at 7 W. Deerfield St., Deerfield, WI. The building consists of a 2,299` square foot main floor. There are vehicle bays that houses 2 vehicles and additional storage. The Department has four FT employees contracted through the Dane County Sheriff's Department and shared with the Village of Cambridge. The Police Station sits at a location that may be used for redevelopment of the central business district.

## **C. Project Details**

### **Site Location**

On May 24, 2021, the Village Board voted to set the location for Village Hall at 23 W. Nelson which is a Village owned site.

### **Building Goals**

The selected firm will be encouraged to provide guidance and recommendations toward designing a Village and possibly a Police Station that will best meet the needs of the community. However, at present, the Village has identified the following goals:

- Village Hall should include additional office space to better accommodate current Village staff, future staff, voting, visitors, and community meetings. Other needs include additional meeting space, a larger Board chambers, better/larger restroom facilities, storage, and a break room.

- The Police Station should provide additional space and optimal layout for locker rooms, officer workstations, storage of equipment and evidence, and indoor parking for all police vehicles. The Police Station should also be structured in a way to provide privacy to victims and witnesses.
- Facilities should be designed to maximize functionality, durability, and account for and allow future growth.
- Facilities should be designed to complement Deerfield's redevelopment and have a community center concept with the library and community park adjacent to this site.
- Facilities should embrace sustainable design practices that emphasize energy efficiency as well as renewable and redundant energy sources.

#### **D. Project Description**

1. Concept Design and Opinion of Probable Cost for Village Hall and possibly a Police Station –The selected firm will work with Village Staff and the Municipal Needs Committee to evaluate current needs, gather input, and analyze available options this facility. To allow sufficient time for multiple meetings, the Village anticipates this Concept Design phase to take place September 27 through November 10, 2021.
2. Schematic Design, Design Development and Final Design Phase - The Village anticipates this phase to take place November 10 through March 16, 2022.
3. Bidding and Contract Award Phase
4. Construction and Project Close-out Phase

#### **E. Scope of Services**

Each firm will submit a Scope of Services with their proposal. The Scope of Services listed in this section is intended to give firms direction and understanding as to what the Village values. Firms are encouraged to tailor their proposed Scope of Services as they see fit to deliver a process that balances timeliness, cost efficiency, input, exploration of options and best practices for a municipal building.

##### General:

The selected architect shall work closely as a part of the project team to develop a design for the facility that meets the needs of the Village. This objective will be accomplished through frequent and routine communication and meetings of the project team, a series of design review workshops, and close coordination with Village staff and the Municipal Needs Committee.

Phase 1: Preliminary/Concept Design and Opinion of Probable Cost – Full Project Complete a space needs assessment to verify building size and site requirements. The architect shall inspect the existing facilities. If deemed necessary by the Board, coordinate a one-day bus tour of similar and recently completed facilities in comparably sized Wisconsin municipalities. Any cost associated with the bus tour will be paid directly by the Village.

##### Conceptual Site Layout:

- Architect shall develop alternative layouts for the project on the preferred site. The site layout shall be consistent with the Building Goals set forth by the Village in this document.

