

# **REQUEST FOR PROPOSALS**

## **ARCHITECTURAL/DESIGN SERVICES PUBLIC WORKS BUILDING SISTER BAY, WIS.**

### **DATE ISSUED**

NOVEMBER 14, 2023

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

DECEMBER 15, 2023, 4:00 PM CST



## **REQUEST FOR PROPOSALS ARCHITECTURAL/DESIGN SERVICES**

**SUBMISSION DEADLINE:** December 15, 2023 by 4:00 PM, submitted to the Village of Sister Bay Administrative Office located at 2383 Maple Dr., Sister Bay WI, 54234 or electronically (PDF) to [julie.schmelzer@sisterbaywi.gov](mailto:julie.schmelzer@sisterbaywi.gov). It shall be the responsibility of the proposer to ensure their submission was received.

All questions concerning this solicitation should be directed to Julie Schmelzer, Village Administrator, at [julie.schmelzer@sisterbaywi.gov](mailto:julie.schmelzer@sisterbaywi.gov). All questions will be answered to the best of staff's ability, and posted to the Village website to ensure all proposers have access to the same information. Visit [www.sisterbaywi.gov](http://www.sisterbaywi.gov) and scroll to the bottom of the home page. (Be advised staff is not available to answer questions November 23-December 4, 2023.)

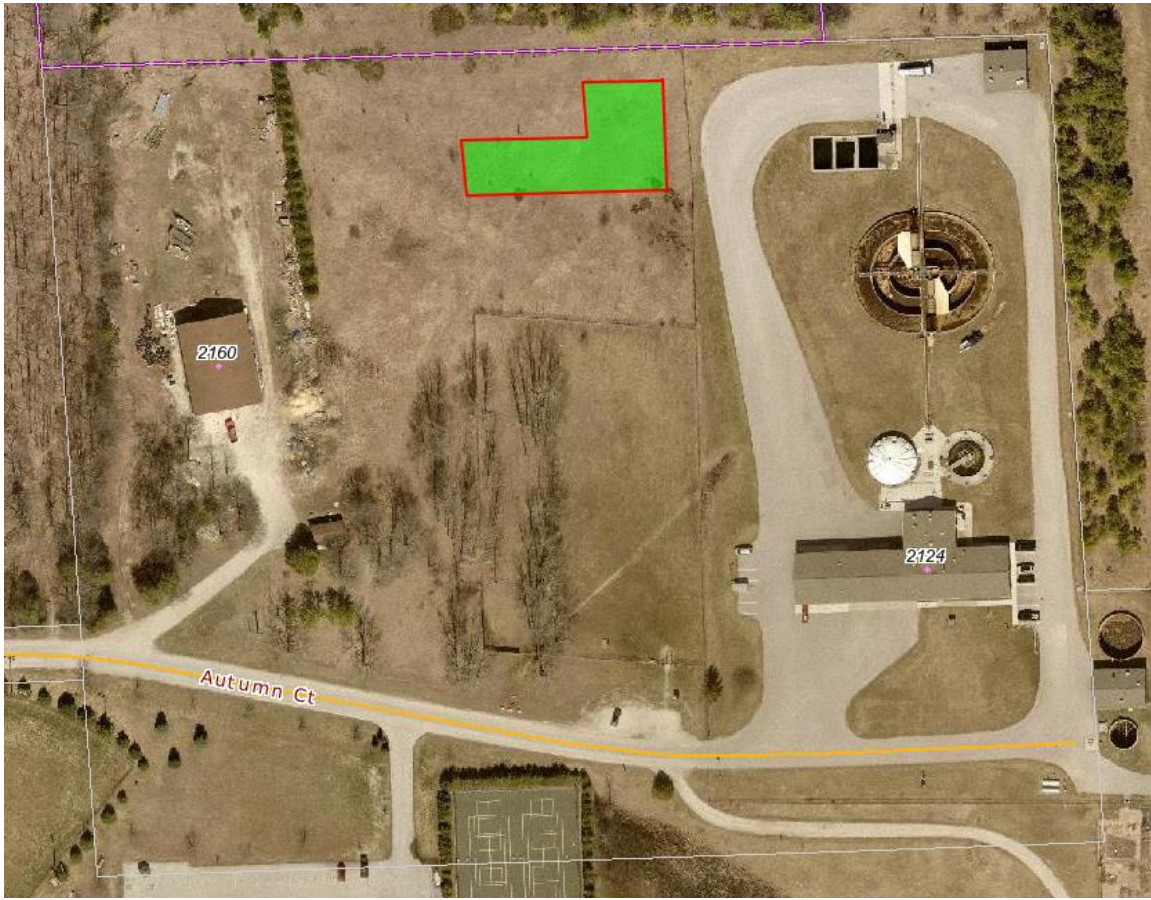
**PROJECT DESCRIPTION:** Utilizing a draft floor plan already developed for the Village of Sister Bay, design and prepare complete construction drawings for a new Public Works Building, also referred to as the 'Parks Maintenance Facility', along Autumn Court, in Sister Bay.

