



City of Fond du Lac

First on the Lake

Website: www.fdl.wi.gov

City-County Government Center
160 S. Macy Street - P.O. Box 150 - Fond du Lac, WI 54936-0150

REQUEST FOR PROPOSALS CITY OF FOND DU LAC ARCHITECTURAL/ENGINEERING CONSULTANT FOR PUBLIC SAFETY TRAINING FACILITY JUNE 24, 2016

Introduction:

The City of Fond du Lac, Wisconsin is soliciting proposals from qualified firms to provide architectural and engineering planning services related to the development of a Master Plan for the new Public Safety Training Facility.

The City of Fond du Lac specifically reserves the right to reject any or all proposals, to waive any proposal requirements, to investigate the qualifications of any proposal, to obtain new proposals, or to proceed to have the service provided in any way the City of Fond du Lac deems appropriate.

Deadline for proposal submission is 3:00 p.m., Friday, July 15, 2016. Please submit four (4) copies of your proposal to:

City of Fond du Lac
City Engineer's Office
P.O. Box 150
160 South Macy Street
Fond du Lac, WI. 54936-0150

Questions and requests for additional information may be submitted to Paul De Vries at pdevries@fdl.wi.gov phone (920) 322-3473. Email questions are preferred and questions will be responded to by email to all potential consultants. The last day to submit questions is July 11, 2016.

The City Selection Team will review all proposals and make a recommendation to the City Manager. It is anticipated to execute a contract with the selected firm by July 31, 2016. The Master Plan would be due to the City on September 30, 2016.

Background:

The City of Fond du Lac, Wisconsin has a paid full time Fire/Rescue Department with 65 sworn and 2 civilian staff members and the Police Department has 73 sworn staff members that serve the City population of over 43,000. The need for a multi-use training facility has been identified as a key item for continued staff development. The main components are for a Class A Burn Tower and Indoor Firing Range with storage and restrooms. Additional items for consideration may include, but are not limited to: classrooms, showers/locker rooms, attached storage building (for Fire Engine, Ambulance, training props), a vehicle driver training area, a rail tank car, school bus, confined space trench, dry hydrant pond,

defensive tactics training room, firearms cleaning room, and a tactical training building. A 12 acre improved site has been identified as a potential location; however, a key work item in the Master Plan will be to determine the site size appropriate for the needs of the City. If the identified site is insufficient to meet facility needs, the consultant will be asked to evaluate a second site.

The City of Fond du Lac is seeking the services of an experienced architectural/engineering firm to proceed with a Master Plan for the Public Safety Training Facility, with the possibility of continuing into site development and project completion. The architectural/engineering firm must demonstrate significant experience in site planning and design of specialty police and firefighting training facilities, including firing ranges, Class A burn towers, recycling/cleaning water from live training, and onsite surface water detention and treatment.

Scope of Work & Deliverables

The primary objective for this Master Plan is to identify on a needs basis what components of a training facility can be addressed within the City's budget over the next 1-5 years. The scope of work shall include the following, but is not limited to:

1. Training Program Evaluation.
 - a. Interview City staff to understand the current and future training needs.
 - b. Determine appropriate space and layout for main components, classrooms, garages, and other training areas.
2. Site Evaluation – Determine adequacy of the land and infrastructure for immediate and future training needs. Identify any limitations and environmental or security concerns.
3. Project Phasing with prioritization.
4. Probable Cost Estimates by phase or facility component. Include typical operation and maintenance costs along with potential revenue from hosting outside training sessions.
5. Conceptual Site Plans.
6. Secondary Site Evaluation – provide separate cost, only to be performed as directed by the City.

Proposal Format:

Proposals are to follow the format and contain information listed in this section:

1. Letter of transmittal introducing the firm and nature of proposal.
2. Narrative Items
 - a. Resumes of principal-in-charge and key technical/professional personnel to be assigned to the project.
 - b. Program of work satisfying the requirements of the Scope of Services, including detail tasks and anticipated deliverables. Include a proposed schedule for each task/scope item.
3. Past Project Work on similar type projects that your firm has completed.

4. References of three names and phone numbers who will attest to your firm's ability to undertake and complete projects similar to this on time and within budget.

Cost Proposal:

The cost of proposed services shall be submitted in a **SEPARATE SEALED ENVELOPE** with anticipated personnel hour and rates.

Evaluation and Selection Process:

The City of Fond du Lac will review the qualifications of the respondents and uniformly evaluate them. Under the terms of this RFP, the services shall be provided only by organizations or individuals who are properly qualified to perform the work. Qualifications include:

1. Staff Strength and similarity of past projects.
2. Program of work and overall approach to this project.
3. A firm whose principals are registered professional in the State of Wisconsin or have equivalent experience in architecture/engineering.
4. The capacity to perform the work within the time limitations contained within this proposal.

Interviews will be scheduled if necessary.