- The layout of the site needs to account for the parking needs of the building and any existing public parking that may be displaced by the project.
- Surveying – map the site to 100 feet outside the limits of disturbance in sufficient detail for all planning and design purposes. Map shall include all surface features, utilities – both buried and overhead, and any other relevant information necessary for the work.
- Geotechnical Investigation - provide geotechnical and foundation evaluation investigations as a part of the site development.
- Building location and configuration will be evaluated in conjunction with the site plan to efficiently and effectively use available space and allow opportunity for future growth.
- Environmental issues: The site design shall be sensitive to and shall protect the surrounding environment.
- Grading and Storm Water Management – Grade the site and design adequate storm water management facilities to minimize the risk of flooding or excessive ponding.
- Utilities - Provide for all required utilities and where feasible, install all utilities underground. Site utilities shall include but not be limited to: water, sanitary sewer, storm sewer, telephone, electric, cable TV, fiber optics, site lighting, and site communications. Coordinate with relevant contractors.
- Landscape Design: Provide a landscape design for the facility that will be attractive, low maintenance, and consistent with conventional landscaping standards for a downtown office building. Landscaping should consider best practices in contributing to effective storm water management.
- Drawings: Develop drawings that illustrate the design concepts being proposed to allow the Municipal Needs Committee/Village Board to review and approve the plan. Drawings shall include but not be limited to site plan, floor plan(s), elevations, and colored renderings.
- ADA Compliance: Take special care to accommodate for accessibility needs paying particular attention to the Americans with Disabilities Act. Designing only to the minimum requirements of State Code or ADA standards may not be sufficient.
- Energy Conservation: Designs shall emphasize energy conservation and consider LED concepts. Develop a report analyzing initial cost versus operating cost to demonstrate energy efficiency and life cycle costing. The report should include a brief description of applicable 3rd party funding program or incentive (ex. Focus on Energy). Consideration of solar power should also be considered, and options provided.

Constructability issues: The Architect shall be fully responsible for the constructability of the proposed site features and structures. The Architect shall coordinate the preliminary design of all the mechanical, electrical, and plumbing (MEP) work to avoid conflicts between the respective MEP systems and confirm they will all fit into the allotted space. Notwithstanding any recommendations or approvals by the Village, the Architect shall not be relieved from responsibility for the workability and suitability of the design and all details.

Schedule: The Village is targeting the building to be furnished and operational by January 2023

- Develop and regularly maintain a project schedule that includes all phases of the project through completion of construction and startup/occupancy of the new facility.

- Present the schedule in a Gantt chart format and provide sufficient detail to allow tracking of the progress of the work through each phase.
- Promptly notify the Municipal Needs Committee of any delays that will impact the successful completion of the work.

Cost estimates: Controlling the total project cost is critical to project success.

- Promptly notify the Municipal Needs Committee of any change in the estimated project cost.
- The Architect will be keenly aware of project costs throughout all phases of the project.

The cost impact of decisions shall be promptly reported to the Municipal Needs Committee/Village Board.

- Routinely update project cost estimates throughout the design.
- Present cost estimates and cost impacts during project status reports.

Construction Cost Control: The Village is anticipating a total project cost in the range of \$1,500,000 to \$2,000,000 for the Village Hall project, including all soft and hard project costs.

- The Architect shall work within and adhere to this project budget. The Architect agrees to work closely with the Municipal Needs Committee to control costs.
- If an adjustment in the project budget is required to meet the overall objectives of the Board, the Architect shall promptly notify the Municipal Needs Committee and provide the necessary supporting documentation to allow the Board to make a decision. The Architect shall not proceed with completion of the project without the prior written authorization of the Board and an adjustment to the project budget.
- If adjustment of the project budget is not feasible, the Architect shall work with the Municipal Needs Committee to modify the project to reduce the scope or phasing of construction to fit within the approved budget.
- The Architect shall remain responsible to maintain the project within the budget. If project costs exceed the budget due to the actions, inactions, and/or errors or omissions of the Architect, the Board may direct the Architect to redesign the facility at no additional cost to bring the work within budget.

Other issues as required to complete the work: The Architect shall outline and detail in the Proposal any other tasks required to complete the work. Failure to account for items that would be considered usual and customary to this project shall not be justification for additional compensation or an extension of contract time.

#### **Architect's Minimum Responsibilities for Phase 1 - Preliminary Design**

- Provide all necessary personnel, resources, and sub-consultants to complete the specified design work to the satisfaction of the Municipal Needs Committee and Board.
- Develop a space needs analysis for Village Hall and possibly a Police Station.
- Retain a Geotechnical Engineer licensed in the State of Wisconsin to analyze site conditions and recommend foundation configuration and loadings.

