



City of Waupun
REQUEST FOR PROPOSALS FOR FACILITATION SERVICES
TO SUPPORT MUNICIPAL FACILITIES PROJECTS

Release Date: April 29, 2019
Response Deadline: 12:00 p.m., May 17, 2019

Contact: Angela Hull
Clerk, City of Waupun
920.324. 7915 | angie@cityofwaupun.org

The City of Waupun, Wisconsin is soliciting proposals from professional project/program management firms for professional services for multiple public facilities and improvements. The project includes a new or renovated Senior Center and improvements to other public facilities within the City. It is anticipated that the projects will be undertaken in phases over several years. This request for proposals is for program/project management services only. Design and other professional services for the project will be procured under a separate process. The successful firm will be eligible to submit bids or proposals for design or other professional services for this project.

SUBMISSION OF STATEMENTS

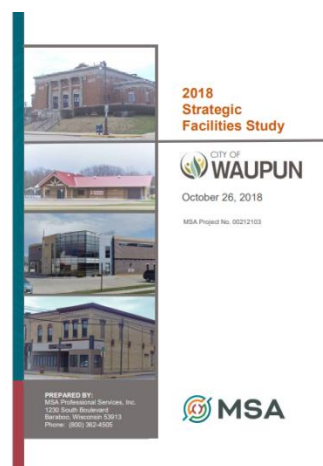
Statements will be accepted until 12:00 p.m. on May 17, 2019. Statements must be submitted electronically via email to the City Clerk, Angela Hull angie@cityofwaupun.org with the subject line: "RFQ – Facilitation Services to Support Municipal Facilities Projects". Statements received after 12:00 p.m. will be disqualified from consideration.

GENERAL INFORMATION

The City of Waupun is located in Central Wisconsin in both Dodge and Fond du Lac counties. The City's population grew from 10,718 to 11,340, from 2000 to 2010 or by 5.8%. This is slightly less than the growth rate for the state (6.0%) and slightly higher than the growth rates in Dodge (3.3%) and Fond du Lac (4.5%) counties during the same time period. Recent estimates from the Wisconsin Department of Administration estimate that since 2010 the population of the City has grown to 11,572 people. According to the WI Department of Administration, the City of Waupun is expected to grow by 10% between 2010 and 2035. This continues to be a slightly faster growth rate than Dodge and Fond du Lac counties. The City of Waupun owns its own public utility that provides water, sewer and electrical services to the community. In 2018, the City completed a strategic facility study that identified renovation and space needs for all public facilities in the community. Additionally the Waupun Common Council adopted a public participation plan and appointed a Facility Advisory Committee to provide public input on the future of public facilities in the community.

THE PROJECTS

In October 2018, MSA Professional Services completed a 2018 Strategic Facilities Study. The study examined all public facilities in the city, evaluating the condition and maintenance requirements of public buildings, as well as the results of a functional assessment of each building related to space and utilization. All facilities have regular, ongoing maintenance needs, but, according to the study, the largest physical needs exist at the City Hall and Auditorium where the mechanical and electrical system are aged and in need of significant attention. Additionally, the City Hall is in need of exterior masonry tuck pointing and sealant repair and the north monumental stairs are beginning to deteriorate due to general age and water infiltration. The other facility identified in the study with larger physical needs is the Senior Center. That building requires exterior masonry tuck pointing and brick repair. Additionally, both buildings have some physical needs associated with alterations to better accommodate disabilities as defined in the Federal Americans with Disabilities Act.



In terms of functional requirements, the biggest space needs identified in the study are associated with the Senior Center. Attendance at the Senior Center continues to grow and has outpaced available space. In 2018, the city complete aging in place planning in anticipation of increased demand as the community ages. The current building is land locked, making it difficult to expand the facility to meet needs. The facility study proposes several alternatives to relocate the Senior Center that could address community needs longer term. The scope of work for this RFQ will be based on findings contained within the 2018 Strategic Facility Study and direction given by the Facility Advisory Committee.

SCOPE OF SERVICES

The Consultant(s) shall respond to the following scope of services and indicated tasks for this RFP. The tasks listed represent the general work which will be requested of the Consultant(s). The Consultant(s) shall, at a minimum, incorporate the following tasks into their overall approach to the project. Creativity and effectiveness of methods chosen to address each task is strongly encouraged and will be evaluated. Where applicable, the Consultant(s) may vary from this scope; however, if done, it shall be noted and explained appropriately as to why this is the case and how it may provide better products or results for the project

The goal of this project is to build off the October *2018 Strategic Facilities Study* (prepared by MSA Professional Services) and to develop the foundation of a project to be considered for future Community Development Block Grant – Public Facilities funding. The following activities were identified as critical to developing the foundation of a future CDBG-PF application for construction of a new or renovated public facility:

- Use proven decision-making techniques with the Facilities Advisory Committee to develop a consensus recommendation;
- Work with the Facilities Advisory Committee to identify the goals of the process;
- In conjunction with the Facilities Advisory Committee, develop a decision process schedule;
- Assist the Facilities Advisory Committee in evaluating new and renovated public facility options identified in the *2018 Strategic Facilities Study*; and identification of project costs and funding sources for selected project;
- Facilitate approximately 6-9 meetings over a 6-month period from May 2019 through October 2019 (Meetings of the Facilities Advisory Committee are open to the public and will be held at a location in the City of Waupun);
- Work before and between meetings with the City of Waupun staff to develop agenda for each meeting;
- For each meeting, prepare discussion topics and meeting summaries to capture and present information gathered during the meeting;
- Provide support in the development of a realistic budget based on identified projects;
- Work with City Staff to identified funding streams, including but not limited to CDBG-PF funding, to address facility needs in the community.
- Prepare City staff for two public input sessions during the process, in accordance with the City's Citizen Participation Plan for projects being considered for CDBG funding ;
- Provide on-going evaluation of progress; and

- Provide information and documents, as requested by the City of Waupun, in preparing any grant applications that might assist with the construction costs of the selected project.

