

# **REQUEST FOR PROPOSALS**

## **PLANNING SERVICES**

### **TO DETERMINE BEST LOCATION FOR PUBLIC FACILITIES FOR THE VILLAGE OF SISTER BAY, WISCONSIN**

#### **DATE ISSUED**

DECEMBER 22, 2022

#### **PROPOSAL DUE DATE AND TIME**

JANUARY 27, 2023, 3:45 pm CST



# **1 INTRODUCTION AND BACKGROUND**

## **1.1 Introduction**

In accord with Wisconsin Statutes 61.54, the Village of Sister Bay, Wisconsin is requesting proposals for a planning firm, architect or related company facilitate a planning process to help Village Officials decide where to relocate or how to improve their public facilities. Said firm is to make recommendations and prepare a final report on their findings. Having several lots to consider, determining the best location for public buildings and services is important to ensure reasonable access, efficiency, and fiduciary responsibility.

## **1.2 Project Plans and Specifications**

In accord with 61.54 and 62.15(2), the following known information is provided:

*Project Description:* Facility Location Plan

*Locations/Facilities:* Administrative Building; public meeting space for 250 persons; Post Office; Parks Maintenance Building & Storage; parking area; dog park(s); urban gardens; compost site; pickle ball or other recreational need identified in the planning process

*Lot size:* (Varies)

*Owner:* Village of Sister Bay, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234

*Building Plans:* The successful proposer will determine the approximate size buildings needed, and minimum lot size, to fulfill the Village's needs for services for the next 25 years. Based on those findings they will recommend the best location for that particular facility or service.

*Special Considerations:*

The successful Proposer will be expected to meet virtually or speak on the phone with each Trustee at least once, and to meet in person with applicable Village Staff, and the Post Master, at least twice, to help determine operational needs, preferences, and considerations. It is expected they will also present their findings (aka 'Final Plan') to the Village Board, and, it is expected a skilled Proposer will know whether to incorporate additional meetings and drafts into their timeline.

The Village understands additional land may need to be purchased in some situations to ensure safe ingress and egress or to provide additional parking. If the best facility location requires acquiring land the Village does not own, they expect said proposal to be included in the Plan as an option. All reasonable recommendations should be included in the Plan, along with conclusions about such proposals, and recommendations. Ideally the Village owns adequate land to meet their needs.

The Plan should include a 25-year projection for services to ensure whatever land is utilized, it meets the demand for services for the upcoming two and a half decades.

*Scope of Operations:* Government services, postal services, recreational needs.

### **1.3 Award**

The Village of Sister Bay will award a contract to the individual or firm which best meets the needs of the Village.

Sister Bay reserves the right to cancel this procurement or reject any and all proposals received in accordance with Wisconsin State Statutes 61.54 and 62.15 or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the Village. Interested individuals or firms must meet the submittal requirements identified in this RFP.

## **2 GENERAL**

### **2.1 Proposal Timelines**

Proposal Issued and Class 2 Notice Sent to Paper	December 22, 2022
Last Date for Questions/Clarifications	January 18, 2023
Addendum Issued	January 20, 2023
Proposal Deadline	January 27, 2023 at 3:45 PM, Central Daylight Time
Notice of Finalists/Interviews Scheduled, if Applicable	February 3, 2023
Notice of Intent to Award	February 13, 2023
Award Contract	February 21, 2023
First Draft of Plan Due (Staff Review)	May 5, 2023
Final Plan Due (Board Review)	May 16, 2023
Revisions Made and Final Presentation, if Needed	May 30, 2023

### **2.2 Questions and Requests**

Any Proposer requiring further clarification of the proposal procedures contained herein should submit specific questions in writing to Administrative Contact, below.

The e-mail subject line should contain the phrase “Sister Bay Facility Location Plan RFP.” A written response will be provided to those questions that are deemed appropriate. The response will be in the form of an addendum and will be sent to all individuals or firms who have contacted the Village contact about this RFP. Also, addendum will be posted on the Village website under *Sister Bay Facility Location Plan RFP*. Failure by the Village to send the addendum directly to any party shall not prohibit that party from submitting a request for the addenda.

### **2.3 Addenda**

Only documents issued as written addenda by Sister Bay serve to change the RFP in any way. No other direction received by the Proposer, written or verbal, serves to change the RFP. Addenda will be posted and made available at all electronic and physical locations where this Solicitation Document may be reviewed.

## **2.4 Administrative Contact**

Name: Julie Schmelzer  
Title: Village Administrator  
E-Mail: julie.schmelzer@sisterbaywi.gov  
Mailing Address:  
Village Administrator  
2383 Maple Dr., PO Box 769  
Sister Bay, WI 54234

## **2.5 Right to Retain**

Sister Bay reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Proposer of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village of Sister Bay and the Proposer selected.

## **2.6 Cost of Preparing Proposal**

Sister Bay will not pay any costs incurred by any Proposer in the submission or presentation of a proposal; or in making the necessary studies for the preparation thereof; travel; interviews; or associated costs incurred prior to bid review and contract date, if applicable.

## **3 REQUIRED SUBMITTALS**

Proposals must be sent to the Administrative Contact. Faxed proposals will not be accepted. All proposals received after the date and time indicated above will not be opened or considered.

### **3.1 Quantity of Proposals**

If submitted electronically, submit one (1) electronic proposal via email to the email address of the Administrative Contact; the scale on the electronic copy must be legible. It is the responsibility of the Proposer to ensure the submission was received by the Village. If a hard copy is submitted, submit four (4) copies of the proposal. Hard copies are preferred if oversized documents are utilized. Proposals should contain the submittals listed in this section and any other information not requested that illustrates qualifications and content from the Proposer.

