

**Request for Proposals For**

**Professional Architectural/Engineering  
/Planning Services**

**For**

**Development & Redevelopment  
Options Analysis for Village of  
Bellevue Community Center/Fire  
Station #2/Public Works Building  
at 1811 Allouez Avenue**



# GENERAL INFORMATION

Village of Bellevue

2828 Allouez Avenue

Bellevue, WI 54311

(920) 468-5225 / [www.villageofbellevue.org](http://www.villageofbellevue.org)

The Village of Bellevue is soliciting proposals from qualified firms, hereinafter referred to as “consultant” to provide the necessary preliminary Architectural, Engineering, and Planning Services for providing the Village an options assessment and analysis regarding the Village building located at 1811 Allouez Avenue constructed in 1972.

This building and site currently serves a number of Village needs including, but not limited to, recreational programming space, community center (rentable), polling location, fire station, public works equipment/vehicle storage, salt shed facility, and public works outside storage. The Village has experienced increasing maintenance, storage, safety, and general quality issues at this facility for meeting the long-term needs of our growing Village. The Village has several other building and facility needs, however addressing this facility first and establishing an agreed upon course of action for this facility has been identified as a Village priority.

Notable issues at this facility include, but are not limited to:

▪ ADA compliance, particularly doors and restrooms	▪ Roof replacement needed
▪ HVAC quality/issues	▪ Heating unit issues in Fire Dept. bays
▪ Lack of building security and camera's	▪ Shared space conflicts between users
▪ Quality of finishes (doors, floors, windows, etc.)	▪ Lack of Fire locker-room type facilities and turnout gear access
▪ Salt shed identified for replacement in 1-2 years	▪ Lack of IT networking/connectivity to other Village facilities

<ul style="list-style-type: none"> <li>▪ Significant sewer back-up issues in 2017 (emergency repairs implemented)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Garage door sizing and lack of drive-through access</li> </ul>
<ul style="list-style-type: none"> <li>▪ Lack of storage space for additional public works needs (approximately two additional bays needed)</li> </ul>	<ul style="list-style-type: none"> <li>▪ General lack of storage areas and meeting space</li> </ul>
<ul style="list-style-type: none"> <li>▪ Quality of existing kitchen (finishes, appliances, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Inadequate recreation or community use space</li> </ul>
<ul style="list-style-type: none"> <li>▪ Proper storage areas for hazardous materials</li> </ul>	<ul style="list-style-type: none"> <li>▪ Lack of secure areas for recreation programming equipment</li> </ul>
<ul style="list-style-type: none"> <li>▪ General building energy inefficiency</li> </ul>	<ul style="list-style-type: none"> <li>▪ Areas that are unusable due to safety or access issues</li> </ul>

The Village is seeking the assistance of a professional firm to provide a preliminary assessment and analysis, within the available budget, for this project. At this time, the Village is open to considering all options to address our needs including remodeling, full redevelopment, sale, new construction, relocation, etc. The selected firm will provide a written analysis of options available to the Village with the desirable outcome of identifying a recommended option(s) to best meet the Village's needs. Future phases of this project can then be effectively planned and budgeted for accordingly based on the direction provided by the Village Board. At this time, the Village Board has identified that meeting the needs of our Fire Department as this highest priority with this analysis.

### 1) SCOPE OF SERVICES

The Village has established a **not to exceed budget of \$10,000** for this project and is seeking to work with a firm that can provide the greatest scope of quality services as possible as part of this initial phase of review. While not to be expected, it is likely that the Village will continue to work with the selected firm on the next phase of this project when and if approved by the Village Board.

#### **Minimum Scope of Services/Deliverables**

The following are the required minimum services that must be provided by the consultant as part of this project:

- Completion of a kick-off meeting with applicable Village staff that shall include a staff provided tour of the facilities and discussion on facility needs, requests, issues, timelines, potential future budgets, etc.
- Provide a review of existing site and facility deficiencies including building code and ADA compliance issues.
- Presentation of draft options analysis report to applicable Village staff and then to the Village Board. Village staff to provide comments and suggested edits before presentation of the draft to the Village Board for further discussion.
  - Report shall clearly identify options to be considered.
  - Report shall include estimated preliminary costs/ranges for each option.
  - Options shall include preliminary conceptual site layouts for each option.
- Presentation of final options analysis report to the Village Board.
- Provide final options analysis report in a PDF format to the Village as well as two hard copies.