- Retain a surveyor licensed in the State of Wisconsin to survey the property and develop any required site topographic maps, utility maps, and any other base mapping information necessary to complete the work.
- Gather and compile all necessary data required from the Village's records, from field reconnaissance, and from other sources as is necessary to complete the work.
- Schedule and coordinate quality control reviews during the completion of Phase 1 – Preliminary Design. Quality control will include but will not be limited to interim submittals and review meetings with Municipal Needs Committee or their designated members.
- Provide preliminary conceptual designs for review and comment to assist the Village Board in determining the preferred site layout and building configuration.
- Provide an Opinion of Probable Cost for all alternatives and preferred site layouts and building configurations.
- Provide regular reports to the Municipal Needs Committee about the progress of the work.
- Regularly update the project schedule.
- Control project costs to keep the project within budget. Assist the Municipal Needs Committee and Village Board in finalizing and adjusting the project budget as needed.
- Any other work considered normal for a project of this type and scope as required to meet the needs of the Board.
- Provide project meeting minutes.

The Architect shall provide the Municipal Needs Committee with any and all necessary drawings, renderings, and exhibits to convey the intent of the conceptual design to the Village Board. The Architect shall not proceed with Final Design until receipt of written approval of the conceptual design from the Village Board.

### **Phase 2: Final Design – Full Project**

Upon approval of the Preliminary Design, the Architect shall proceed to Final Design and development of bidding documents. The final design shall incorporate the approved conceptual design into Drawings and Specifications suitable for public bidding. Based on the concept developed in Phase 2, the Architect shall prepare final design documents for the work to include but not limited to:

- a) Site Plan
- b) Site Utilities
- c) Site Grading
- d) Storm Water/Erosion Control Plan
- e) Landscaping
- f) Administration/office design
- g) Architectural requirements
- h) Interior space layout

- i) Telephone system and audio/visual low voltage systems
- j) Fiber Optic Communications
- k) Building material schedules
- l) Window and door schedules
- m) Room Finish Schedules
- n) Plumbing
- o) Sprinkler
- p) Electrical
- q) HVAC
- r) ADA Compliance
- s) Any other component and schedule necessary to complete the work Develop final drawings, which shall include but shall not necessarily be limited to:
  - a) Site Survey
  - b) Site Plan and Details.
  - c) Site Grading Plan and Details.
  - d) Storm Water/Erosion Control Plan
  - e) Floor Plans
  - f) Exterior Building Elevations
  - g) Roof Plan
  - h) Wall Sections and Details
  - i) Renderings
  - j) Interior elevations
  - k) Room Finish Schedules
  - l) Door and Window Schedules
  - m) Reflective ceiling plans
  - n) Structural Plans and Details
  - o) Sprinkler Plans
  - p) HVAC Plans and Details
  - q) Plumbing Plans and Details
  - r) Electrical Plans and Details

s) Security System Plans and Details

t) other drawings needed to define work and allow competitive bidding

**Constructability:** The Architect shall be responsible for the constructability of the final design. The Architect shall coordinate the design of all mechanical, electrical, and plumbing work to avoid conflicts between the respective systems and confirm they will all fit into the allotted space. Notwithstanding any recommendations or approvals by the Village, the Architect shall not be relieved from responsibility for the workability and suitability of the design and all associated details.

**Geotechnical Investigation and Foundation Design:** Architect shall retain the services of a Geotechnical Engineer to perform an investigation of the site soils and determine required design criteria. The Geotechnical Engineer shall be a Professional Engineer licensed in the State of Wisconsin. Based on these soils' investigations, the Geotechnical Engineer shall make recommendations on type and size of foundations for the complex.

**Site Surveying and Grading:** Architect shall retain the services of a Registered Land Surveyor licensed in the State of Wisconsin to prepare a topographic and utility map of the property to serve as the base for design drawings. Survey shall extend a minimum of 100 feet beyond limits of disturbance. Using the topographic information, a storm water management plan shall be developed to control runoff and minimize impact to neighboring properties.