### **3.2 Required Submittals**

It is the Proposer's sole responsibility to submit information in fulfillment of the requirements of the RFP. If submittals are not substantially compliant in all material respects with the criteria outlined in the RFP, it will cause the Proposal to be deemed non-responsive. If any part of a proposal is proprietary and is claimed exempt from disclosure, the Proposer must separately submit that material along with the Proposal and have it clearly marked as "Proprietary Information; Confidentiality Requested."

#### **3.2.1 Cover Letter**

A cover letter should not be more than two (2) pages long and should include as a minimum the following:

- a) A statement of the Proposer’s understanding of the objective of the services to be performed;
- b) A statement of the Proposer’s experience and ability to meet the scope of work;
- c) A positive commitment to perform the services within the time period specified in the Proposal; and
- d) The names of persons authorized to represent the Proposer, their title, mailing address, e-mail address, and telephone number (if different from the individual who signs the Cover Letter).

**3.2.2 General Information**

- a) Name of Proposer (individual or firm);
- b) Address;
- c) Federal Employer Identification Number;
- d) Length of time in business;
- e) Whether Proposer is local, regional or national;
- f) Location of the office from which the work is to be done (hereafter referred to as the “local office”);
- g) If the Proposer is a firm, description of the organization, size, structure and office location(s). Identification of principal supervisory and managerial staff assigned;
- h) Indicate, if appropriate, Opportunity/Affirmative Action Policy, if the firm has one;
- i) Description of Proposer’s experience;
- j) Identification of any complaints to liability carriers, legal action, including lawsuits, administrative complaints, etc., in the past five years;
- k) Projected date in which the findings and plans will be completed;
- l) Per Wisconsin Statutes 62.15(3), a bidder’s guarantee that the bidder will execute and file a proper contract and bond with the Village, if applicable;
- m) Bidder’s certificate per Wisconsin Statutes 66.0901(7), if applicable;
- n) Subcontractor’s list per Wisconsin Statutes 66.0901(7), if applicable;
- o) Any other information that would help in the evaluation of the Proposer for this contract.

**3.2.3 References**

Provide a minimum of three (3) references (preferably local government agencies) along with examples of other relative work performed.

**4 SUBMISSION & EVALUATION**  
**SUBMISSION**

Electronic and hard copy proposals allowed. As explained above, four (4) hard copies are preferred and are to be sent to the Administrative Contact.

Electronic proposals shall be in PDF format included as attachment(s) in an e-mail sent to the Administrative Contact. The e-mail subject line should contain the phrase “Sister Bay Facilities Plan RFP”. As for any electronic Proposals submitted, only those Proposals received at this e-mail

address by the due date and time will be considered. It is highly recommended that the Proposer confirms receipt of the e-mail with the Administrative Contact noted above.

## **EVALUATION**

All bids shall be sealed per Wisconsin Statutes 66.0901(1m)(a)1 and will not be opened, including pdfs, until the date identified herein. The status of review and evaluation are as follows:

### **4.1 Selection and Evaluation Process**

Sister Bay will review proposals and may follow up with interview questions. A final group of Proposers may be asked additional questions or asked to submit to an interview. After review and optional interviews, the Village of Sister Bay Board of Trustees may award a contract to the lowest responsible bidder per Wisconsin Statutes 61.54 and 62.15(1). Proposals will also be evaluated to determine responsibility and compliance with Wisconsin Statutes 66.0901(1m)(a)2. Proposals will also be reviewed in accordance with the following criteria:

- a. Proposed approach to scope of work and level of support services;
- b. Level of experience of the individuals identified to work on this project;
- c. Identification of an understanding of the Village's need;
- d. The Proposer's experience in delivering a successful product and support service to similar clients and projects. The selected contractor is required to meet the highest standards prevalent in the industry or business most closely involved in providing the appropriate goods or services;
- e. Customer service support (e.g. service hours that align with Village business hours, services available, etc.);
- f. Response from references;
- g. Timeline for completion;
- h. Cost.

Follow up interviews and evaluation, if offered, may focus on the following:

- a. Presenter's understanding of the scope of Sister Bay's needs;
- b. Presenter's ability to deliver on Sister Bay's scope of work based on experience and staffing expertise;
- c. Presenter's ability to provide services beyond the scope of work identified in the RFP;
- d. Presenter's ability to provide a completed review, recommendations, and design proposal within the timeframe identified in the Proposal;
- e. References from other governmental agencies.

### **4.2 Proposal Validity Period**

Each Proposal shall be irrevocable for a period of at least ninety (90) days from the proposal opening date.

### **4.3 Investigation of References**

Sister Bay reserves the right to investigate and to consider the references and past performance of any Proposer with respect to such things as its performance or provision of similar goods or

services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, subcontractors and workers. Sister Bay may postpone the award or execution of the contract after the announcement of the notice of intent to award in order to complete its investigation.

#### **4.4 Contract Award**

Sister Bay is expressly authorized to execute a contract under Wisconsin Statutes, Sec. 61.34(1), and to contract for public construction under Sec. 61.54, and 62.15(1). The contract will be awarded to the responsible Proposer whose Proposal Sister Bay determines in writing is the most advantageous to the Village.

#### **4.5 Proposal Rejections**

Sister Bay reserves the right to:

- a. Reject any Proposals not in compliance with all public procedures and requirements;
- b. Reject any Proposal(s) not meeting the specifications set forth herein;
- c. Waive any and all irregularities in Proposals submitted;
- d. Reject all Proposals.

### **5 APPLICABLE STATUTES AND RULES**

This RFP is subject to the applicable provisions and requirements of the Wisconsin State Statutes and the Wisconsin Administrative Rules.