**Optional/Additional Scope of Services**

As noted previously, the Village is seeking to receive additional services or analysis from the consultant as feasible up to the allowable budget. As part of your proposal, please specifically provide details on any additional services that will be provided in addition to the minimum scope of services required. If no additional services are proposed to be included in your proposal, please clearly state as such in your proposal.

**Village of Bellevue To Provide**

To assist the selected consultant, the Village agrees to provide the following services towards this project as necessary:

- 1811 Allouez Avenue original building site plan
- Access to any available existing GIS resources or data layers

- Any past reports completed by the Village on building facility issues or needs
- Available photos of the site
- Staff project leaders (Village Administrator and Director of Community Development) that will assist in answering any questions and work directly with the consultant on scheduling any necessary meetings (with staff or the Village Board)

## **2) PRE-RFP TOUR/QUESTIONS**

If requested, Village staff will provide a pre-RFP tour to any interested firms to review the existing facility and site. Tour would be expected to last no longer than 30 minutes and should be requested as soon as possible to meet staff's availability.

E-mail and written questions will be accepted at the Village Offices until the RFP deadline, to [andrewv@villageofbellevue.org](mailto:andrewv@villageofbellevue.org) or to:

Village of Bellevue  
Attn: Director of Community Development  
2828 Allouez Avenue  
Bellevue, WI 54311

## **3) PROPOSAL DEADLINE**

Seven (7) hard copies of each Proposal and a PDF shall be supplied to the Village. All Proposal information is **due by February 7, 2018 by noon**, CST, as follows:

C/O Village Administrator (Re: Building Options Analysis)  
Village of Bellevue  
2828 Allouez Avenue  
Bellevue, WI 54311

Proposal packages will be reviewed and summarized by Village staff for a final presentation and review by the Village Board. It is anticipated that selection of the

Proposal shall be by the Village Board on February 14, 2018 at its Regular Board Meeting.

**4) INCURRING COST**

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

**5) 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 requests for information.

**6) SCHEDULE**

Services shall be completed no later than three (3) months from the approval of a proposal by the Village Board.

**7) FIXED PRICE PERIOD**

All prices, cost, and conditions outlined in the proposal shall remain fixed and valid for acceptance for a 60 day period commencing on the due date of Consultant's proposals.

**8) CONTENTS OF PROPOSALS**

The following information must be included in your proposal and submitted in the following format and on standard sized paper, organized with headings and subheadings:

1. LETTER OF INTRODUCTION, including name of contact person, phone and e-mail.

2. COMPANY INFORMATION, including the following:
  - a. Background information including office locations.
  - b. Size of firm, number of staff available to work on this project.
  - d. Listing of past performances on similar projects.
  - e. Knowledge of Fire Stations, Community Centers and Municipal Public Buildings.
  - f. Statement of Qualifications.
3. INFORMATION ON INDIVIDUALS, who shall provide the service, including the following:
  - a. Resume of the individual in charge of the service and other employees involved.
  - b. Identify any sub-consultants and their relationship to the project.
4. YOUR PROPOSED SERVICE, which will state how you will meet the scope of services and any additional services offered.
5. PROPOSED COST
  - a. Provide a “lump sum” cost for services described above inclusive of all expenses (i.e., items otherwise considered as “reimbursable” to be included in the “lump sum”).

**9) APPROVAL PROCESS**

A contract may be awarded to the consultant judged to be the most qualified in meeting the overall objectives to the Request for Proposals, while providing the best value and service to the Village of Bellevue. The Village reserves the right to use this process as a guide, only, and may elect to modify the process, or eliminate it completely. The Village reserves the right to reject any and all proposals at its sole discretion.