**Permit Requirements:** The Architect shall be responsible to provide information necessary to obtain required approvals and permits for the work. In the event that the design is not accepted, and a building permit or other required approvals cannot be obtained, the Architect shall redesign components of the project at no additional cost to the Village to conform with the requirements and obtain the necessary permits. Presentations are required for permitting and other approvals to the Village Board and Municipal Needs Committee. The Architect shall address and incorporate any comments received from review agencies into the final document. Architect shall complete any other tasks as needed to meet the project objectives of the Board and Municipal Needs Committee. Anticipated tasks shall be noted in the Proposal.

**Architect Responsibilities for Phase 3 - Final Design:**

- Provide all necessary personnel, resources, and sub-consultants to complete the specified design work to the satisfaction of the Village.
- Regularly meet with Municipal Needs Committee to review project status and design details.
- Schedule and coordinate quality control reviews during the Final Design. Quality control will include but will not necessarily be limited to interim submittals and regular review meetings with Municipal Needs Committee or their designated staff.
- Provide regular written reports and communication with the Municipal Needs Committee about the progress of the work.
- Regularly update the project schedule with Municipal Needs Committee.
- Regularly update the project estimated costs with Municipal Needs Committee.
- At the completion of the work, provide a final opinion of probable costs for the project.
- Control project costs to keep the project within budget. Notify the Municipal Needs Committee if estimated cost of construction exceeds the project budget, including any contingency.

- Any other work as normally required for a project of this size and scope.
- Provide project meeting minutes.

The Final Design shall be reviewed and approved by the Village Board. If the Final Design is not approved, the Architect shall revise the design until such time it gains their approval, and any such work shall be completed at no additional cost to the Village. The project shall not proceed to the Bidding Phase without the prior written approval of the Village Board.

### **Bidding Services**

Objective: The project developed during Phase 3 – Final Design shall be competitively bid through the Village of Deerfield to contract with a qualified contractor at an equitable price with minimal change orders.

#### Architect's Responsibilities for Bidding:

- Provide all necessary personnel, resources, and sub-consultants to assist the Village in competitively bidding the work.
- Gather and compile all necessary data required from Village and County records and other sources as deemed necessary to bid the project successfully and competitively.
- Prepare bidding forms, conditions of the Contract, and the form of Agreement between the Contractor and the Board. Architect shall use the AIA standard forms and contract, which may include modifications by the Village's legal counsel.
- Provide a PDF of the complete Plans and Specifications suitable for posting.
- Assist the Village in answering questions from prospective bidders.
- Participate in a pre-bid meeting with prospective contractors explaining the project concepts and goals and answering questions.
- Prepare Contract Addendums as required to clarify or modify the design.
- Assist the Village in opening and evaluating the bids and recommending an award.
- Cost Limitation on Construction Costs: If the bid price is higher than the project budget, work with the Village to determine ways to cut costs.
  - o Assist in value engineering the project to reduce costs. Evaluate alternatives, provide cost information, and advise the Village as to the value of all revisions.
  - o Work with vendors/contractors in developing and evaluating cost reduction alternatives.
  - o Assist the Village in re-design and re-bidding the project if required. Justification of additional compensation to the Architect shall be considered based on the reasons and sources of the cost overruns.
- Provide any other work and assistance during the bidding process that would be usual and customary for a project of this size and scope.
- Prepare construction contracts.



### **Construction Administration Services**

Objective: Assist Village in monitoring, recording, and administering construction activities.