**OVERVIEW/SOLICITATION:** The Village of Sister Bay seeks proposals for architectural and design services to design a new Department of Public Works building, and, prepare a complete set of construction drawings which can be used to solicit construction bids. The building is used for parks and streets maintenance functions, as well as cold storage. During the process of developing a Village of Sister Bay Facilities Plan earlier this year, the planning consultant prepared a floor plan that could be used as a guide by the successful proposer to design and prepare the construction drawings. The floor plan accurately depicts space needs, but additional revisions to that floor plan are the need to add a 60' x 80' cold storage addition (an unheated space for holiday decorations and other items not needing a heated environment), and, the need to convert the sprinkler room shown on the plan to a warming crib for cold patch, with an exterior overhead access door.

The conceptual drawing, without the noted revisions, is shown below. The Facilities Plan, which includes a more legible version of the drawing, is available on the Village's website at [www.sisterbaywi.gov](http://www.sisterbaywi.gov).



An aerial view of the property is shown below with the approximate location of the new facility identified by a green highlighted square.



### **I. Instruction to Proposers**

- All respondents (proposers) must submit contact information including: Business name, contact person, corporate ownership, address, phone number, email address, and website.
- All costs associated with submission of this Request for Proposals are the sole responsibility of the respondent.
- All submissions are considered public record, and as such, may be searched or requested by members of the public.
- The Village of Sister Bay offers no guarantee of financial success to the respondent(s), and respondents should use their own business acumen to determine if they are endeavoring in a financially viable enterprise.
- This is a Request for Proposals, not an invitation to bid. Responses will be evaluated on the basis of the relative merits of the proposal.

## **II. Submission Materials**

The following should be incorporated into each submission:

**Format:** Electronic submissions preferred (PDF).

**General Information.** Business name, contact person, corporate ownership, address, phone number, email address of contact person, website, and insurance information. Please include a narrative introducing the company, its history of operation, relevant staff, total number employed, and capacity to service the Village.

**Project Proposal.** At a minimum, provide information on approach, services, ideas, costs, timeline.

**Prior Experience.** A narrative explaining prior experience with designing similar projects and compliance with state and federal laws, as well as examples.

**References.** A minimum of three references from similar projects designed is required.

## **III. Evaluation and Selection**

### **Evaluation Process**

The Village has established a proposal evaluation instrument which measures objective criteria on a weighted basis on a scale of 0-5 for each rating category. Each Parks, Property & Streets Committee member will be an evaluator, and an average will be calculated based on the scores assigned by the members. The average score will be evaluated against the average scores from other submissions to determine whom to award a contract.

### **Selection Criteria**

The following are the criteria used as rating categories:

1. Qualifications
2. Knowledge of State and Federal Laws and Trends
3. Experience, in particular experience designing similar projects in Wisconsin
4. Level of Understanding of the Need Identified
5. References
6. Cost

If at any point in the review process, any proposal found to be substantially non-responsive will be dropped from further consideration.

The Village, at its sole election, may require presentations by respondents clearly in consideration for award. Other submissions, certifications, or affirmations may be required, as appropriate.

#### **IV. Award**

Upon final selection, all respondents will be notified by the Village, via email.

The Village reserves the right to accept or reject any or all responses, to award on the basis of merit alone, and to act in its best interests and the interests of the public.

The Village reserves the right to make an award or to reject any or all proposals based on what it considers to be its best interests. A contract will be required to effectuate service.

#### **V. Administrative Contact**

Name: Julie Schmelzer

Title: Village Administrator

E-Mail: [julie.schmelzer@sisterbaywi.gov](mailto:julie.schmelzer@sisterbaywi.gov)

Mailing Address: Village Administrator, 2383 Maple Dr., PO Box 769, Sister Bay, WI  
54234