DELIVERABLES

The following items shall be required in terms of products and deliverables for this project. Note that all products and materials, such as notes, digital files, imagery, video, reports, surveys, etc., contributing to the deliverable shall become the property of the city of Waupun and shall be provided upon request:

- One or more printed/digital report(s) addressing the tasks noted above that include specifics actions, timelines, and recommendations as they apply to the final recommended project for consideration by the Common Council.

PROPOSAL REQUIREMENTS

1. Introductory Letter & Executive Summary (maximum 2 pages)

An introductory letter should indicate that the firm accepts all terms and conditions contained in the request for proposal. The letter should indicate a contact person during the proposal process and be signed by an authorized representative of the consultant firm. The letter should include a statement about the availability and commitment of the firm, including all team members and key professionals to provide commitment of the firm, including all team members and key professionals to provide these services to the City. The letter should serve as an executive summary, giving an overview of the firm's qualifications and project management approach.

2. Team Qualifications

- Describe the experience and qualifications of the firm.
- Describe the overall management structure of the project with attention to the interrelationship between the primary consultant and other team members.
- Provide the identification and qualifications of all key personnel, including each one's experience with similar public sector projects. Describe the nature of their participation on the project team, and list the percentage of time each participant will be assigned to the project.

3. Proposed Management Approach

- Describe the firm's approach and method for facilitation and coordination of public input for projects, including the use of citizen boards and committees.
- Describe the methods to be used for communicating with the project team and the general public.
- Describe how the consultant will manage overall quality control of the project.
- Describe the firm's experience evaluating change orders and track record for delivering projects within budget and on schedule.
- Describe the process that the firm will utilize to resolve disputes.

4. Timeline/Work Plan:

Provide an overall project timeline that specifies milestones for all tasks and key-subtasks. The project shall generally be undertaken between May 2019 and October 2019. The project timeline can be modified upon mutual approval between the selected Consultant(s) and the contracting authority.

5. Budget

Please include an estimated, all inclusive, budget based on the scope of services subcomponents and the proposed approach detailing the time and budget allotted by task.

It should be noted that the services will be a negotiated fee not to exceed \$50,000.

6. Representative Projects and References

- List public sector projects for which the consultant has provided or is providing professional program/project management services which are most related to this program. Provide the following for each project listed:
 - Project name and location.
 - Project owner.
 - Project description.
 - Total project cost.
 - Description of the professional services provided for the project.
 - Reference/contact information for the project.

7. Support Information (maximum 2 pages)

Support information may be provided that adds clarity as to the consultant's ability to meet the City of Waupun's needs.

EVALUATION & SELECTION

All submitted statements will be thoroughly considered. After an initial review of proposals, finalists shall be selected for interviews. Consultants invited to interview will be given the opportunity to explain their proposals, describe their approach to the project, and communicate the experience of the consultant's team. After interviews have been completed, the City shall select a consultant or consultants and a contract shall be negotiated between the consultant(s) and the City. In the event the City and the initially selected consultant cannot reach mutual agreement on the contract within a time frame acceptable to the City, the City will terminate all proceedings with that consultant and request the second most acceptable consultant to enter negotiations. The City reserves the right to reject any and all statements, to waive technicalities, deviate from any procedure outlines herein or to advertise for new proposals when the best interests of the City will be promoted.

GENERAL EVALUATION CRITERIA

City of Waupun will use the following criteria to evaluate submitted proposals:

1. The content, completeness, adherence to format, and appropriateness of the proposal.

2. The firm's reputation and experience with projects of a comparable nature.
3. Perceived creativity, innovation, quality control and commitment that the firm will bring to the project.
4. The experience and capabilities of the project manager and other staff who will be assigned to the project.
5. Demonstrated familiarity with management, construction and development of municipal projects.
6. Demonstrated knowledge of the Community Development Block Program (CDBG).
7. References that indicate successful projects and successful client/team/consultant relationships.
8. The firm's ability to best meet the objectives of the City for the project.
9. The effectiveness of the firm's oral, written, and graphic presentations skills.
10. Suggested citizen participation and involvement process.

ANTICIPATED SELECTION SCHEDULE

The anticipated schedule for Consultant Selection is as follows:

- RFQ advertised: April 29, 2019
- Proposals due: 12:00 p.m. on May 17, 2019
- Proposal review: To be scheduled week of May 20, 2019
- Target for interviews: Week of May 27, 2019
- Target for selection: Week of June 3, 2019

ADDITIONAL INFORMATION

All inquiries should be directed to the City Clerk, Angela Hull at angie@cityofwaupun.org or (920) 324-7915.