#### Architect's Responsibilities for Construction Administration Services:

- Provide all necessary personnel, resources, and sub-consultants to assist the Village in administering construction of the project.
- Construction administration and documentation to include but not limited to:
  - o Shop drawings
  - o Schedule compliance
  - o Contract compliance
  - o Regular construction meetings
  - o Request for information
  - o Request for change
  - o Change Orders
  - o Monthly pay requests
  - o Operation and maintenance manuals
  - o Test results
  - o Final inspection and punch list
  - o Contract Closeout
  - o Training
  - o Startup and Commissioning
  - o Other tasks normal to facility construction administration
- Construction Inspection Services or Resident Engineer:
  - o The Village will work with the selected firm to discuss options for inspection services and make a determination based on cost and benefit.
  - o Provide a reasonable amount of on-site coordination and inspection to adequately protect the Village's interests and to ensure that the facility is constructed in compliance with project's contract documents. For the sake of this Proposal, reasonable is bi-weekly (once every two weeks), as a minimum.
  - o Resident inspector/engineer shall provide written site reports to the Municipal Needs Committee each time the inspector/engineer is on site.
  - o Resident inspector/engineer shall witness and document startup and testing of the facility.
  - o Any other work noted in this Request for Proposals and the project Scope of Work required to successfully complete construction, startup, and commissioning of the facility.

**Monthly Progress Reports and Quality Control:**

Project progress reports shall be submitted by the first of every month. No payments will be released to the Architect without an acceptable monthly report. Each report shall detail progress made during the previous month, planned work for the coming month and any issues to be resolved. All monthly reports shall include an undated project schedule and cost update. Monthly reports shall not exceed one type-written page, excluding updated schedules, charts, or tables. Quality control review meetings will be held with the Municipal Needs Committee at 30%, 70% and at completion of each phase of the project.

**Deliverables for both Phase 1 and Phase 2:**

- Electronic copies of all submittals.
- 30 Percent: 6 paper copies of project documents to the Board for review.
- 70 Percent: 6 paper copies of project documents to the Board for review.
- Submittal Draft: 6 paper copies to the Village's review.
- Building Permit Submittal: Copies as required.
- Final Approved Documents: 6 complete paper copies of the documents to the Village.
- Bidding Documents (complete plans and specifications) shall be submitted electronically on a thumb drive. All of the Bidding Documents shall also be combined into a single PDF suitable for posting. Submittal format shall be coordinated with the Municipal Needs Committee. Village of Deerfield - RFP Architectural Services 2020

**F. Project Team and Municipal Needs Committee**

The project team will include the selected firm, Village staff and Municipal Needs Committee. Village staff will include the Village Administrator/Clerk and Director of Public Works. The Municipal Needs Committee consists of elected officials and community members appointed to the Committee. All significant project decisions shall be made in consultation and agreement with the Village staff and Municipal Needs Committee as approved by the Village Board.

**G. Timing**

The following is an anticipated schedule for the general construction project, including the RFP process. The Village of Deerfield reserves the right to modify any part of this schedule.

**H. Tax Exempt**

The Village of Deerfield as a municipality is exempt from the payment of federal excise taxes and State of Wisconsin taxes per Wisconsin statute 77.54(9a.) Federal Tax ID # 39-6006247.

## Tasks Due Date

Distribute Request for Qualifications July 7, 2021.

Proposals Due August 16, 2021

Presentations by final candidates September 8, 2021

Firm Selected – week of September 20, 2021.

Phase 1: Concept Design and Probable Cost: Full Project November 10, 2021.

Phase 2: Schematic Design, Design Development and Final Design March 16, 2022.

## H. Proposal Content and Evaluation

Proposals should be complete but concise. Firms will be evaluated on the following information listed in the order of importance:

### 1. Related Project Experience

Provide a list of specific project experience with pertinent project information. Provide the name of the project manager for each similar project completed. Present the proposed budget and schedule for each project in comparison to the final cost and completion time. References should be provided for each project.

### 2. Understanding of the Project

Provide a brief statement as to the firm's understanding of the project. Discuss the resources needed to achieve the work listed in the scope of services. Specifically, detail the employees, time and approach that will be required for each component of the project. Discuss the proposed planning, organization and management tools to be used to control schedule and costs. Provide an estimated schedule for the project from award of the RFP to project closeout particularly as it adheres to or strays from the schedule given.

### 3. Fee Schedule

Fee quotations are to include the names, title, hourly rates, overhead factors, and any other details by which the project costs have been derived. Provide an estimate of hours needed to complete the tasks outlined in the Scope of Services.

### 4. Personnel Assigned to Project (Project Team)

Provide the name of the project manager to be assigned this work along with a description of their experience and expertise. This person will be the main point of contact with the Village and directly responsible for the project. List the names of other key members of the project team, along with their experience and expertise.

If selected, the naming of personnel as listed above will be considered by the Village to be the project team and will be expected to be assigned to the project for its duration. These personnel are also expected to be readily available by email, telephone and in person.

## I. Selection Process

The Village's Municipal Needs Committee will review proposals, attend presentations, and make a recommendation to the Village Board for final approval.

Five copies of the proposal should be received by August 16, 2021, at 12:00 noon. An electronic copy of all proposals should also be emailed to the Village Administrator (see contact information below) by August 16, 2021, at 12:00 noon. All proposals and presentations will be reviewed based on the criteria listed in Section H.

No more than three firms will be selected to provide an in-person presentation to the Municipal Needs Committee. The presentations are scheduled for September 8, 2021 at the Deerfield Community Center between 5:00-6:30 pm. Each firm will have 15 minutes to present and 10 minutes to respond to questions. All firms will be contacted by 5:00 pm on August 25, 2021 with the Village's decision on which firms will be invited for an in-person presentation. Upon approval by the Board, the selected firm shall provide a standard contract for the Village to review and sign. The Village reserves the right to reject any or all proposals and to award a contract to the firm who, in the judgment of the Village, will best serve the interest of the Village.

## J. Insurance

The selected firm must provide evidence of insurance coverage. Here below are the limits of the insurance required:

### Workers Compensation

Comprehensive General Liability \$2,000,000

Automobile Liability \$1,000,000

Professional Liability \$1,000,000

The selected firm will hold an Excess Liability policy to go over those policies listed above. The Village will be named as an Additional Insured on the policies.

## K. Rejection of Proposals

The Village of Deerfield reserves the right to reject any and all of the responses received as a result of this RFP. The Village of Deerfield does not intend to award a contract solely based on responses to this RFP.

## L. Proposal Cost and Duration/Proprietary Information

The architectural and engineering firm must certify that the proposal and pricing will remain in effect and unchanged for a minimum of one hundred twenty (120) days from the date of the proposal opening. All materials submitted in response to the RFP will become the property of the Village and part of the official public record. All restrictions on the use of data contained with a proposal and all confidential information must be clearly identified as "Confidential and Propriety Information" Confidential and Propriety information submitted in a proposal, or in response to the RFP, will be handled in accordance with the applicable Wisconsin State Statute(s).

M. Point of Contact

All communication and questions regarding the project should be directed to:

Elizabeth McCredie- Village Administrator  
4 North Main Street  
Deerfield, WI 53531  
Office: 608-764-5404  
[mccredie@Deerfieldwi.com](mailto:mccredie@Deerfieldwi.com)

Gary Wieczorek, Trustee  
Chairman – Municipal Needs Committee  
[gwieczorek@deergroveems.com](mailto:gwieczorek@deergroveems.com)  
608-764-3122

N. Reference Information

Village of Deerfield, Space Needs Analysis by Barrientos Design & Consulting – September 23, 2019.  
[https://www.deerfieldwi.com/vertical/sites/%7B93C571E9-5330-4455-8F4C-5FD5ECDDC134%7D/uploads/Space\\_Needs\\_Analysis\\_from\\_Barrientos\\_0923.2019.pdf](https://www.deerfieldwi.com/vertical/sites/%7B93C571E9-5330-4455-8F4C-5FD5ECDDC134%7D/uploads/Space_Needs_Analysis_from_Barrientos_0923.2019.pdf)

O. Proposals and Costs

The proposals and costs are to be submitted with two options.

Option 1 – Village Hall facility only with related services

Option 2 – Village Hall facility with attached Police Station and related services